

CHAPTER 5
PATROL SERVICES
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CHAPTER 5

PATROL SERVICES

1. POLICY. The California Highway Patrol (CHP) provides law enforcement services to ensure the safety of state government officials, employees, and visitors to state buildings, grounds, and facilities. Supervisors may request, through their Area commanders, assistance from officers assigned to Division to complete investigations requiring specialized training.

a. Police Services. Members of the Department shall provide police services to state agencies or honor arrangements established by Memorandums of Understanding with other law enforcement agencies, and will respond to immediate threats to safety as necessary. In the event the local law enforcement agency with jurisdiction is unavailable or refuses to respond, CHP personnel will respond to the scene and shall handle the incident to conclusion. Police services shall include, but are not limited to, emergency response to any immediate safety threat, criminal investigations, and calls for service of a law enforcement nature.

b. Reimbursable Services Agreements. State agencies which request a level of service beyond that required by Government Code Section 14615 (b), can negotiate a contract with the Department for those additional law enforcement services (refer to Chapter 2, Operational Policies and Procedures, of this manual).

2. RESPONSIBILITIES.

a. Command Responsibility. Commanders will determine the appropriate level of response to requests for service. The expectation for service of a state agency should be established by meetings between commanders and the local agency representative. Standard Operating Procedures (SOP) shall be developed to define specific examples for supervisors to consider when implementing the CHP's response.

b. Supervisor's Responsibility. Supervisors will ensure the appropriate level of response to requests for service by evaluating the potential consequences of the situation. Supervisors should monitor requests for service and emergency calls from state government agencies to ensure the response is appropriate.

c. Additional Services/Special Events. Additional services and special event services should not be handled by on-duty officers assigned normal patrol duties. Contracts should only utilize officers on reimbursable overtime (refer to Chapter 2). Special events should not reduce or dilute staffing for other functions.

(1) Normally, not less than two officers per shift will be assigned to any special event. If the Area commander determines the level of risk does not justify the need for two officers, one officer may be assigned.

(2) California Highway Patrol officers will not normally work a special event with non-CHP personnel (e.g., security officers or allied agencies), unless a mutual agreement is reached by the Area commander and event coordinator. The agreement should clearly delineate the chain of command and establish a method of communication between the officers and the event command structure.

(3) Examples of reimbursable services the Department may provide include:

(a) Miscellaneous services on an as-available basis including serving seizure and arrest warrants, and civil processes on behalf of state government.

(b) Security “stand by” services upon request (e.g., hearings, events, public meetings), and ongoing or intermittent patrol of state property.

(c) Reimbursable services for state agencies.

d. Local Law Enforcement Liaison and Coordination. Area commanders or their designees are responsible for establishing procedures for criminal investigation and follow-up in areas of concurrent jurisdiction. Communication with allied agencies should establish the level of expertise required to perform investigation tasks.

e. Training. Area commanders are encouraged to cross-train officers in specific investigative techniques to develop the expertise necessary to satisfactorily complete Safety Services Program (SSP) duties. Allied agencies may be willing to allow CHP officers to assist with investigations to develop sufficient expertise. Specialized training classes may also be coordinated through their respective Division or Protective Services Division, Emergency Operations and Safety Services (EOSS) Section.

f. Enforcement Policy. Every action taken by an officer of this Department is to be governed by sound professional judgment, in accordance with departmental policy as presented in Highway Patrol Manual (HPM) 100.68, Enforcement Policy Manual, and with HPM 100.69, General Law Enforcement Manual.

NOTE: If a reported crime is not an immediate threat to the safety of an occupant of a state building, state grounds, or facility, the appropriate response should be determined by the CHP supervisor.

3. BEAT DESCRIPTIONS.

a. Safety Service Program patrol services involve several unique types of beats utilizing different patrol techniques.

(1) State Government Beat. A state government beat designates a large state government building, usually multistory, a complex of state government buildings or facilities, or several state government buildings within an Area's jurisdiction which have been identified as a beat. A state government beat may require officers to patrol on foot.

(a) An effective building patrol requires the officers to sufficiently familiarize themselves with the building and its occupants in order to recognize unusual conditions or modified work patterns.

(b) Officers must establish effective communication with adjacent beat units and the communications center before entering a building. Officers should determine the appropriate radio band and advise the communications center when a switch is made. If a loss of radio effectiveness is unavoidable, other provisions must be made to ensure the officers will not be out of contact for extended periods of time.

(c) Officers should patrol buildings with a planned and irregular pattern or methodology. Occasional stops to talk to building occupants, affords officers the opportunity to detect hidden problems and to be more effective.

4. INDUSTRIAL INJURY/DEATH REPORTING. Commanders shall ensure Area and communications center procedures are in place to make the immediate notification to California Division of Occupational Safety and Health Administration (Cal OSHA) for all incidents CHP personnel are called to that meet the California Labor Code (LC) and 8 California Code of Regulations (CCR) reporting requirements, regardless of notifications made by other emergency response agencies.

a. California Division of Occupational Safety and Health Administration Reporting. The LC and Title 8, 8 CCR, require certain reporting requirements on emergency response agencies when called to an accident involving serious injury, illness, or death of an employee of any employer in connection with her/his employment (industrial accident). This includes violations of Penal Code (PC) Section 385, which prohibits the operation of specified equipment capable of motion within six feet of high voltage overhead conductor. Exemptions to the LC include any injury, illness, or death caused by the commission of a PC violation or accident on a public street or highway. Sections 6409.2 LC and 8 CCR 342 state that the nearest office of Cal OSHA shall immediately be notified of such incidents by telephone. The

purpose of the notification is to permit investigators from Cal OSHA to respond to the accident scene, and in those instances where Cal OSHA does not respond, to alert investigators that mandatory notification from the employer should be forthcoming.

(1) Sections 6409.2 LC and 8 CCR 342 convey the specified reporting responsibility to "...a state, county, or local fire or police agency..." when called to an accident of the type described above.

(2) A serious injury or illness would be one requiring hospitalization other than for observation, for a period in excess of 24 hours, loss of a body member, or any serious degree of permanent disfigurement. This determination will have to be made at the accident scene by the responding officer. The officer will then request the communications center to notify the local office of Cal OSHA by telephone.

b. Industrial Injury/Death Reporting Requirements. When making such a report, the reporting party is required to include the following information:

(1) Time and date of accident.

(2) Employer's name, address, and telephone number.

(3) Name and job title, or badge number of person reporting the accident.

(4) Address of site of accident or event.

(5) Name of person to contact at site of accident.

(6) Name and address of injured employee(s).

(7) Nature of injury.

(8) Location to which injured employee(s) was transported for medical treatment.

(9) List of the identity of other law enforcement agencies present at the site of the accident.

(10) Description of the accident and whether the scene or instrumentality has been altered.

c. Scene Preservation. It is not required the accident scene be preserved until the arrival of Cal OSHA personnel. However, CHP personnel should ensure reasonable preservation of the scene is provided until the agency/department manager or his/her designee arrives to assume control. Departmental personnel

should cooperate to the maximum extent possible without unnecessarily delaying documentation of the accident.

d. Completion of STD. 268, Report of Injury on State Property. The CHP is not mandated to perform this function for other agencies, employees of this Department **shall not** complete the STD. 268, Report of Injury on State Property, for incidents occurring on state property as described above, notwithstanding the Department's own internal reporting policies and procedures. Similarly, departmental employees **shall not** complete the STD. 268 for such incidents of injury or death involving visitors to state agencies or property. For instances not involving CHP personnel or facilities, the respective state managers have responsibility for ensuring proper documentation and investigation.

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