



**NOTICE OF REGULAR MEETING OF THE
BOARD OF POLICE COMMISSIONERS OF THE
BROADMOOR POLICE PROTECTION DISTRICT**

**The regular August 2025 meeting of the
Board of Police Commissioners will be held on**

Tuesday, August 12, 2025, at 7:00 p.m.

**at the District offices of the
Broadmoor Police Protection District at
388 88th Street
Broadmoor Vlg., California 94015**

**NO FOOD OR BEVERAGES WILL
BE PERMITTED IN THE MEETING ROOM
WITH THE EXCEPTION OF DRINKING WATER**

**NO ANIMALS EXCEPT REGISTERED SERVICE ANIMALS
WILL PERMITTED IN THE MEETING ROOM**

**RULES OF ORDER AND DECORUM SET FORTH
IN RESOLUTION 2022/23-07 WILL BE ENFORCED**

**COPIES OF THE PUBLIC AGENDA PACKET
MAY BE INSPECTED AT THE DISTRICT OFFICE
DURING NORMAL BUSINESS HOURS**



BROADMOOR POLICE COMMISSION
Hon. Ralph Hutchens
Hon. John Aguerre
Hon. Andrea M. Hall

A G E N D A

REGULAR MEETING

Meeting to be held:

Tuesday, August 12, 2025, at 7:00 p.m.

**Broadmoor Police Department
388-88th Street
Broadmoor, Vlg., California 94015-1717**

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting should contact Lisa Hernandez [Administrative Assistant of the Police Department] at least 2 working days before the meeting at (650) 755-3840 and/or lhernandez@pd.broadmoor.ca.us. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical-based products.

**NO FOOD OR BEVERAGES WILL
BE PERMITTED IN THE MEETING ROOM**

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1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

This time is provided for interested persons to address the Commission or submit written communications on matters not on the Agenda. Anyone wishing to present oral comments on matters not on the agenda must approach the podium, state his or her name, and will have up to three minutes to present his or her oral comments. At the conclusion of all public comments on matters not on the Agenda, the Commission may respond to the public comments. Any request that requires Commission action will be set by the Commission for a future agenda or referred to staff.

4. **CHIEF OF POLICE REPORT**

Chief Connolly will deliver his report.

5. **CONSENT AGENDA**

PREVIOUS MINUTES

- (a) Approval of minutes from regular meeting on March 11, 2025. (Continued from April 8, 2025, from May 13, 2025, and June 10, 2025, meetings.)
- (b) Approval of minutes from regular meeting on April 8, 2025. (Continued from May 13, 2025, and June 10, 2025, meetings.)
- (c) Approval of minutes from special meeting on April 30, 2025. (Continued from May 13, 2025, and June 10, 2025, meetings.)
- (d) Approval of minutes from regular meeting on May 13, 2025. (Continued from June 10, 2025, meeting.)
- (e) Approval of minutes from regular meeting on June 10, 2025. (Continued from July 8, 2025, meeting.)
- (f) Approval of minutes from regular meeting on July 8, 2025.

TREASURER'S REPORT

- (g) Approval of August 2025 Warrants and Deposits.

6. REGULAR BUSINESS

- (a) Claim of Jose Ramon Laines for damages for personal injuries he allegedly suffered on January 14, 2024. (Copy attached.)
- (b) Discussion and adoption of proposed amendments to the Commission Policy Handbook. (Follow-up from Item 7(c) on March 11, 2025, Agenda, Item 7(b) on June 10, 2025, Agenda and Item 7(b) on the July 8, 2025, Agenda.)
- (c) Discussion on live, interactive transmission of open session public meetings of Police Commission.

7. ADJOURNMENT

Motion to adjourn the meeting.

POSTED AT: WWW.BROADMOORPOLICE.COM
 BROADMOOR POLICE DEPARTMENT
 COLMA FIRE DEPARTMENT
 BROADMOOR COMMUNITY CENTER

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

BROADMOOR POLICE PROTECTION DISTRICT

OFFICE OF DISTRICT COUNSEL

TO : Police Commission

FROM: Paul M. Davis, District Counsel

DATE: August 1, 2025

RE : Claim of Jose Ramon Laines for Personal Injuries

---ooOoo---

INTRODUCTION

On July 13, 2025, the District received a written Claim by Jose Ramon Laines, a copy of which is attached to this Staff Report. Claimant asserts that that on January 14, 2025, he was walking on El Camino Real in the area of A Street when his left foot fell into a depression or opening of a broken or defective utility cover enclosing a utility box in the sidewalk on which he was walking, and as a result of that he claims to have suffered a fractured foot/toe.

DISCUSSION

The area where claimant allegedly suffered personal injuries is a public sidewalk owned and maintained by either the County of San Mateo or the City of Daly City. The District does not have any ownership interest in that public property and is not responsible for its maintenance.

Inasmuch as the District has neither any ownership interest in the public property nor a duty to maintain it. Absent a duty to maintain the sidewalk utility box the District has no liability whatsoever to Mr. Laines for his alleged injuries.

Any claim Mr. Laines might have for personal injuries as alleged in his Claim should be directed to the public entity owning the sidewalk, the adjoining landowner if there is an ordinance imposing upon the landowner a duty to maintain the sidewalk, and the utility company that owns the alleged dangerous or defective cover.

PROPOSAL

I recommend that the Claim of Jose Ramon Laines be rejected in its entirety.

Respectfully submitted,

Paul M. Davis

(digitally signed)

Paul M. Davis
District Counsel

CLAIMS FORM

Agency: Broadmoor Police Protection District

This form is provided pursuant to Government Code Section 910.4(a)

1. Claimant's Name: Jose Ramon Laines
2. Claimant's Address: [REDACTED]
3. Claimant's SSN: [REDACTED] Date of Birth: 1 Home Phone:
4. Date of Loss: 1/14/2025 Time of Loss: 5:00pm
5. Location of Loss (Specify in as much detail as possible): On El Camino Real, near intersection with A St. on the sidewalk in CA 94014 (Daly city). See photos attached as "Exhibit A".
6. Description of incident or accident, which caused you, make this claim: Claimant was walking on the sidewalk when his foot stepped into a depression/hole in a damaged concrete utility box/manhole, causing Claimant to roll his ankle and fracture his foot. The district failed to maintain the sidewalk in a reasonably safe condition, including the subject damaged manhole.
7. What specific injury, damages or other losses did you incur: Past and future medical expenses, loss of earnings, pain and suffering. Claimant suffered an acute, comminuted, non-displaced fracture of the fifth metatarsal base (left foot). Medical specials are pending and unknown at this time.
8. What amount of money or damages are you seeking to recover? Over \$35,000, unlimited jurisdiction

9. How was this amount calculated? (Itemize and attach bills, repair estimates, receipts, etc., if claim is for vehicle damage, obtain and attach two (2) repair estimates):

Pending and unknown at this time

Not required for claims above \$10,000

10. What is your basis for claiming that the District or District employee(s) are the cause of your injury, damages or loss? The concrete utility box/manhole is controlled by the district as the district's

initials "BPD" are printed on the sidewalk at the site of the subject manhole/box cover. Moreover, the district also controlled the subject sidewalk. Claimant claims damages under Government Code section 835. See Exhibit A.

11. What are the name(s) of the District employee(s) whom you allege caused your injury, damages or loss, if known? Pending and unknown at this time

12. Name, address and phone number of any witnesses who can substantiate your claim: pending and unknown at this time

13. Any additional information that you believe might be helpful to the District in considering this claim: See attached pictures as Exhibit A showing the location of the incident.

14. All notices and communications with regard to this claim will be directed to the Claimant shown in lines 1, 2 and 3 above, unless you complete the following to identify to whom further communication should be directed:

Name: Harout Messrelian
Relationship: Attorney for claimant
Address: 101 N Brand Blvd. Suite 1450
State: California Zip: 91203
Daytime Phone: 818-484-6531
Home Phone: 818-484-6531

SECTION 72 OF THE CALIFORNIA PENAL CODE PROVIDES THAT, "EVERY PERSON WHO, WITH INTENT TO DEFRAUD, PRESENTS FOR ALLOWANCE OR FOR PAYMENT TO ANY STATE BOARD OR OFFICER, OR TO ANY COUNTY, TOWN, CITY, DISTRICT, BOARD OR OFFICER AUTHORIZED TO ALLOW OR PAY THE SAME IF GENUINE, ANY FALSE OR FRAUDULENT CLAIM, BILL, ACCOUNT, VOUCHER, OR WRITING, IS GUILTY OF A FELONY."

Jose Ramon Laines
Claimant Printed Name

Harout Messrelian, Esq. - attorney for claimant
[Signature]
Claimant Signature

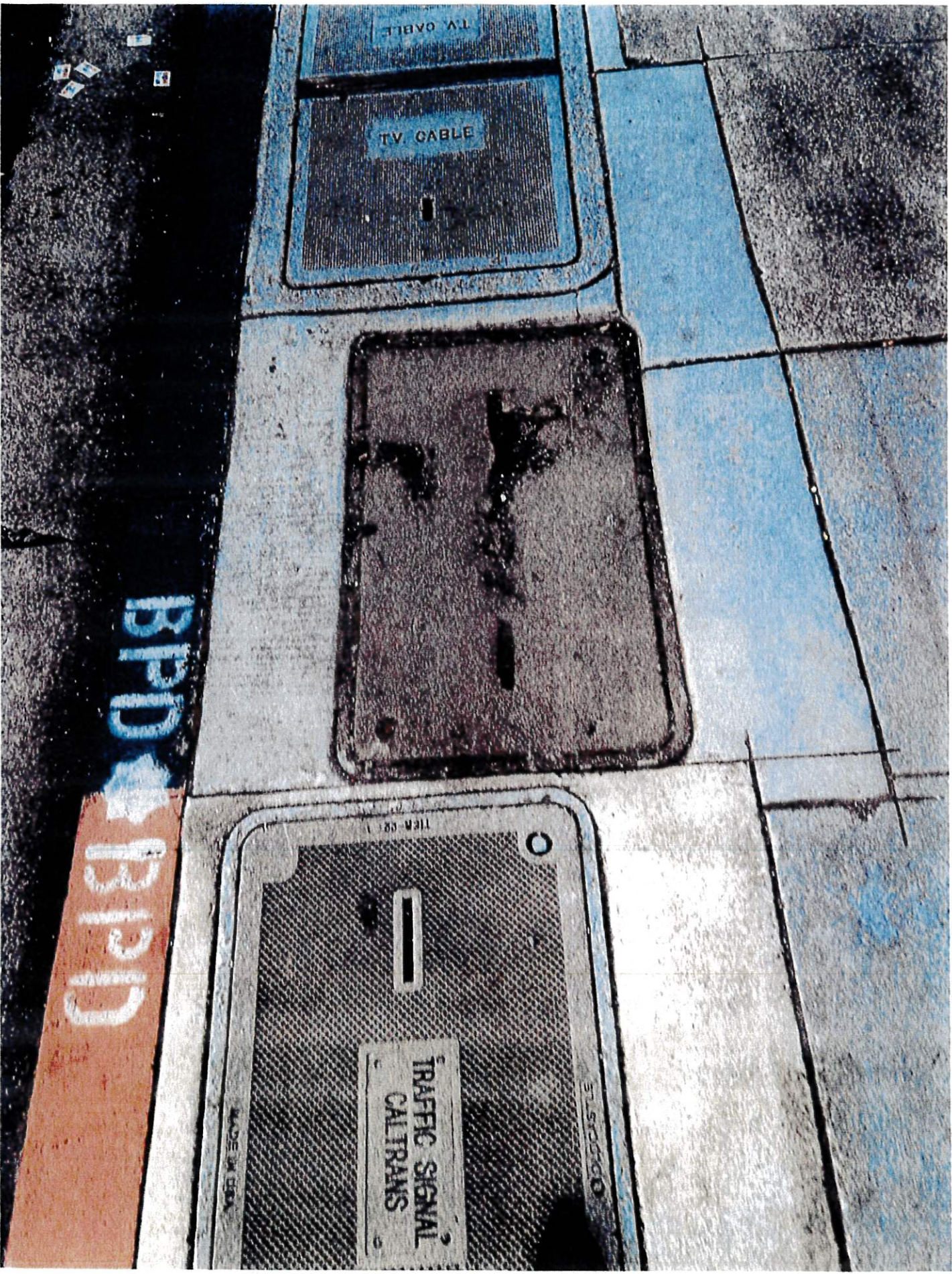
7-8-25
Date Signed

(Note: If the claim is filed by someone on behalf of the claimant, the person making the claim on behalf of the claimant should sign above.)

Completed Claims Forms must be submitted by personal delivery or by United States mail

Date Claim Received: _____ Accepted By: _____

EXHIBIT A







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STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

On July 8, 2025 I served the foregoing **CLAIMS FORM** on the interested parties by placing a true copy thereof, enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Glendale, California, and/or by following one of the methods of service as follows:

(X) **BY MAIL:** I am readily familiar with this firm's practice of collection and processing of correspondence for mailing with the United States Postal Service, and that the correspondence shall be deposited with the United States Postal Service the same day in the ordinary course of business pursuant to C.C.P. 1013(a)

I declare under the penalty of perjury under the laws of the State of California, that the foregoing is true and correct. Executed on July 8, 2025, at Glendale, California.

Harout Messrelian

Below are responses to the annotations concerning the Broadmoor Police Protection District – Board of Police Commissioners Policy Handbook.

August 2025

1000.2 The Broadmoor Property Owners Association, a organization separate from the BPPD, organized a First Responders Appreciation Day.

1000.5 How would that open liability? These are policy guidelines, not bylaws.

1000.6 See 20070.5(a) and 20071(a)(b)(c).

1010 What is the annotation referring to under this policy number?

1040.2. This section is about tort claims. Government code does not provide for service complaints, they are internal.

2000.3. There is no distinction. The duties are the same. The interim Chief becomes permanent when the job is announced, and interviews are conducted.

3020.4. The commission has the power to discipline the District Manager.

3030.7. With guidance from the accountant subject to Commission approval.

3050.5. The District website is public information. I propose we include “sensitive” between “enforcement” and “material”.

3060.4 There is a right to privacy, if using personal equipment, not government computer systems.

4010.1.1 Is that a style?

4010.1.5 State violations should be addressed. The purpose is to mitigate negative interaction, not negative comment.

4010.1.8.2 The District Manager needs to be aware of the complaint so it can be addressed.

4010.2.5 See 3040.2. It does not allow for unchecked spending; it increases the limit.

4020.1 We will look at this as a Commission

4040.4 No. That language has been struck.

4050.7. Yes, all vendors.

4050.12 What is the violation?

4051.1 The Chief follows the direction of the Commission.

5051.3 The typos have been addressed.

5020.5 Occasionally the commissioners receive confidential or privileged information, not on the agenda, which is not necessarily part of the agenda packet.

5060.1.1 See 50601.5. They are subject to approval.

5060.1.1. It's not a transcription, but a summary. Twenty-five words or less. Additional wording may be necessary for clarification.

5060.1.6 No, they remain confidential by agreement. Minutes are kept.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Police Commissioners of the Broadmoor Police Protection District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Commissioners, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Broadmoor Police Protection District, said rules, regulations or legislation shall ~~control.~~ prevail.

1000.3 The provisions of this Handbook are binding on each of the three commissioners of the Police Commission. The commissioners are at all times obligated to conform to and abide by the provisions of this Handbook.

1000.4 The Police Commission by a majority (2/3) vote may enforce the provisions of this Handbook in any manner ~~they it deems~~ appropriate, including censure, public reprimand and a civil action in superior court.

1000.5 The Chair, ~~as is~~ the Presiding Officer of all meetings of the Police Commission ~~and shall control the conduct of the meetings as more fully provided in this Handbook.~~ ~~may, after other measures have failed, order the removal of a commissioner from a meeting if he or she persistently fails to abide by the orders of the Chair or conform his or her conduct to, or persistently violates any of, the provisions of this Handbook.~~

1000.6 The Broadmoor Police Protection District is administratively divided into two divisions, (i) the Police Commission and (ii) the Police Department. The Police Commission is the administrative division of the District and has complete oversight of the District by the passage and adoption of policy relating to the operation of the District but has no direct management authority or control over the Police Department except the hiring and dismissal of the Chief of Police / District Manager. The Police Department is the law enforcement division of the District, which is under the direct and exclusive management and control of the Chief of Police / District Manager subject to oversight of the Police Commission.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Police Commissioners to adopt a new policy or to amend an existing policy may be initiated by any Commissioner, or by the District Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Commissioner and the District Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Police Commissioners.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Police Commissioners and shall require a 2/3 affirmative vote of the entire Board of Police Commissioners.

1010.3 Before considering adopting or amending any policy, Police Commissioners shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Commissioner for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 2/3 affirmative vote of the entire Board, with the agenda specifying consideration of such action.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Conflict of Interest Code
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which certain employees are designated and in which disclosure categories are set forth constitute the conflict of interest code of the Broadmoor Police Protection District.

1020.2 Designated employees are employees who make or participate in the making of decisions that may have a material effect on financial interests. Designated employees are required to comply with the financial disclosure requirements of the District's Conflict of Interest Code and the applicable disclosure category. Designated employees shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. All statements of designated employees will be retained by the District.

Appendix A

Designated Positions and Disclosure Categories

Who is and is not subject to the Code?

Designated Positions. The officers and employees listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below are required to disclose interests and investments pursuant to the position's corresponding disclosure category, as defined below. Persons who hold designated positions are known as "code-filers" because they file economic disclosures pursuant to the District's adopted conflict of interest code.

Consultants. District consultants¹ are a designated position and are required to disclose interests and investments.

New Position or New Consultant Disclosure Without Code Revision. If the District creates a new position that requires disclosure under this code, but does not simultaneously amend the code, the employee hired to fill such a position will disclose his or her economic interests subject to Category 1 until the District amends the code to designate the position.

Public Officials Who Manage Public Investments. A "public official" is every member, officer, employee or consultant of a state or local government agency. Public officials who manage public investments are not subject to the disclosure requirements of this Code. Members of the Board of Commissioners are public officials who manage public investments, and are thus subject to the financial disclosure requirements of Government Code sections 87200-87209.

What must be Disclosed?

Disclosure Categories. The District's disclosure categories are defined as follows:

Category 1 – Full Disclosure: All persons subject to this disclosure category must disclose all interests in real property within two miles of District's boundaries, as well as all investments, business positions in business entities, sources of income, including receipt of gifts, loans, and travel payments, from all sources.

Category 2 – Employees with Significant Contracting and Policy Authority but Without Authority Over Acquisition of Interests in Real Property: All persons subject to this disclosure category will disclose all investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from all sources that provide goods, equipment, or services, including training or consulting services, of the type utilized by the District.

Category 3 – Employees with Specific Contracting or Policy Authority or Who Participate in Making Specific Contracts or Policies: All persons subject to this disclosure category will disclose all investments, business positions in

¹ "Consultant" means an individual, pursuant to a contract with the District, either (A) makes a governmental decision to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law, (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the District, or for any subdivision thereof; or (B) serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, Section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's conflict of interest code.

business entities, and sources of income, including the receipt of gifts, loans, and travel payments, in or from all sources that provide services and supplies of the type utilized by the department or programs administered or managed by the designated position.

Position	Category of Disclosure	Notes
Chief of Police/District Manager	1	
Consultant	1	
New Position	1	
New Consultant	1	
Chief Financial / Fiscal Officer	1	
District Counsel	1	

Method of Disclosure

FPPC Form 700 Statement of Economic Interest. Persons holding a designated position must complete a Form 700 – Statement of Economic Interest upon hiring, annually thereafter, and upon leaving the position. This form may be obtained on the website of the Fair Political Practices Commission or from the District. Designated employees shall file a completed Form 700 with the District. The District will retain all Form 700s filed by designated employees and will, upon request, make filed statements available for public inspection and reproduction in accordance with Government Code section 81008.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

1030.1 The Board of Police Commissioners desires that public complaints be resolved in a logical and systematic manner.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute.

1030.3 Complaints against District peace officers must be in writing on a form prescribed by the Chief of Police. The complaint form shall conform to the requirements of Penal Code §148.6.

~~**1030.3** The method of resolving complaints shall be as follows:~~

~~**1030.3.1** The individual with a complaint shall be directed to the on-duty supervisor, who shall respond in compliance with the complaint procedure established by the Chief of Police.~~

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

1030.5 In the event a member of the public makes a personnel complaint against a District peace officer to a Police Commissioner the The Board of Commissioners or Commissioner shall refer the complaining party to the Chief of Police without discussing the substance or merits of the complaint. of the Broadmoor Police Protection District with the complaint.

An employee assigned by the Chief of Police, or his/her designee, shall investigate the complaint. The investigator shall follow the provisions set forth in Government Code §3300-3311.

The complaining party shall be notified, in writing, of the disposition of the complaint. Discipline, if any, of sworn personnel shall not be disclosed (Penal Code §832.7(a) unless otherwise required by Penal Code §832.7(b).

Broadmoor Police Protection Districts

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

1040.1 The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.2 Claims Requirements

The California Government Code sets forth requirements that a claim must meet. These requirements establish the time period within which a claim must be presented to the District and the information that must be included in the claim.

1040.21 Time of Presentation (Government Code §911.2)

- (a) Six month claims. If a claim is for personal injuries, wrongful death, or damage to personal property or growing crops, it must be presented to the District no later than six months after the accrual of the cause of action.
- (b) One year claims. If the claim arises out of any other circumstances (such as damage to real property), it must be presented no later than one year after the accrual of the cause of action.
- (c) Definitions of "presentation" (Government Code §915). If a claim is personally delivered to the District, the date it is received is the date of presentation. If a claim is mailed to the District, the claim is deemed presented and received at the time it is deposited in the mail. If a proof of service by mail accompanies the claim, the date of mailing as stated in the proof of service is the date of presentation. If there is no proof of service, the postmark date on the envelope is deemed to be the date of presentation. The envelope in which a claim is mailed should be retained with the claim in case a question arises concerning the date of presentation.

1040.22 Contents of Claim (Government Code §910)

_____ A claim shall include all of the following information:

- (a) _____ The name and post office address of the claimant.
- (b) _____ The post office address to which the person presenting the claim desires notices be sent.
- (c) _____ The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) _____ A general description of the indebtedness, obligation or injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.
- (e) _____ The name or names of the public employee or employees causing the injury, damage or loss, if known; and
- (f) _____ If the amount claimed is ten thousand dollars (\$10,000) or less, the claim shall include the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included with the claim. However, it shall indicate whether jurisdiction over the claim would ~~a limited civil case where the damages claimed do not exceed \$35,000.~~ rest in municipal court (generally \$25,000 or less) or superior court (generally over \$25,000). (Civil Code of Procedure §86).

_____ If the claim does not contain all information noted above, it is deemed to be insufficient.

1040.30 Claims Process

_____ District employees shall follow the process described below when receiving a claim.

1040.31 Telephone/Oral Complaints

All claims against the District shall be in writing. Claimants who call or visit the District Office shall be informed that all claims must be presented to the District in writing. District staff shall provide a claims form (Exhibit A) to the claimant in person, if the claimant is present at the Police Station, or by mail. District staff shall listen to the person making the complaint and take notes specifying the date and time of the discussion and the nature of the incident. District staff shall not discuss responsibility, liability or make an admission that implicates the District. ~~District staff shall neither assist a claimant in the preparation or presentation of a claim nor provide a claimant with any advice on how to prepare or present a claim.~~

1040.32 — Request for Acknowledgement of Receipt

~~District staff shall time-date stamp the claim when it is received. When a claim is delivered in person to the District or received by mail at the District offices, a written acknowledgement of receipt should not be provided. It is sufficient if the District's time-date stamp is affixed to a copy of the claim and returned to the claimant/messenger as an acknowledgement of receipt. The person receiving the claim may provide their name and title, but should not sign any documents. It is not necessary to make a photocopy for the claimant/messenger if an extra copy is not provided.~~

1040.33 — Insufficient Claims

~~If it is determined that a claim does not include all of the required information, the District shall so notify the claimant within twenty (20) days after the claim is presented (Government Code §910.8). The form letter (Exhibit B) is sufficient to meet this requirement.~~

1040.34 — Claim Investigation

~~District staff shall investigate the claim and gather information pertaining to the claim as soon as possible after the claim is presented to the District, except for claims for personal injury or wrongful death, which shall be sent immediately to the District's insurance company and attorney.~~

1040.35 — Action on Claims by Board of Police Commissioners or its Designee

~~Government Code §935.4 provides that the District, by resolution, may authorize an employee to allow compromise or settle a claim against the District if the amount to be paid is less than fifty thousand dollars (\$50,000 ~~\$10,000~~). The Board of Police Commissioners designates the District Manager to act upon claims against the District in an amount of up to the District's insurance deductible in any manner outlined in this policy.~~

~~The District Manager, after evaluating the claim and consulting with the Chairperson of the Board of Police Commissioners, shall determine whether to present **a proposed resolution of** the claim to the Board of Police Commissioners, or to recommend that an advisory committee comprised of two directors be formed to work with District staff regarding the specific claim. When the claim is presented to the Board of Police Commissioners, it may be considered in closed session if the District Counsel is present.~~

~~Pursuant to Government Code §912.4, the Board of Police Commissioners or its designee must act upon the claim within forty-five (45) days after the claim has been presented. If the Board of Police Commissioners or its designee fails, or decides not to act with forty-five (45) days after presentation of the claim, the claim is deemed to have been rejected by operation of law on the forty-fifth (45th) day.~~

1040.36 — Notice of Action Taken on Claims which are denied

It is important that a Notice of Action on Claim be sent for each claim that has been denied in order to limit the amount of time claimant has to file a lawsuit, whether the claim is denied by operation of law or by the Board of Police Commissioners or its designee. Subject to certain exceptions, if a Notice of Action on Claim is sent, a claimant generally has only six (6) months from the date of the Notice of Action on Claim is sent in which to file a suit. However, subject to certain exceptions, if no Notice of Action on Claim is sent, the claimant generally has two (2) years from the date the cause of action accrued (usually the date of the underlying incident or accident) in which to file suit (Government Code §945.6).

The following procedure should be followed when a claim has been denied:

(a) — Send a Notice of Action on Claim completed to show that the claim was rejected by the Board of Police Commissioners or its designee, or rejected by operation of law (Exhibit C) to the claimant, or to claimant's counsel at the address indicated in the claim. Select Option 1, or Option 2, at the bottom of the form (not both), depending upon whether or not the claimant is represented by counsel. A Proof of Service should be attached to this Notice (Exhibit D).

1040.37 — Notice of Action Taken on Claims which are granted

The following procedure should be followed when a claim has been granted, or granted in part:

(a) — Send a Notice of Action on Claim completed to show that the claim was allowed in the amount specified (Exhibit C) or to claimant's counsel at the address indicated in the claim. Select Option 1, or Option 2, at the bottom of the form (not both), depending upon whether or not the claimant is represented by counsel. A Proof of Service should be attached to this Notice (Exhibit D).

(b) — All work performed, or money paid shall be documented (with "before" and "after" photographs when appropriate) and placed in the claim file.

1040.38 — Other requests

———— Any other applications, such as applications for leave to submit a late claim, insufficient claim, or subrogation claim shall be provided to the District Manager, who in consultation with the District Counsel shall determine how to proceed.

1040.3 All claims against the District must conform to the provisions of Government Code §910 and each subdivision thereof.

1040.4 All claims against the District must be presented to the District strictly in conformity with the provisions of Government Code §911.2.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents related to the Board of Police Commissioners at open Board meetings shall be charged ten cents (10¢) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Police Commissioners at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged ten cents (10¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Executive Officer

POLICY NUMBER: 2000

2000.1 The District Manager shall be the Executive Officer of the Broadmoor Police Protection District and for the Board of Police Commissioners. ~~The Board of Police Commissioners has designated the Chief of Police of the Broadmoor Police Protection District to serve as District Manager.~~

2000.2 The Chief of Police is also designated and shall serve as the District Manager. The title and position of Chief of Police shall also mean and include the title and position of District Manager. Whenever any reference is made to the Chief of Police such reference shall include the District Manager.

2000.3 The Chief of Police / District Manager is the designated spokesperson of the Police Department and the District but not the Police Commission unless the Police Commission on a case-by-case basis designates the Chief of Police / District Manager to speak on its behalf.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Chief of Police
POLICY NUMBER: 2100

DEFINITION

Under administrative direction, to plan, organize and direct the operations of the Police Department; to coordinate the functions of all divisions of the Department; and to do related work as required.

EXAMPLES OF DUTIES

Formulates policies and regulations governing activities of the Police Department. With the assistance of subordinate officers; plans, organizes, directs and coordinate the activities of personnel engaged in preserving law and order, protecting life and property and promoting harmonious police community relations; directs the investigation of continuing law enforcement problems, unusual or serious crimes, accidents and other criminal incidents; attends conferences and meetings with other law enforcement agencies and allied services, civic groups and citizens on matters of mutual interest; keeps abreast of developments in the field of crime prevention and law enforcement by attendance at and participation in conferences and professional groups and by review of literature; selects, assigns, promotes and disciplines departmental personnel and enforces training regulations; directs the preparation of reports and correspondence and the maintenance of departmental records; directs the analysis of operational costs and preparation of the budget for the Department; performs other related work as required.

SPECIAL REQUIREMENTS

Possession of the Supervisory Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory and middle management training courses.

The Chief of Police shall obtain as soon as practicable a Management Certificate and an Executive Certificate issued by the Commission on Peace Officers Standards and Training.

Possession of a valid California Class "C" drivers license without any restrictions except for corrective lenses.

DESIRABLE QUALIFICATIONS

Knowledge of: Current criminal and civil law including law of arrest, rules of evidence and courtroom procedure, and laws governing jail procedures and facilities. Modern police planning and the principles and methods of law enforcement. Principles of public administration including: organization, budgeting the selection, training and disciplining of personnel.

Ability to: Coordinate the work of large functional units and plan, organize, direct and evaluate the work of others. Devise methods, procedures, regulations and evaluate their effect. Analyze and interpret crime statistics and reports. Speak effectively before large groups. Write and review reports, manuals and guides. Analyze situations accurately and adopt an effective course of action. Work cooperatively with those contacted in the course of work.

EXPERIENCE

Eight years of progressively responsible law enforcement experience, including at least two years in a management capacity comparable to that of a Commander of Police in the District of Broadmoor.

EDUCATION

Sixty or more units from an accredited college. Associate of Arts degree in Administration of Justice preferable.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – District Manager
POLICY NUMBER: 2105

DEFINITION

Under administrative direction of the Chief of Police, in a non-law enforcement position respond to Public Records Requests, aid legal counsel in litigation discovery and otherwise, meet with officials of the state and county to secure grants, and provide administrative assistance to the District to plan for fiscal analysis and allocation of resources, and other non-law enforcement tasks assigned by the Chief of Police. Negotiates contracts subject to approval of the Police Commission.

EXAMPLES OF DUTIES

Analyzes and prepares budgets, responds to requests for Public Records under the Public Records Act, aids and assists legal counsel in litigation discovery, meets with officials of the state and local governments, applies for grants and other things of benefit to the district, and provides administrative assistance to the Chief of Police and the Police Commission on an as-needed basis. Attends meetings at various venues throughout the state for the purpose of meeting with state and local officials. Participates in labor negotiations with District employees.

SPECIAL REQUIREMENTS

Public entity management skills, including budgeting, grant writing, negotiating contracts and labor negotiations. Knowledge of the California Public Records Act and office management.

Human resources and employee relations experience necessary.

DESIRABLE QUALIFICATIONS

Knowledge of: Principles of public administration including organization, budgeting the selection, hiring, training and disciplining of personnel. California Public Records Act.

Ability to: Coordinate the work of large functional units and plan, organize, direct and evaluate the work of others. Devise methods, procedures, regulations and evaluate their effect. Write and review staff reports, manuals and guides. Analyze situations accurately and adopt an effective course of action. Work cooperatively with those contacted in the course of work.

EXPERIENCE

Not less than 5 years in any of the following capacities: City manager, manager of a special district, or management level employee of a city, county or city and county in any department of employing entity.

EDUCATION

Bachelor's degree in public administration., business administration, human resources, criminal justice, or related field is required. Master's degree in any discipline preferred.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Commander of Police
POLICY NUMBER: 2110

DEFINITION

Under general direction, to assist in planning, organizing and directing activities of the four divisions of the Police Department; to perform administrative and technical law enforcement work, and to do related work as required.

EXAMPLES OF DUTIES

Assist the Chief of Police in planning and coordinating the activities of the four divisions in the Police Department; periodically inspects and appraises officers' work during the tours of duty; maintain effective public relations in the field and in the office; address interested groups and individuals concerning law enforcement activities; provide in-service training; prepare special reports; assist in the more complex technical law enforcement work as required; may prepare a budget for any division; attend meetings; make reports; establish goals and directives for any division(s); handle citizen complaints; recruit personnel; insures that the divisions operate in accordance with Department policy. Act as Chief of Police in his absence as required.

SPECIAL REQUIREMENTS

Possession of the Supervisory Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory training course.

Possession of a valid California Class "C" drivers license.

DESIRABLE QUALIFICATIONS

Knowledge of: Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of misdemeanors and felonies. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases. Recent court decisions on the arrest and handling of suspects and prisoners. Principles of supervision, training and volunteer police services, planning and research and the evaluation of programs and personnel. Principles of police administration methods and procedures; law, ordinances and regulations affecting the work of the Department.

Ability to: Schedule, organize and supervise the work of subordinates. Analyze situations accurately and interpret and apply law and regulations. Demonstrate keen powers of observation and memory. Exercise good judgment in personal encounters and relationships with the general public. Prepare clear, concise and comprehensive written reports. Work cooperatively with those contacted in the course of work.

EXPERIENCE

Six years of progressively responsible law enforcement experience, including at least two years in a supervisory capacity comparable to that of a Sergeant of Police in the District of Broadmoor.

EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Sergeant of Police
POLICY NUMBER: 2120

DEFINITION

Under general direction, to supervise and assist sworn and non-sworn personnel in carrying out assignments, tasks and functions of the various divisions within the Police Department.

EXAMPLES OF DUTIES

Oversees law enforcement and related activities of subordinate departmental employees working during an assigned shift; inspects, instructs and assigns beats to police officers and other departmental personnel. Insures that Department rules, regulations and policies are enforced. Reviews and corrects reports submitted by subordinates. Personally conducts briefing and provides information concerning current activities in the District to officers and other department personnel. Maintains discipline; meets with assigned personnel on a regular basis to plan, evaluate and conduct performance evaluations. Prepares and writes activity reports; generates statistical information and maintains files. In the absence of a Police Officer, the Sergeant will perform all tasks normally performed by a Police Officer.

OTHER DUTIES

May be required to speak and present information to the public or community groups; provide direction and information to the public; direct traffic; ride a motorcycle during traffic detail assignment. May appear in court and testify when necessary. May perform general law enforcement work such as investigation, documenting; collecting evidence in criminal or related matters or assisting subordinates in these duties. Follow up on non-routine matters as necessary.

SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

Possession of the Intermediate Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory training course within one year of date of appointment.

Possession of a valid California Class "C" drivers license.

DESIRABLE QUALIFICATIONS

Knowledge of: Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of violations of law. Recent court decisions on the arrest and handling of suspects and prisoners. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to: Instruct and supervise personnel engaged in law enforcement activities including patrol, traffic enforcement and investigations. Analyze situations accurately and adopt effective courses of action. Analyze trends in criminal activity and traffic matters and adopt effective courses of action to reduce number of occurrences. Prepare clear, concise and comprehensive written and oral reports. Searches building, persons and vehicles. Searches for missing, wanted or lost persons or evidence. Participates in or plans surveillance, observation and the following of suspects or persons. Arrests persons with or without warrants, takes into custody and guards prisoners and safety equipment. Administers first aid and CPR. Secure and protect property including evidence and personal property. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons.

Vision: Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Skills: Operation of a police vehicle at fast rates of speed

EXPERIENCE

Four years of progressively responsible law enforcement experience comparable to that of a Police Officer in the District of Broadmoor.

EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Corporal of Police
POLICY NUMBER: 2130

DEFINITION

Under direction, the Corporal will perform all tasks normally performed by a Police Officer and will have the following additional responsibilities: to supervise and assist sworn and non-sworn personnel in carrying out assignments, tasks and functions of the various divisions within the Police Department.

EXAMPLES OF DUTIES

In the absence of a Sergeant, the Corporal will oversee law enforcement and related activities of subordinate departmental employees working during an assigned shift. Inspect, instruct and assign beats to police officers and other departmental personnel. Insure that Department rules, regulations and policies are enforced. Review and correct reports submitted by subordinates. Personally conduct briefing and provide information concerning current activities in the District to officers and other department personnel. Maintain discipline; meet with assigned personnel on a regular basis to plan, evaluate and conduct performance evaluations. Prepare and write activity reports; generate statistical information and maintain files.

OTHER DUTIES

May be required to speak and present information to the public or community groups; provide direction and information to the public; direct traffic; ride a motorcycle during traffic detail assignment. May appear in court and testify when necessary. May perform general law enforcement work such as investigations, documenting; collecting evidence in criminal or related matters or assisting subordinates in these duties. Follow up on non-routine matters as necessary.

SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

Ability to: Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles. Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

Vision: Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of the Intermediate Certificate issued by the Commission on Peace Officers Standards and Training. There will be no additional salary compensation other than established educational or certificate override programs.

Possession of a valid California Class "C" drivers license.

DESIRABLE QUALIFICATIONS

Knowledge of: Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of violations of law. Recent court decisions on the arrest and handling of suspects and prisoners. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to: Instruct and supervise personnel engaged in law enforcement activities including patrol, traffic enforcement and investigations. Analyze situations accurately and adopt effective courses of action. Analyze trends in criminal activity and traffic matters and adopt effective courses of action to reduce number of occurrences. Prepare clear, concise and comprehensive written and oral reports. Search buildings, persons and vehicles. Search for missing, wanted or lost persons or evidence. Participate in or plan surveillance of suspects or persons. Arrest persons with or without warrants, take into custody and guard prisoners and safety equipment. Administer first aid and CPR. Secure and protect property including evidence and personal property. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons.

Skills: Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

EXPERIENCE

Four years of progressively responsible law enforcement experience comparable to that of a Police Officer in the District of Broadmoor.

EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Police Officer

POLICY NUMBER: 2140

DEFINITION

Under general supervision, to perform general law enforcement, crime prevention work and traffic related duties; interpret and enforce various laws, regulations and codes; perform special or unusual assignments.

DISTINGUISHING FEATURES

This is the journey-level classification in the professional police series that is given sworn status. This position requires satisfactory completion of an accredited California POST Academy or possession of a California POST Basic Certificate.

EXAMPLES OF DUTIES

Patrol various areas within the District by driving a police vehicle or by walking to prevent criminal activity, to enforce various laws, regulations and codes; respond to radio dispatched calls and report to crime scenes or locations of disorder to protect life and property.

Conduct investigations, gather information and write factual reports involving criminal activity, traffic accidents, suspicious activity or other unusual incidents. Make arrests as necessary and prepare reports of all arrests made and activities performed. Interview victims, complainants and witnesses of crimes or related incidents. Interview and interrogate suspicious persons, suspects and prisoners. Confer with and provide information to other law enforcement and criminal justice system personnel.

Gather, mark, preserve and record evidence in criminal or related matters; testify and present evidence in court. Serve warrants and subpoenas. Assist in the performance of special investigations and perform undercover and surveillance activities when necessary.

Answer questions from the public concerning state and local laws, regulations, codes and procedures and activities of the Department.

OTHER DUTIES

May work as a watch commander or shift supervisor in the absence of the Sergeant. Perform court liaison officer duties including the filing of criminal complaints with the District Attorney's Office and obtain arrest warrants. Receive and process bail payments; retrieve and request information involving arrests and subpoenas. May be required to speak and present information to the public or community groups; provide direction and information to the public. Ride a motorcycle during traffic detail assignment.

SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

Ability to: Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles.

Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

Vision: Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of a valid California Class "C" driver's license.

DESIRABLE QUALIFICATIONS

Knowledge of: State laws, local regulations, ordinances and codes including laws of arrest, current court decisions. General police procedures and rules. Standard police broadcasting procedures and codes. Proper use and care of departmental equipment and firearms. Geography of the local area.

Ability to: Understand and carry out oral and written instructions. Read, comprehend, write and speak English effectively. Write clear, concise and grammatically correct police reports. Observe, hear, remember and record facts in writing. Interpret, explain and apply laws and regulations. Analyze situations accurately and adopt effective courses of action. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons. Physically search buildings, vehicles, persons and property. Search for missing, wanted or lost persons or evidence. Arrest persons with or without warrants; take into custody and guard prisoners and safety equipment. Administer first aid and CPR. Secure and protect property including evidence and personal property.

Skills: Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

Age: At least 21 years of age at the time of appointment.

EXPERIENCE

Successful completion of an accredited, California POST approved basic academy and/or possession of a California POST certificate.

EDUCATION

High school graduate or equivalent.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Police Officer Trainee
POLICY NUMBER: 2150

DEFINITION

Under close supervision, to be trained and learn to perform general law enforcement, crime prevention work and traffic related duties; to be trained and learn to interpret and enforce various laws, regulations and codes; and to perform special or unusual assignments when necessary.

DISTINGUISHING FEATURES

This is an entry-level classification. This position serves in a training capacity until the completion of an accredited California POST Academy. Upon successful completion and graduation from the academy, the candidate will receive the title of Police Officer and become a sworn member of the Broadmoor Police Department, at which time he/she will receive police officer wages and benefits.

EXAMPLES OF DUTIES

Learn and apply all the important and essential duties of a Police Officer which include: Patrol various areas within the District by driving a police vehicle or by walking to prevent criminal activity, to enforce various laws, regulations and codes, respond to radio dispatched calls and report to crime scenes or locations of disorder to protect life and property.

Conduct investigations, gather information and write factual reports involving criminal activity, traffic accidents, suspicious activity or other unusual incidents. Make arrests as necessary and prepare reports of all arrests made and activities performed. Interview victims, complainants and witnesses of crimes or related incidents. Interview and interrogate suspicious persons, suspects and prisoners. Confer with and provide information to other law enforcement and criminal justice system personnel.

Gather, mark, preserve and record evidence in criminal or related matters; testify and present evidence in court. Serve warrants and subpoenas. Assist in the performance of special investigations and perform undercover and surveillance activities when necessary.

Answer questions from the public concerning state and local laws, regulations, codes and procedures and activities of the Department.

SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

Ability to: Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles.

Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

Vision: Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of a valid California Class "C" drivers license.

DESIRABLE QUALIFICATIONS

Knowledge of: State laws, local regulations, ordinances and codes including laws of arrest, current court decisions. General police procedures and rules. Standard police broadcasting procedures and codes. Proper use and care of departmental equipment and firearms. Geography of the local area.

Ability to: Understand and carry out oral and written instructions. Read, comprehend, write and speak English effectively. Write clear, concise and grammatically correct police reports. Observe, hear, remember and record facts in writing. Interpret, explain and apply laws and regulations. Analyze situations accurately and adopt effective courses of action. Mediate confrontations including but not limited to family and civil disputes and hostile groups of persons. Physically search buildings, vehicles, persons and property. Search for missing, wanted or lost persons or evidence. Arrest persons with or without warrants, take into custody and guard prisoners and safety equipment.

Administer first aid and CPR. Secure and protect property including evidence and personal property.

Skills: Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

Age: At least 20 years of age at the time of written and/or oral test.

EXPERIENCE

Sufficient experience and training to meet the qualifications of the position.

EDUCATION

High school graduate or equivalent.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Police Records Clerk II

POLICY NUMBER: 2160

DEFINITION

Police Records Clerk II is a journey-level position in the Police Records Division requiring average knowledge and computer experiences. Under general supervision, to perform a variety of specialized typing, computer data entry, word processing; clerical work involving the processing, filing and maintenance of police department records, reports and documents; do related work as required.

EXAMPLES OF DUTIES

Prepare materials for and process all types of warrants, fingerprint records and stolen and abandoned vehicle records; sort, index, route and make copies of reports and related documents; assist citizens at the police department front counter; take a variety of reports, answer questions, provide directions, etc.; aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintain various logs of warrant, subpoenas, vehicles, etc.; post monies received for fines and forfeitures; compute the distribution of fines and forfeitures to the District; take incoming business related telephone calls or route them to the appropriate person or voice mail for proper handling, collect fees at the front office counter; etc.

OTHER DUTIES

Use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U. S. mail; secure information from files and reports for authorized personnel or parties; extract information from reports and transfer it into the records computer by data entry using computer keyboard and monitor; prepare transmittal sheets for bail monies; compose a variety of correspondence to traffic offenders, arrested persons' court appearance times and dates or other reasons, process and file cases and reports with the prosecutor's office and the courts, act as secretary to the Chief of Police, as well as typing letters, envelopes, etc., for other departmental personnel; provide the public with general information and refer incoming telephone calls to appropriate personnel; write and issue receipts for purchases of copies of reports, vehicle releases, citation corrections and finger print and other processing fees; keep current on all laws and requirements concerning release of criminal offender record information, maintain an adequate sufficient supply of police and office materials, and place orders to replenish the same when needed, and such other duties within the foregoing general description that may from time-to-time be assigned by the Chief of Police.

SPECIAL REQUIREMENTS

Ability to: Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; view a computer screen while using a computer keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating or retrieving files, obtaining reports, additional supplies, etc..

Vision: Ability to read and comprehend written documents, computer screens, postage meter numbers, typewriter and computer keyboard, copy and facsimile machine instructions, etc..

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions

DESIRABLE QUALIFICATIONS

Knowledge of: Police Department policies, procedures, rules and regulations; modern office methods, English language (usage, spelling, grammar, punctuation, etc.); basic arithmetic (adding, subtracting, multiplying, dividing, etc.).

Ability to: Learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc.; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system analyze situations accurately and adopt effective courses of action.

Skills: Attend and successfully complete a 40-hour basic records course and related course offered by an accredited California community college; ability to use and operate a number of machines including, but not limited to: a multi-line telephone switchboard, a police computer (keyboard and monitor), a facsimile machine, a copy machine, an electric typewriter, a postage meter machine, a computer aided dispatch keyboard and screen and a state computer keyboard and monitor; ability to type at a speed of at least 40 words per minute; use of any computer system with speed and accuracy; ability to use police radios as well as hand-held portables and use of proper radio codes.

Age: At least 18 years of age at the time of appointment.

EXPERIENCE

A typical qualifying background would be at least one year of clerical experience, preferably in a law enforcement agency.

EDUCATION

High school graduate or equivalent.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Job Description – Police Records Clerk I

POLICY NUMBER: 2170

DEFINITION

Police Records Clerk I is an entry-level position in the Police Records Division requiring average knowledge and computer experiences. Under direct supervision, to perform a variety of specialized typing, computer data entry, word processing; clerical work involving the processing, filing and maintenance of police department records, reports and documents; do related work as required.

EXAMPLES OF DUTIES

Prepare materials for and process all types of warrants, fingerprint records and stolen and abandoned vehicle records; sort, index, route and make copies of reports and related documents; assist citizens at the police department front counter; take a variety of reports, answer questions, provide directions, etc.; aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintain various logs of warrant, subpoenas, vehicles, etc.; post monies received for fines and forfeitures; compute the distribution of fines and forfeitures to the District; take incoming business related telephone calls; collect fees at the front office counter, etc.

OTHER DUTIES

Use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U. S. mail; secure information from files and reports for authorized personnel or parties; extract information from reports and transfer it into the records computer by data entry using computer keyboard and monitor; prepare transmittal sheets for bail monies; compose a variety of correspondence to traffic offenders, arrested persons' court appearance times and dates or other reasons, as well as typing letters, envelopes, etc., for other departmental personnel; provide the public with general information and refer incoming telephone calls to appropriate personnel; write and issue receipts for purchases of copies of reports, vehicle releases, citation corrections and finger print and other processing fees; keep current on all laws and requirements concerning release of criminal offender record information.

SPECIAL REQUIREMENTS

Ability to: Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; view a computer screen while using a computer

keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating or retrieving files, obtaining reports, additional supplies, etc..

Vision: Ability to read and comprehend written documents, computer screens, postage meter numbers, typewriter and computer keyboard, copy and facsimile machine instructions, etc..

Hearing: Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions

DESIRABLE QUALIFICATIONS

Knowledge of: Police Department policies, procedures, rules and regulations; modern office methods, English language (usage, spelling, grammar, punctuation, etc.); basic arithmetic (adding, subtracting, multiplying, dividing, etc.).

Ability to: Learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc.; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system analyze situations accurately and adopt effective courses of action.

Skills: Attend and successfully complete a 40-hour basic records course and related course offered by an accredited California community college; ability to use and operate a number of machines including, but not limited to: a multi-line telephone switchboard, a police computer (keyboard and monitor), a facsimile machine, a copy machine, an electric typewriter, a postage meter machine, a computer aided dispatch keyboard and screen and a state computer keyboard and monitor; ability to type at a speed of at least 40 words per minute; use of any computer system with speed and accuracy; ability to use police radios as well as hand-held portables and use of proper radio codes.

Age: At least 18 years of age at the time of appointment.

EXPERIENCE

A typical qualifying background would be at least one year of clerical experience, preferably in a law enforcement agency.

EDUCATION

High school graduate or equivalent.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Illness and Injury Prevention Program

POLICY NUMBER: 3010

3010.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District is covered, in the case of occupational injuries, by the **State Worker's Compensation Insurance Fund**. ~~California Special District's Worker's Compensation Authority.~~

3010.1.1 Employees injured while on the job shall complete the following forms:

3010.1.2 Submit a memorandum to their immediate supervisor outlining the nature and scope of their injury.

3010.1.3 Complete and submit State Compensation Insurance Fund Form 3067.

3010.1.4 Complete and submit Department of Industrial Relations Form 3301.

3010.1.5 Treatment authorization to Seton Medical Center, 1900 Sullivan Avenue, Daly City, CA 94015-2200, (650) 992-4000.

3010.1.6 Completed forms shall be forwarded to the District Manager, or his designee, as soon as practical. All forms shall be forwarded to the appropriate agencies by the District Manager, or his designee.

3010.1.7 An employee injury file shall be forwarded to the District Manager as soon as practical, and shall be forwarded to the appropriate agencies by the District Manager, or his designee.

3010.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the District Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

3010.2.1 The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

3010.2.2 Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

3010.2.3 Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

3010.3 Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

3010.3.1 A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3010.8.)

3010.3.2 Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

3010.3.3 A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3010.32, above.

3010.3.4 Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

3010.3.5 All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

3010.4 Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

3010.4.1 Records of scheduled and periodic inspections as required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

3010.4.2 Documentation of safety and health training required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

3010.5 Program Communication System.

Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

3010.5.1 Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

3010.5.2 The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

3010.5.3 Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the District Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

3010.5.4 Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their subordinates at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

3010.5.5 District employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

3010.5.5.1 Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

3010.5.5.2 Feedback from employees.

3010.5.5.3 Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

3010.5.5.4 Brief audio-visual materials that relate to the District's operations.

3010.5.6 Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

3010.5.6.1 New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

3010.5.7 Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's office.

3010.5.8 News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

3010.5.9 A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District Manager.

3010.6 Hazard Assessment and Control.

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

3010.6.1 Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

3010.6.2 Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

3010.6.3 A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

3010.6.4 The District Manager, or his designee, will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

3010.7 Accident Investigation.

All accidents shall be thoroughly and properly investigated by the Sergeant of Police, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

3010.7.1 The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

3010.7.2 The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

3010.7.3 Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

3010.7.4 Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

3010.7.5 Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

3010.8 Code of Safe Practices.

BROADMOOR POLICE PROTECTION DISTRICT

3010.8.1 All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their immediate Supervisor, or District Manager, or his designee.

3010.8.2 Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

3010.8.3 Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform their assigned duties, may be subject to the disciplinary action.

3010.8.4 Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

3010.8.5 All injuries shall be reported promptly to an immediate Supervisor so that arrangements can be made for medical or first aid treatment.

3010.8.6 When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

3010.8.7 Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the District Manager.

3020.2 The proposed annual budget shall be reviewed by the Board of Police Commissioners at its regular meeting in May of each year.

3020.3 The proposed annual budget as presented to, or as amended by, the Board of Police Commissioners during its review shall be adopted at its regular meeting in July of each year.

3020.4 In the event a change in fiscal circumstances occurs after the adoption of the annual Final Budget, the Board of Police Commissioners, either on its own motion or at the request of the District Manager, may adopt a revised or amended budget as necessary at a special or regular meeting of the Board of Police Commissioners.

3020.5 Notwithstanding Policy 3020.2 and Policy 3020.3 the Police Commission by a 2/3 majority may advance either or both of the dates set forth in those two policies.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Fixed-Asset Accounting
POLICY NUMBER: 3030

3030.1 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

3030.2 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the District Manager shall certify its completeness and report the results thereof to the Board of Police Commissioners at its next regular monthly meeting.

3030.3 Applicable purchases for inclusion in said accounting shall be the following:

3030.3.1 Equipment, tools, and vehicles that individually have an original total cost of more than \$500;

3030.3.2 All land and building acquisitions regardless of price; and,

3030.3.3 Additions or major improvements to the District's service infrastructure.

3030.4 When any item defined in section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

3030.5 Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

3030.6 Information to be maintained in said inventory records shall include at least the following:

3030.6.1 Asset number;

3030.6.2 Description;

3030.6.3 Manufacturer's serial number;

3030.6.4 Storage location;

3030.6.5 Original cost;

3030.6.6 Acquisition date;

3030.6.7 Life expectancy; and,

3030.6.8 Classification code (e.g., office equipment, vehicle, etc.).

3030.7 In the event a budgeted capital asset is not acquired in the fiscal year for which it was budgeted but is acquired in a succeeding fiscal year, the budgeted amount not expended in the fiscal year it was budgeted shall be rolled over into the fiscal year in which the budgeted capital asset is actually acquired so that the acquisition of such capital asset will be within the budget for such capital asset. This shall not reduce or affect the budget for the later fiscal year in which the transaction occurs.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 3035

3035.1 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Broadmoor Police Protection District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Broadmoor Police Protection District funds.

3035.2 SCOPE

This investment policy applies to all financial assets of the Broadmoor Police Protection District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:
General Fund
Bank Accounts
[others]

Investments:
Local Agency Investment Fund
Certificates of Deposit
[others]

3035.3 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and

shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3035.4 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

3035.4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the Broadmoor Police Protection District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3035.4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the Broadmoor Police Protection District to meet all operating requirements which might be reasonably anticipated.

3035.4.3 Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

3035.5 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

3035.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide

investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Broadmoor Police Protection District's account with the firm has reviewed the Broadmoor Police Protection District Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Broadmoor Police Protection District that are appropriate under the terms and conditions of the Investment Policy.

3035.8 AUTHORIZED AND SUITABLE INVESTMENTS

The Broadmoor Police Protection District is empowered by California Government Code §53601, et seq., to invest in the following:

3035.8.1 Bonds issued by the Broadmoor Police Protection District.

3035.8.2 United State Treasury Bills, Notes & Bonds.

3035.8.3 Registered state warrants or treasury notes or bonds issued by the State of California.

3035.8.4 Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

3035.8.5 Obligations issued by agencies or instrumentalities of the United States Government.

3035.8.6 Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the bankers' acceptances of any single commercial bank.

3035.8.7 Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.

3035.8.8 Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

3035.8.9 Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements shall be no less than 102% of market value. (See special limits in CGC §53601.i.)

3035.8.10 Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

3035.8.11 Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

3035.8.12 Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

3035.8.13 Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

3035.8.14 Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized ratings service. Not more than 30% of surplus funds may be invested in this category of securities.

3035.8.15 Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)

3035.8.15.1 Prohibited Investments. Under the provisions of CGC §53601.6 and §53631.5, the Broadmoor Police Protection District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

3035.9 COLLATERALIZATION

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

3035.10 SAFEKEEPING AND CUSTODY

All security transactions entered into by the Broadmoor Police Protection District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Broadmoor Police Protection District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.

3035.11 DIVERSIFICATION

The Broadmoor Police Protection District will diversify its investments by security type and institution. It is the policy of the Broadmoor Police Protection District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

3035.11.1 Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.

3035.11.2 Maturities selected shall provide for stability of income and liquidity.

3035.11.3 Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

3035.12 REPORTING

In accordance with CGC §53646(b)(1), the Treasurer shall submit to each member of the Board of Police Commissioners a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the Broadmoor Police Protection District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) the Broadmoor Police Protection District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

3035.13 INVESTMENT POLICY REVIEW

This Investment Policy shall be reviewed on an annual basis, and the Board of Police Commissioners must approve modifications.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Expense Authorization
POLICY NUMBER: 3040

3040.1 All purchases made for the District by staff shall be authorized by the District Manager and shall be in conformance with the approved District budget.

3040.2 Except as provided in Policy 3040.5 Any commitment of District funds for a purchase or expense greater than \$2,000.000 \$5,000.00 shall first be submitted to the Board of Police Commissioners for approval, or shall be in conformance with prior Board action and/or authorizations. Payments of salaries and benefits, worker's compensation insurance, routine operating expenses such as liability insurance, vehicle maintenance and repairs, equipment maintenance and repairs, office expenses, station supplies, lease payments, payments to vendors of goods and services, janitorial services, telephone, gas and electric expenses, cable and internet expenses, recurring fees and charges, and fees charged for services provided by the state, outside agencies and other public entities, including the County of San Mateo, are among the expenses that will not require specific approval of the Police Commission and are deemed pre-approved.

3040.3 A "petty cash" fund shall be maintained in the District.

3040.3.1 Petty cash may be advanced to District staff or Commissioners upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Police Clerk, and any remaining advanced funds shall be returned.

3040.3.2 No personal checks shall be cashed in the petty cash fund.

3040.3.3 The petty cash fund shall be included in the District's annual independent accounting audit.

3040.4 Whenever employees or Commissioners of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager prior to remuneration.

3040.5 The provisions of Policy 3040.2 shall not apply to the purchase or acquisition of property or anything of value in excess of \$5,000.00, so long as the cost to purchase or acquire such property or thing of value has been budgeted and is reflected in the Budget, or any revised or amended Budget thereafter, that has been approved and adopted and the transaction occurs within the fiscal year of that Budget. In no event shall the purchase or acquisition of property or thing of value exceed the amount set forth in the budget without the express approval of the Commission.

3040.6 The Chief of Police / District Manager shall report to the Police Commission at the first regular meeting of the Commission following the purchase or acquisition of all budgeted capital assets at a cost or value in excess of \$5,000 with a usable life in excess of one year that had been purchased or acquired pursuant to Policy 3040.5.

3040.7 In the event a budgeted capital asset is not acquired in the fiscal year for which it was budgeted but is acquired in a succeeding fiscal year, the budgeted amount not expended in the fiscal year for which it was budgeted shall be rolled over into the fiscal year in which the budgeted capital asset is actually acquired so that the acquisition of such capital asset will be budgeted in the fiscal year it was acquired. This shall not reduce or affect the budget for the same class of capital asset(s) during the fiscal year in which the transaction occurs. The budget for the fiscal year in which the transaction occurs shall still provide for acquisition of such capital assets as though the transaction had not occurred.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Police Operations
POLICY NUMBER: 3050

3050.1 The Broadmoor Police Protection District maintains its operations at the facility located at 388 88th Street in Broadmoor, California. This facility consists of a public lobby, the Timothy J. Guiney Community Meeting Room, and a police station.

3050.2 Due to security requirements, access to the non-public areas of the police facility station is restricted. The Chief of Police has the authority to establish rules and regulations regarding access to the police station. The only public areas of the police facility are the front lobby and the public meeting room.

3050.3 No documents or materials that are confidential for law enforcement purposes shall be located in the public lobby or public meeting room without the express prior authorization of the Chief of Police.

3050.4 No documents or materials that are confidential for law enforcement purposes shall be in public view in the police station when any public function or activity is held in the police station.

3050.5 No computer monitors or screens in District vehicles or in the District's police facility that show or display any law-enforcement material shall be visible to the public at any time.

3050.6 The entire police facility, with the exception of the front public lobby and the public conference room, is restricted. With the exception of the public meeting room and lobby no person other than authorized personnel shall be permitted to enter or be within any part of the police facility unless escorted by authorized personnel of the Broadmoor Police Department. The Chief of Police / District Manager or watch commander may allow a person or persons, other than authorized personnel, into the facility but such person or persons must at all times be escorted by authorized personnel of the Broadmoor Police Department. The Chief of Police / District Manager may grant special access to unauthorized persons and vendors to specific parts of the restricted areas in order to perform maintenance or work on District equipment or the building.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Use of District Property and Equipment
POLICY NUMBER: 3060

3060.1 The Broadmoor Police Protection District is the owner or lessee of property and equipment for use by its employees and commissioners in the course and scope of their official duties.

3060.2 The use of District property and equipment is strictly limited to official business of the Broadmoor Police Protection District. No District employee or commissioner shall use or permit the use of any District property or equipment for personal business.

3060.3 Among the District's property is a networked computer system, which includes terminals and stations, software, printers, email and other applications and appurtenances. The use of the computer system and each and every component, application and appurtenance thereof including the email system is subject to the provisions of Section 3060.2.

3060.4 No user of the District's computer system, including the email system, shall have any expectation of privacy in the use of such property. The Chief of Police/District Manager or his or her designee without notice shall have the right to inspect or view all communications of every kind transacted over the District's computer system, including the email system.

3060.5 An occasional email or a response to an email for personal business in cases of an emergency or confirming an appointment relating to a non-business meeting, receiving a telephone number or to arrange or confirm a meal shall not be subject to the provisions of section 3060.2.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

4010.1 The Board of Police Commissioners of the Broadmoor Police Protection District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the interaction and behavior between and among members of the Board of Police Commissioners, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Commissioner shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is encouraged.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Police Commissioners.

4010.1.4 The primary responsibility of the Board of Police Commissioners is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Broadmoor Police Department are the sole responsibility of the Chief of Police/District Manager.

4010.1.5 Commissioners should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4010.1.6 Commissioners should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Healthy and professional debate is essential to the democratic process of making of good decisions, but healthy debate does not include lambasting, insulting, demeaning, belittling, intimidating, badgering, or engaging any form of such course of unethical conduct. Once the Board of Police Commissioners takes action, Commissioners should commit to supporting said action even if a commissioner opposed the action and not to create barriers to the implementation of said action.

4010.1.8 Commissioners should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Commissioners may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Manager, or his designee. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.1.8.4 In presenting items for discussion at Commission meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the District Manager.

4010.1.9 When approached by District personnel concerning specific District policy, Commissioners should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Commissioners should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Commissioners should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Commissioners should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Commissioners may not commit the District to any policy, act, or expenditure.

4010.2.5 Commissioners are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

4020.1 Members of the Board of Police Commissioners shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 A vacancy on the Board of Police Commissioners shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Police Commissioners.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030

4030.1 Members of the Board of Police Commissioners shall serve without remuneration.

4030.2 Members of the Board of Police Commissioners shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4080.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Chairperson (Board of Police Commissioners)
POLICY NUMBER: 4040

4040.1 The Chairperson of the Board of Police Commissioners shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the Chairperson, the remaining members present shall select one of themselves to act as chairperson of the meeting. In the event the remaining members cannot agree and select an acting Chairperson, the more senior (by date the member is sworn in as a Commissioner) Commissioner shall by default be the acting Chairperson for that meeting. In the event neither remaining member is senior to the other, the acting Chairperson for that meeting shall be selected by a draw conducted by the Chief of Police / District Manager.

4040.3 The Chairperson is at all times the spokesperson of the Police Commission unless the Police Commission by a majority (2/3) vote designates another spokesperson for a single instance or for more than one instance. This section is not intended abrogate the provisions of Policy 2000.03 of this Handbook designating the Chief of Police / District Manager as the spokesperson on behalf of the District but not the Police Commission.

4040.4 The Chairperson shall control and shall exercise such control over all meetings of the Police Commission. If a commissioner interrupts any meeting, is disrespectful to other commissioners or the public in attendance during any meeting, refuses to abide by orders of the Chairperson, or in any way impairs the orderly flow of business of the meeting, the Chairperson may take all steps reasonably necessary to retain control of the meeting. Such steps include requesting a commissioner to cease and desist from improper conduct or behavior or call a recess. or, after repeated violations order the commissioner to leave the meeting either for the particular Agenda item being considered or for the duration of the meeting. During a commissioner's absence from the meeting he or she will be deemed absent from the meeting and will not be allowed to vote on any matter pending before the Commission during such absence.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Members of the Board of Police Commissioners
POLICY NUMBER: 4050

4050.1 Commissioners shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Police Commissioners. Information may be requested from staff or exchanged between Commissioners before meetings.

4050.1.1 Information that is exchanged before meetings shall be distributed through the District Manager, and all Commissioners will receive all information being distributed.

4050.2 Commissioners shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 Commissioners shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the Agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Commissioners may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4050.5 Commissioners shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Commissioners ~~should~~ shall not abstain from the Board's decision-making responsibilities. When a Commissioner abstains from voting on an issue, he or she shall give the reason(s) for such abstention, which shall include the facts of any conflict.

4050.6 Requests by individual Commissioners for substantive information and/or research from District staff will be channeled through the District Manager.

4050.7 Absent specific direction from the Commission by a majority (2/3) vote, Commissioners shall not have any contact of any kind with any vendor or provider, or prospective vendor or provider, of goods or services to the District.

4050.8 Any Commissioner who desires that the Commission adopt any new policy or procedure, or revise any existing policy or procedure, must first present the proposal in writing to Staff through the District Manager for a Staff Report.

4050.9 Absent specific direction from the Police Commission by a majority vote, Commissioners shall not have any contact of any kind with employees of the District, except through the District Manager, regarding any District issue or business. This section shall not apply if a commissioner is involved in any action involving District police officers in the performance of their duties where a commissioner is personally involved in such action.

4050.10 Any commissioner who desires to inspect the public records of the District shall have the same rights as any member of the public pursuant to the California Public Records Act and shall follow the procedures prescribed by that Act. By a majority vote of the Police Commission may, on a showing of good cause and on terms set by the Police Commission on a case-by-case basis, allow a commissioner to inspect a record that is exempt from disclosure under the California Public Records Act. Restricted or confidential law enforcement records cannot be examined by a commissioner unless such records are necessary and relevant to an issue to be decided by the Police Commission in a personnel hearing. To the extent any commissioner receives access to such restricted or confidential records, no commissioner shall disclose or discuss the contents of such records outside the confines of a closed session meeting of the Police Commission. Any commissioner seeking to inspect an exempt record shall not have the power to vote on the particular request to inspect an exempt record. ~~issue.~~

4050.11 Except as provided in Policy 4040.4 no commissioner shall speak on behalf of the District or on behalf of the Police Commission absent specific direction from the Police Commission by a majority vote. This provision shall include postings to social media and websites.

4050.12 The Agenda packet shall be assembled by the Chief of Police / District Manager and the Chairman of the Police Commission. No commissioner shall place or include any material of any kind with the Agenda packet of a special or regular meeting of the Commission. No commissioner shall provide any materials to the public at any regular or special meeting of the Commission that does not constitute the official Agenda packet for that meeting. Likewise, no commissioner shall add to, supplement, augment or alter any of the materials that constitute the official Agenda packet or provide any additional materials or handouts for public consideration at any regular or special meeting of the Commission.

4050.13 Commissioners shall not engage in any activity or conduct, whether or not they are sitting as commissioners at a meeting of the Police Commission, that could in any way cause injury or damage to the District.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Police Commission Primary Role and Duty
POLICY NUMBER: 4051

4051.1 It shall be the primary role and duty of the Police Commission to set policy for the orderly operation of the District. The Commission shall not engage or participate in the actual operation of the District. The actual operation of the District shall be under the exclusive control and command of the Chief of Police / District Manager, subject to the policies adopted by the Commission.

4051.2 The Police Commission is charged with the responsibility and the duty to hire the Chief of Police / District Manager and District Counsel, and to approve the hiring of a Commander of Police that has been nominated by the Chief of Police / District Manager. The Chief of Police / District Manager and District Counsel shall serve at the pleasure of the Police Commission. The Chief of Police / District Manager and District Counsel may be dismissed by a 2/3 majority vote of the Police Commission unless the Police Commission has approved that either may not be dismissed except upon a unanimous vote of all three commissioners.

5051.3 With the exception of the Chief of Police / District Manager and District Counsel the Police Commission shall not engage in the hiring or discipline of any District personnel subordinate to the Chief of Police / District Manager as provided in Policy 5051.4.

5051.4 The Chief of Police / District Manager is charged with the hiring and discipline, up to and including termination, of all District employees subordinate to him or her. However, the Commander of Police shall be nominated by the Chief of Police and hired subject to the approval of the Police Commission. The Commander of Police shall serve at the sole pleasure of the Chief of Police. The Chief of Police may without the approval or action of the Police Commission take disciplinary action up to and including dismissal of all employees of the District, including the Commander of Police.

5051.5 Pursuant to Health & Safety Code §20071(c) the Police Commission expressly, explicitly and exclusively delegates to the Chief of Police / District Manager the duty and responsibility of appointing and disciplining (including dismissal) all District employees subordinate to the Chief of Police / District Manager.

5051.6 This Policy 5051 is intended to be declaratory of the primary role and duty of the Police Commission and is not in any way intended to limit or restrict all powers and duties of the Police Commission provided by this Policy Handbook or by law.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Police Commissioners
POLICY NUMBER: 4060

4060.1 The Chairperson shall appoint such *ad hoc* committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the *ad hoc* committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Planning Committee;

4060.2.2 Resolution Committee;

4060.2.3 Public Relations Committee.

4060.3 The Chairperson shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in August.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

4060.6 The Board's standing Resolution Committee shall be concerned with proposed resolutions and/or District policies, except those pertaining specifically to personnel.

4060.7 The Board's standing Public Relations Committee shall be concerned with assuring that information regarding the affairs of the District are adequately and appropriately communicated to its constituents and the public at large.

4060.8 The Board may suspend the appointment of one or more of the Standing Committees enumerated in Section 4060.2 if the Board finds that the appointment of such committee is, or such committees are, unnecessary at the present time. The Board may lift any suspension of a committee or committees based upon a change in circumstances that would warrant the appointment of such committee or committees.

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Broadmoor Police Protection Districts

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Membership in Associations

POLICY NUMBER: 4070

4070.1 The Board of Police Commissioners shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

4070.2 The Board of Police Commissioners shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

4070.3 The Board of Police Commissioners shall maintain membership in the San Mateo County Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.

4070.3.1 At the regular Board meeting in July, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

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Broadmoor Police Protection Districts

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Training, Education, and Conferences

POLICY NUMBER: 4080

4080.1 Members of the Board of Police Commissioners are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Police Commissioners attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. *In the event that two or three commissioners attend the same conference or meeting, they must keep in mind that no District business of any kind may be discussed between the commissioners.*

4080.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4080.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4080.2.1 The District Manager is responsible for making arrangements for Police Commissioners for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Police Commissioners, or which are billed to the District by Police Commissioners, shall be submitted to the District Manager, together with validated receipts.

4080.2.2 Attendance by Police Commissioners at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Chairperson of the Board of Police Commissioners prior to incurring any reimbursable costs.

4080.2.3 Expenses to the District for Board of Police Commissioners' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District Manager and by:

4080.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4080.2.3.2 Police Commissioners traveling together whenever feasible and economically beneficial.

4080.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4080.3 A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4080.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Police Commissioners will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Police Commissioners and staff.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Police Commissioners shall be held on the second Tuesday of each calendar month at 7:00 PM in the Timothy J. Guiney Community Meeting Room (Broadmoor Police Station), 388 Eighty-Eighth Street, Broadmoor, CA 94015-1717. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board. **Notice of the Meeting and the Agenda shall be posted in accordance with the applicable provisions of the Ralph M. Brown Act.**

5010.2 Special meetings (non-emergency) of the Board of Police Commissioners may be called by the Board Chairperson.

5010.2.1 All Police Commissioners, the District Manager, District Counsel and Commander of Police shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

5010.2.2 Newspapers of District circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including District to be transacted, will be given by telephone during District hours as soon after the meeting is scheduled as practicable.

5010.2.3 An agenda shall be prepared as specified for **all** regular Board meetings **and all special Board meetings** in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above. **Notice of the Special Meeting and the Agenda shall be posted in accordance with the applicable provisions of the Ralph M. Brown Act.**

5010.2.4 ~~Only those items of District listed in the call for the special meeting shall be considered by the Board at any special meeting.~~ **Only those items listed on the Agenda for a regular meeting or special meeting shall be considered by the Board.** In the event an issue comes up during a regular or special meeting that is not within the scope of an Agenda item at that meeting, the Chairperson may require that the issue appear on the Agenda of the next regular meeting of the Police Commission.

5010.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Police Commissioners may hold an emergency special meeting without complying with the 24-hour notice required in

5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager, Board Chairperson or selected Commissioner in the Chairperson's absence.

5010.3.1 Newspapers of District circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the District Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

5010.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Police Commissioners may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Police Commissioners are present at any regular or adjourned regular meeting, the District Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

5010.5 Annual Organizational Meeting. The Board of Police Commissioners shall hold an annual re-organizational meeting at its regular meeting in July ~~January~~ of each year. At this meeting the Board will elect a Chairperson, Treasurer and Secretary from among its members to serve during that the coming calendar year. The January meeting will be called to order and initially presided over by the Chairperson from the previous year. The first order of business in the January meeting will be the annual re-organization of the Police Commission. The newly selected officers shall immediately replace the officers from the previous year once the votes are taken and approved unless the Police Commission by a 2/3 vote orders that the new assignments shall take place at a later time. The Police Commission may by a 2/3 majority vote defer the re-organization to a later regular meeting.

5010.6 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.7 The Chairperson and the District Manager shall insure that appropriate information is available for the audience at meetings of the Board of Police Commissioners, and that physical facilities for said meetings are functional and appropriate.

5010.8 With the prior consent of the Chairperson a commissioner or commissioners may appear via Zoom at a regular or special meeting of the Board of Police Commissioners. The Chairperson shall be personally present at any meeting in which a commissioner or commissioners appear via Zoom.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The District Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Police Commissioners. Any Commissioner may call the District Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. **at least five business days prior to the regular meeting on which agenda the requested item is to appear.** on the day prior to the meeting date. **The ultimate decision to grant such request shall be up to the Chairperson.**

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Police Commissioners, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the District Manager together with supporting documents and information, if any, **at least five business days prior to the date of the meeting;**

5020.2.2 The District Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.2.4 The Board of Police Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which **complies with the requirements of the Ralph M. Brown Act** ~~includes but is not limited to all matters on which there may be discussion and/or action by the Board,~~ shall be posted conspicuously for public review within the District office (Broadmoor Police Station), Broadmoor Community Center, and the Colma Fire Station.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

5020.5 The public agenda packet for regular meetings and special meetings shall be available for public inspection during normal business hours at the District Offices at the Broadmoor Police Station.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

5030.1 Meetings of the Board of Police Commissioners shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Commissioners to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Police Commissioners, shall be as followed:

5030.4.1 ~~Three~~ Five minutes ~~may~~ **shall** be allotted to each speaker and a maximum of 20 minutes to each subject matter. ~~The Chairperson may extend such time as he or she deems appropriate under the circumstances.~~

5030.4.2 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of that person's privilege of ~~to~~ address ~~the Commission.~~

5030.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Police Commissioners under provisions contained in Policy #1030.

5030.5 Willful disruption of any of the meetings of the Board of Police Commissioners shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. [Proper order and decorum of meetings shall be subject to Policy 5070, which shall be enforced by the Chairperson or the Sergeant at Arms.](#)

5030.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.5.2 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

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Broadmoor Police Protection District

BOARD OF POLICE COMMISSOINERS POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Police Commissioners include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Approval or rejection of any contract or expenditure;

5040.1.4 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.5 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.1.6 In appropriate cases initiate, vote on and publically censure a commissioner for violating any provision of this policy handbook or engaging in any conduct that brings or tends to bring the District or the Police Commission into disrepute or generates contempt towards the District or the Police Commission.

5040.2 Action can only be taken by the vote of the majority of the Board of Police Commissioners. Two (2) Police Commissioners represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require two votes to be effective (unless a vote of three (3) is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If two of three Police Commissioners are present at a meeting, a quorum exists and business can be conducted. However, if one Commissioner abstains on a particular action and the other one cast an "aye" vote, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, two Police Commissioners must vote in favor of the appointment for it to be approved. If one of the two Police Commissioners present abstains, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the District Manager.

5040.3.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Police Commissioners challenge the statement of the Chairperson, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the District Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Police Commissioners pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Police Commissioners governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Police Commissioners.

DRAFT

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.1 The Secretary of the Board of Police Commissioners shall keep minutes of all regular and special meetings of the Board and shall transmit the completed draft minutes as provided in Policy 5060.1.5 not less than five business days in advance of the meeting of the Board of Police Commissioners on which Agenda the draft minutes shall appear for approval.

5060.1.1 Subject to Policy 5060.1.5 Copies of a meeting's minutes shall be distributed to Police Commissioners as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Police Commissioners will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of two (2) years. Members of the public may inspect recordings of the open session of Board meetings without charge on a playback machine that will be made available by the District. Recordings of closed session Board meetings shall not be made available to the public and shall be exempt from production pursuant to the California Public Records Act as provided in Policy 5060.16.

5060.1.3 Motions or resolutions shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Police Commissioners present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Police Commissioners;
- Time and name of early departing Police Commissioners;
- Names of Police Commissioners absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Record of all warrants approved for payment;
Complete information as to each subject of the Board's deliberation;
Record of the vote of each Commissioner on every action item for which the vote was not unanimous;
Resolutions described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting adjournment.

5060.1.4 The Minutes shall not contain any argument, opinions, conclusions, inflammatory or defamatory matter, quotes, conjecture, allegations or personal attacks. The Minutes shall contain nothing more than brief summaries of the facts of what was presented to the Police Commission and discussed and decided by the Police Commission. Minutes shall be streamlined and shall be drafted in the form of Action Minutes so that they are simple, concise, and inclusive without verbosity, unnecessary detail or the inclusion of material not germane to the issue.

5060.1.5 The draft Minutes shall not be published or disseminated to anyone except the Police Commissioners in their commission packet, to the Chief of Police / District Manager, and to District Counsel unless otherwise directed by the Chairperson of the Police Commission but they shall be included in the public handouts before the meeting on which they appear for approval. The copies of the draft minutes that are handed out before the meeting shall be notated in large capital, bold letters with the word DRAFT.

5060.1.6 Minutes of Closed Session meetings of the Police Commission shall remain confidential and shall not be made available for public inspection or disclosure. Such minutes shall be exempt from disclosure under the California Public Records Act.

Broadmoor Police Protection District

BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Commissioner believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Commissioner, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Commissioner desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

5070.3 Motions

5070.3.1 Any Commissioner, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Commissioner makes a motion; another Commissioner seconds the motion; and the chairperson states the motion.

5070.3.2 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Commissioner may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Commissioners who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Commissioner may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.5.2 The chairperson may also declare a short recess during any meeting.

5070.5.3 Pursuant to District Resolution 2022/23-07 adopted on January 10, 2023, the following additional rules of order and conduct shall apply to all meetings of the Police Commission:

5070.5.3.1 All public comment shall be delivered by only one person at a time who shall speak only from the podium or other place in the meeting room designated by the Chair and from no other place or location within the meeting room. Only one person at a time shall be at or use the podium.

5070.5.3.2 No commissioner shall engage in any dialogue with anyone offering public comment unless, in the opinion of the Chair, such dialogue is helpful to the Commission in deciding the matter under consideration.

5070.5.3.3 Any person desiring to offer comments during the general public comment session at the beginning of each meeting shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment unless the Chair, in his or her discretion, permits a longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

5070.5.3.4 Any person desiring to offer comments on any specific agenda item for which public comment is allowed during the call of a specific item shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment on a specific agenda item unless the Chair, in his or her discretion, permits a longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

5070.5.3.5 No person shall be allowed to assign to another person or persons all or any part of the time allotted to each person for public comment.

5070.5.3.6 Once the Chair declares the time for public comment closed, either at the general public comment session or on a specific agenda item, no further public comment shall be allowed unless the Chair, in his or her discretion, deems it appropriate in the public interest to allow additional comment.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

08. AUGUST 2025
Broadmoor Police Department
July 2-August 6, 2025

	DATE	TYPE	CHECK #	NAME	MEMO DESCRIPTION	ACCOUNT	AMOUNT
PETTY FUND							
	07/09/2025	Check	4972	Metro Mobile Communication	2ND OF 3 INSTALLMENTS	5424-RADIO EQUIP MAINTENANCE & 7311-VEHICLES & EQUIPMENT	-8,000.00
	07/21/2025	Check	4973	Ninnescah Valley Bank	CHEVY LEASE 26-60		-926.55
PETTY TOTAL							-\$8,926.55
GENERAL FUND							
	07/09/2025	Check	9486	Gabriel Carriel	REIMB PURCHASE CAR LIGHTS; LICENSE 2025 Q2 DUES	5455-VEHICLE MAINTENANCE 5331-PROFESSIONAL MEMBERSHIPS	-191.36
	07/09/2025	Check	9487	BPOA	REIMBURSEMENT		-3,600.00
	07/09/2025	Check	9488	Chase Card Services	DUE DATE 07/19/2025 INV202506-2252 JULY-SEPT FEE	5199a-General	-1,465.89
	07/09/2025	Check	9489	NBS	INV 215816/OFF. CARROLL	5876-PROFESSIONAL SPECIALIZED SERVICES	-905.00
	07/09/2025	Check	9490	Peninsula Uniforms	INV 76212 QUART MAINT JUNE 2025	5121-UNIFORMS AND SAFETY EQUIP	-433.90
	07/09/2025	Check	9491	RMI Mechanical Contractor, Inc.	SUSPECT REIMB FOR LOST CELL	5478-GENERAL CONTRACT	-800.00
	07/09/2025	Check	9492	YARELI CORIA		5838-EMP EXPENSE REIMBURSEMENT &	-300.00
	07/09/2025	Journal Entry	CALPERS 457B		CALPERS 457B		-500.00
	07/10/2025	Journal Entry	CALPERS PPE 6/21/25		CALPERS CONTRIBUTION PPE		-12,221.05
	07/11/2025	Journal Entry	PAYROLL FEE		ADP PAYROLL PROCESSING FEE		-95.40
	07/11/2025	Journal Entry	PAYROLL FEE		ADP PAYROLL PROCESSING FEE		-190.60
	07/11/2025	Journal Entry	PPE 7/8/25		TO RECORD PAYROLL FOR PPE 7/8/25		-27,870.56
	07/11/2025	Journal Entry	PPE 7/8/25		TO RECORD PAYROLL FOR PPE 7/8/25		-10,525.38
	07/21/2025	Check	9493	Kaiser Foundation BERKSHIRE HATHAWAY	AUG MEDICAL 2025	4413 HEALTH PLAN 6731-INSURANCE NON MEDICAL AND EDD	-10,075.24
	07/21/2025	Check	9494	DBA FINANCIAL, INC	INS DOWN PAYMENT ACCT *****2342 DUE 08/1/25	6731-INSURANCE NON MEDICAL AND EDD	-9,180.00
	07/21/2025	Check	9495	LC Action Police Supply BERKSHIRE HATHAWAY	INV 477910 #334062 PYMT SCHE DUE 08/01/2025	5121-UNIFORMS AND SAFETY EQUIP 6731-INSURANCE NON MEDICAL AND EDD	-41,316.65
	07/21/2025	Check	9496	PG&E	DUE 07/25/25	5638-UTILITIES	-1,370.32
	07/21/2025	Check	9497	Flyers Energy, LLC	INV 4294885/4312117	5416-FUEL AND LUBRICATION	-2,067.96
	07/21/2025	Check	9498	GREAT AMERICA	INV 39633517 COPIER LEASE	5478-GENERAL CONTRACT	-516.70
	07/21/2025	Check	9501	VERDANT	INV 905647707	5638-UTILITIES	-166.75
	07/21/2025	Check	9502	Experian	INV 6000086594	5876-PROFESSIONAL SPECIALIZED SERVICES	-227.24
	07/21/2025	Check	9503	TEA	INV 49432	5424-RADIO EQUIP MAINTENANCE &	-185.00
	07/21/2025	Check	9504	Public Storage	AUG RENT #2182	5638-UTILITIES	-627.00
	07/21/2025	Check	9505	Public Storage	AUGUST RENT COM02	5638-UTILITIES	-480.45

	07/21/2025	Check	9506	Bay Contract Maintenance,	INV 33438 JULY 2025	5156-CLEANING & JANITORIAL SUPPLIES	-550.10
	07/21/2025	Check	9507	NBS	INV 202507-2604	5876-PROFESSIONAL SPECIALIZED SERVICES	-2,500.00
	07/21/2025	Check	9508	Sun Ridge Systems, Inc.	INV 8725 RIMS FY 25/26 YR CONTRACT	5858-PROFESSIONAL CONTRACT SERV	-6,753.00
	07/21/2025	Check	9509	AAA Smart Home	INV 9333065	5478-GENERAL CONTRACT	-34.20
	07/21/2025	Check	9510	AT&T Mobility-FirstNet	INV 07102025	5638-UTILITIES	-543.06
	07/21/2025	Check	9511	Wave	INTERNET CABLE	5638-UTILITIES	-208.81
	07/21/2025	Check	9512	Wave	NETWORK SVCS	5638-UTILITIES	-419.57
	07/21/2025	Check	9513	AT&T-Calnet	DUE 08/04/2025	5638-UTILITIES	-349.51
	07/21/2025	Check	9514	City of Daly City	WATER 04/23/25 - 06/24/25	5638-UTILITIES	-134.05
	07/21/2025	Check	9515	County of San Mateo-LAFCO	BROADMOOR SHARE OF COST	5331-PROFESSIONAL MEMBERSHIPS	-2,044.00
	07/21/2025	Check	9516	LexisNexis	INV 1100161663	5876-PROFESSIONAL SPECIALIZED SERVICES	-200.00
	07/21/2025	Check	9517	Cintas	INV 8407616444	5876-PROFESSIONAL SPECIALIZED SERVICES	-118.60
	07/21/2025	Check	9518	BEST BEST AND KRIEGER	INV 1033768	5341-LEGAL SERVICES	-2,870.00
	07/21/2025	Check	9519	COLANTUONO, HIGHSMITH,	INV 65844	5341-LEGAL SERVICES	-4,037.00
	07/21/2025	Check	9520	Davis Law Firm	JUNE LEGAL SERVICES	5341-LEGAL SERVICES	-11,000.00
	07/22/2025	Journal Entry	CALPERS 457B		CALPERS 457B		-500.00
	07/25/2025	Journal Entry	PPE 7/19/25		TO RECORD PAYROLL FOR PPE 7/19/25		-30,298.12
	07/25/2025	Journal Entry	PPE 7/19/25		TO RECORD PAYROLL FOR PPE 7/19/25		-12,069.44
	07/28/2025	Journal Entry	CALPERS UAL		CALPERS UNFUNDED LIABILITY		-31,740.42
	07/28/2025	Journal Entry	CALPERS PPE 7/8/25		CALPERS CONTRIBUTION PPE		-11,970.92
	08/06/2025	Check	9521	AAA Smart Home	INV 9383914	5478-GENERAL CONTRACT	-34.20
	08/06/2025	Check	9522	NevTec	INV 43349	5858-PROFESSIONAL CONTRACT SERV	-4,548.50
	08/06/2025	Check	9523	VERDANT	INV 905675658	5638-UTILITIES	-322.60
	08/06/2025	Check	9524	Bay Contract Maintenance,	INV 33496 JULY 2025	5156-CLEANING & JANITORIAL SUPPLIES	-188.29
	08/06/2025	Check	9525	County of San Mateo ISD	INV 1YBD12506 JUNE 2025	5858-PROFESSIONAL CONTRACT SERV	-82.25
General Fund							-\$262,763.89
Wednesday, August 06, 2025 05:46 PM GMTZ							



COUNTY OF SAN MATEO
DEPOSIT PERMIT

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION Broadmoor Police Department			(2) No. of Depositing Org. 02500			(3) Preparation Date 8/6/2025		(4) Reference Date -		
(5) ACCOUNT DESCRIPTION		(6) C O D E S						(7) AMOUNT		
		Pay	Schedule	References	GL ORG.	GL Object	JL ORG.	JL Object	Dollars	Cents
DMV LOCAL AGY COLLECTIONS				90-1342	2500	2658			1,197.00	
SMCO COURT - FINE COLLECTIONS JUNE 2025				64-1278	2500	2658			947.17	
									\$2,144.17	
(8) Remark AUGUST GENERAL FUND DEPOSIT							DISTRIBUTION OF TOTAL	TOTAL		
								Cards	\$2,144.17	
								Checks		
								Coins		
								Currency		
								Wires		
								Other		
(9) I hererby certify that the total amount listed above represents collections received by me for the above named fund and during the period of 07/02/2025-08/06/2025 INTERIM CHIEF MICHAEL P. CONNOLLY DEPARTMENT HEAD					(10) The monies listed above have been received in the County Treasury. County Treasury By _____ DEPUTY			(11) I approved deposit of the above monies in the County Treasury. County Controller By _____ DEPUTY		