

Lexipol quality assurance experts, along with legal and law enforcement experts, have researched and developed these updates to bring you the best and most current policies available. Having up-to-date policies and an informed staff is the best way to minimize risk exposure to your agency. You should promptly complete the updates and adopt these changes. While most of the changes should blend well with your current manual, you should always carefully evaluate the content against your agency's specific needs and operational practices.

New Daily Training Bulletins (DTBs) now being released specifically target these new policies and changes to your manual and can help your staff become well versed in your policies. If you are not yet subscribing to the DTBs please contact Customer Service for information on how to get this invaluable tool.

Note: The word “department” has been replaced with a text entity in some of the updated policies to allow for agency customization. You will need to answer two questions in the General Information Questionnaire (GIQ) in order to correctly populate these text entities.

Following are steps to help you process these updates efficiently.

Review the Update Documentation

The following pages identify the chapters and titles of policies affected by these updates and any additional new policies. The remainder of the document summarizes the individual policy Release Notes, allowing you to scroll through or print a single document with the reasons and specifics of each policy change. The Release Notes are also available in each changed policy in KMS for guidance while working on the updates. Some changes may not apply if your manual has been customized and no longer contains the particular policy or section being updated.

Access the Updates

You have two options for viewing and processing your updates:

- KMS 4.2: <https://policy.lexipol.com> – the current production version of KMS
- KMS 4.3 Beta: <https://beta.lexipol.com/agency/login> – the current beta environment where new features are tested and continually updated

Compare the Updates to Current Content

For each section being updated, KMS will show an update flag. Using the “Compare Content” buttons, you can see how the changed content compares to your current policy. You can also export a “strike out” version of each policy within KMS for further review. To do this, before processing each policy update, select PDF and export the “Compare Current to New Lexipol Update” document. You should save this document to use as a reference for the suggested updates to your policies.

There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed. This is due to internal system corrections that

do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

Accept or Reject the Updates

Once you have reviewed the updated policies, you can choose to accept or reject the updates. Within a policy, you can accept each update individually or use the “Accept All Updates” button to accept all of the updates simultaneously. Note: Updates are organized into two categories, “Updated, New and Deleted Policies” and “Corrections/Edits.” You should prioritize the “Updated, New and Deleted Policies” because they contain substantive updates, including those that result from new or changed legislation. The policies in the “Corrections/Edits” category do not require your immediate attention and can be prioritized accordingly.

Important: Each time you accept an update the new content will automatically replace your current content for that section/subsection of your manual. Please note that if you have customized the section/subsection being updated you will lose your specific changes. If you wish to preserve your custom content, you should select “Edit ←” to manually merge the new content with your modified content. If you select “Reject Update” your customized content will not be changed. If the update is to delete an entire section/subsection and you choose “Reject Delete” the content will no longer be supported by Lexipol and the section/subsection will be shown as agency-authored content.

New sections/subsections are always added to the end of the policy or section, respectively, so as not to interfere with your customization. In these instances we have included instructions in the Release Notes on how to move the content and the recommended location when applicable.

Need Assistance?

Please do not hesitate to contact Customer Service at 949.309.3894 or customersupport@lexipol.com for assistance with updating your manual.

Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency, and check with your agency’s legal advisor for appropriate legal review before changing or adopting any policy.

UPDATED, NEW and DELETED POLICIES

The following policies contain revisions that are prompted by improved best practices, input from subject matter experts and/or legislative changes.

Chapter 3 - General Operations

Use of Force		State
Adult Abuse		State
Victim and Witness Assistance		Federal
Hate Crimes		State
Community Relations	New Policy	Best Practice

Chapter 4 - Patrol Operations

Racial- or Bias-Based Profiling		State
Immigration Violations		State
Aircraft Accidents		Best Practice

Chapter 6 - Investigations Operations

Sexual Assault Investigations		Best Practice
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Chapter 8 - Support Services

[Records Bureau]		State
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Chapter 9 - Custody

Temporary Custody of Adults		Best Practice
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Chapter 10 - Personnel

Sick Leave		Best Practice
Commendations and Awards (formerly Employee Commendations)		Best Practice

Chapter 3 - General Operations

Use of Force

- **REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE** has been updated to reference the [Records Bureau] Policy, where the reporting requirements are now located.
- The word “department” has been changed to a text entity throughout the policy.

Adult Abuse

- Content has been added in **INVESTIGATIONS AND REPORTING** regarding considerations concerning the End of Life Act. A typographical error has also been corrected.
- Formatting changes not affecting content have been made in **INVESTIGATIONS AND REPORTING** and in **MANDATORY NOTIFICATION**.
- The word “department” has been changed to a text entity throughout the policy.

Victim and Witness Assistance

This policy has been updated in connection with a recent federal enactment of the Survivors' Bill of Rights Act of 2016. Although the Act, which was intended to establish certain rights for survivors of sexual assault, does not impose any obligations directly on local law enforcement agencies, it serves as an indicator of the general direction of legal trends in the area of sexual assault victims' rights and is useful in keeping ahead of these trends from a policy perspective. Changes include:

- "Employee" has been changed to "member" in **POLICY** to include non-paid agency members that may assist with victim and witness interactions.
- **VICTIM INFORMATION** has been amended to include the requirement that victims of sexual assault be provided with informational handouts regarding the collection, storage and preservation of biological evidence collected from them as victims. A citation to the federal code section has been included for reference, but the federal law does not impose any obligations on agencies. A federal citation in this section has also been amended to more specifically identify the relevant code section. Content has been moved here from the Sexual Assault Investigations Policy, as it is applicable to more than just sexual assault victims. Other minor grammatical changes have been made.
- The word “department” has been changed to a text entity throughout the policy.

Hate Crimes

- The California Department of Justice requires certain hate crimes reports. **[DETECTIVE BUREAU] RESPONSIBILITY** has been updated to require that statistical data be provided to the Records Manager for required reporting, and to move to the Records Manager the responsibility for reporting.
- The word “department” has been changed to a text entity throughout the policy.

Community Relations

NEW POLICY

- A positive relationship between law enforcement agencies and the communities they serve is a major factor in reducing crime and improving public safety. This policy addresses community relationship-building and is intended to be a guide to help law enforcement agencies promote positive relationships with community members.

Chapter 4 - Patrol Operations

Racial- or Bias-Based Profiling

- **REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE** has been updated to reference the [Records Bureau] Policy, where the reporting requirements are now located.
- The word “department” has been changed to a text entity throughout the policy.

Immigration Violations

- A change has been made in **ICE INTERVIEWS** to clarify the notice requirement for interviews between Immigration and Customs Enforcement and an individual regarding civil immigration violations.
- The word “department” has been changed to a text entity throughout the policy.

Aircraft Accidents

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- **PURPOSE AND SCOPE** has been updated to include references to other related policies.
- **DEFINITIONS** has been added as a subsection of **PURPOSE AND SCOPE**.
- **RESPONSIBILITIES** has been renamed **POLICY** to provide a policy statement. The responsibilities of responding officers/deputies are now covered in **ARRIVAL AT SCENE**.
- **[OFFICER/DEPUTY] RESPONSIBILITY** has been deleted in its entirety. The responsibilities of responding officers/deputies are now covered in **ARRIVAL AT SCENE**.
- **NATIONAL TRANSPORTATION SAFETY BOARD** has been deleted in its entirety. The guidance is now located in **NOTIFICATIONS**.
- **[The COMMUNICATIONS CENTER] RESPONSIBILITIES** has been deleted in its entirety.
- **[RECORDS MANAGER] RESPONSIBILITIES** has been deleted in its entirety.

- **[PRESS INFORMATION OFFICER] RESPONSIBILITIES** has been deleted in its entirety. The content is now covered in **MEDIA RELATIONS**.
- **DOCUMENTATION** has been relocated and updated.
- The entire rest of the policy is completely new content.

Chapter 6 - Investigations Operations

Sexual Assault Investigations

This policy has undergone a complete review in response to ongoing nationwide attention to the collection and testing of biological evidence in sexual assault cases and communication with sexual assault victims about results from delayed biological evidence testing. As a result, this policy has been modified to incorporate new best practice requirements that take into account national trends and state-specific requirements. Changes include:

- **DEFINITIONS** has been updated to include sexual assault forensic examiners (SAFEs) in the definition of Sexual Assault Response Team (SART), and minor punctuation changes have been made for clarity.
- The title of **INVESTIGATION AND REPORTING** has been changed to **REPORTING**.
- **VICTIM INTERVIEWS** has been deleted as a subsection and added as a section. It has been modified to delete unneeded content and to clarify that officers should not include in a report an opinion about whether the report is unfounded. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **REPORTING**), first, accept all updates. Then, while in the edit mode, hold the cursor over **VICTIM INTERVIEWS**, right-click for options and select the option "Move." The section titles will appear. Select **REPORTING** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **VICTIM RIGHTS** and **VICTIM CONFIDENTIALITY** have been relocated to be subsections under **VICTIM INTERVIEWS**. Some content has been removed from **VICTIM RIGHTS** and moved to the Victim and Witness Assistance Policy because it applies to victims other than sexual assault victims as well.
- **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE** has been deleted as a subsection and added as a section. It has been changed to provide for the testing of biological evidence in all sexual assault cases, to remove unneeded content, to recommend a blood and urine test in suspected drug-facilitated assaults and to more clearly address evidence testing in cases where the victim does not want an investigation or wishes to remain anonymous. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **VICTIM INTERVIEWS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE**, right-click for options and select the option "Move." The section titles will appear. Select **VICTIM INTERVIEWS** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered

accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- **COLLECTION AND TESTING REQUIREMENTS** has been added as a subsection of **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE** to address the state's specific time frames and other requirements relating to the testing of evidence.
- **DNA TEST RESULTS** (formerly **VICTIM NOTIFICATION OF DNA STATUS**) has been added as a subsection of **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE** to address members' duties with regard to test results received from DNA testing.
- **DESTRUCTION OF EVIDENCE** has been relocated to be a subsection of **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE**.
- **DISPOSITION OF CASES** has been deleted as a subsection and added as a section, terminology has been modified and content has been amended to clarify the direction provided. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **DISPOSITION OF CASES**, right-click for options and select the option "Move." The section titles will appear. Select **COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **AUDITING CASE DISPOSITIONS** has been deleted as a subsection and added as a section named **CASE REVIEW**. Guidance has been added regarding the context of the reviews, and a Chief of Police/Sheriff oversight component has been included. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **DISPOSITION OF CASES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **CASE REVIEW**, right-click for options and select the option "Move." The section titles will appear. Select **DISPOSITION OF CASES** and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- Additional content has been added to **TRAINING**.

Chapter 8 - Support Services

[Records Bureau]

This policy has been updated to include several types of reporting that the California Department of Justice requires agencies to forward to them.

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates,*

you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

- The policy title has been changed to maintain consistency throughout the manual.
- **PURPOSE AND SCOPE** has been updated to state the content included in the policy.
- **NUMERICAL FILING SYSTEM** has been deleted. Relevant content has been incorporated elsewhere in the policy.
- **POLICY** has been added to provide a policy statement.
- **RESPONSIBILITIES** and its subsections (i.e., **[RECORDS MANAGER]**, **[RECORDS BUREAU]** and **[RECORDS BUREAU] PROCEDURE MANUAL**) have been added to provide guidelines for necessary tasks.
- **FILE ACCESS AND SECURITY** has been updated to provide further guidance regarding the confidentiality of files.
- **REQUESTING ORIGINAL REPORTS** has been renamed **ORIGINAL CASE REPORTS** and has been relocated and updated to provide additional guidelines for case report management.
- **CONFIDENTIALITY** has been added to provide guidelines on file access.
- The word "department" has been changed to a text entity throughout the policy.

Chapter 9 - Custody

Temporary Custody of Adults

- Spacing errors have been corrected in **PURPOSE AND SCOPE** and **STAFFING PLAN**.
- A grammatical error has been corrected in **INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY**.
- The word "department" has been changed to a text entity throughout the policy.

Chapter 10 - Personnel

Sick Leave

This is a completely revised policy. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- The federal statute has been added to **PURPOSE AND SCOPE** for the Family and Medical Leave Act. The content has been updated to provide a purpose statement.
- **POLICY** has been added to provide a policy statement. **EMPLOYEE RESPONSIBILITIES** has been deleted. Relevant content has been incorporated into other sections.
- **EXTENDED ILLNESS** has been renamed **USE OF SICK LEAVE** and has been modified to clarify that employees cannot engage in any off-duty or secondary employment that

might impede recovery while using sick leave. Guidance regarding scheduling qualifying appointments on off-duty time, when reasonable, has been added.

- **NOTIFICATION** has been relocated and modified to clarify the time frame for notifying the Watch Commander of an absence.
- **EXTENDED ABSENCE** has been added as a replacement for **EXTENDED ILLNESS** and modified slightly.
- **SUPERVISOR RESPONSIBILITIES** has been renamed and expanded, and language has been added to clarify that use of sick leave can be inappropriate even when it is not excessive.

Commendations and Awards

This discretionary policy has been updated to include recognition for community members and to establish award criteria. It has been reorganized for ease of reading. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy (which is not recommended), customization will be necessary. *Before processing any updates*, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

- The title of the policy has been changed to better reflect the content.
- Language has been modified for clarity in **PURPOSE AND SCOPE**. An index term has been added.
- **POLICY** has been added to provide a policy statement.
- **COMMENDATIONS** has been added to replace **COMMENDABLE ACTIONS** and includes recognition for community members.
- **COMMENDATION INCIDENT REPORT** has been deleted.
- **CRITERIA** has been added to establish award criteria.
- **DEPARTMENT MEMBER DOCUMENTATION, COMMUNITY MEMBER DOCUMENTATION** and **PROCESSING DOCUMENTATION** are all new subsections of **CRITERIA**.
- **AWARDS** has been added.