

# **Guadalupe Safety Support Team (GSST) Program**



## **Handbook of Rules and Regulations**

## **GSST MEMBER AGREEMENT**

### **THE AGENCY (Guadalupe Department of Public Safety) AGREES:**

1. To provide a Liaison Officer to assist with hiring, firing, and supervising.
2. To offer an orientation course, resources for GSST Academy, as well as additional as-needed on-the-job training (as an example: including cultural competencies).
3. To provide the space, equipment, and working conditions to adequately ensure that GSST can perform their assignments.
4. To review GSST performance on a regular basis (annually), keep an account of GSST hours, and provide a letter of recommendation when requested.
5. To give GSST members an opportunity to meet regularly with agency administrators.

### **GSST MEMBERS AGREE:**

1. To accept the guidance and decisions of the Director of Public Safety or his/her designee
2. To carry out duties promptly and reliably.
3. To use provided space and equipment only for work assigned and only at authorized times.
4. To maintain the dignity and integrity of the agency with the public
5. To honor confidential information.
6. To accept evaluation and notify the agency in writing (with appropriate notice) of extended leave or resignation.
  - a. Upon leaving the GSST Program, return all forms of identification and keys that they may have received during their service.
7. To understand the function of the paid city staff, maintain a professional working relationship with them, and stay within the bounds of GSST responsibility.
8. To participate in meetings with the agency when one is deemed necessary by Supervisory Staff.
9. To understand their position, that of a GSST member, is that of an “AT WILL” employee, absent of vested rights and appeal upon the dissolution of services from the department.
10. Respect chain of command in the dissemination of information to the public or news organizations

\_\_\_\_\_  
Printed Name of GSST Member

\_\_\_\_\_  
GSST Member Signature

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date

# Guadalupe Safety Support Team (GSST)

4490 10<sup>th</sup> ST. Guadalupe, CA 93434  
Phone: 805.343.2112 Fax: 805.343.1965

## **OUR CHARGE**

In partnership with the community, we will provide impartial, ethical, and professional services. We will take a leadership role in forming collaborative community efforts to find long-term solutions to assist the city public safety officials. We will strive to maintain the trust, understanding, and confidence of our residents, while working to improve the quality of life.

## **OUR VALUES**

**Our charge will be accomplished while remaining dedicated to the following principles:**

**RESPECT:** We will honor the individual worth and contributions of each member of our organization and the rest of the community

**INTEGRITY:** We will not compromise our moral and ethical principles.

**ACCOUNTABILITY:** We will accept responsibility for our decisions and actions.

**HONESTY:** We will be forthright and truthful.

**FAIRNESS:** We will treat everyone in an equitable and dignified manner.

**EMPATHY:** We will be sensitive to the needs and feelings of others and to the cultural diversity of our community.

**DIGNITY:** We will treat everyone with respect regardless of their race, color, religion, sex, national origin, age, disability or genetic information.

## **CODE OF ETHICS FOR VOLUNTEERS**

As a GSST member, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of my expected duties.

1. I will keep confidential matters confidential.
2. I will interpret “GSST” to mean that I have agreed to work without compensation in money, but having been accepted as a worker, just as the paid staff, I expect to maintain certain standards of work.
3. I promise to retain an attitude of open-mindedness, to willingly participate in training, and to bring interest, attention, and enthusiasm to my particular job.
4. I will utilize my unique talents and skills to enrich all cooperative projects.
5. I will view my areas of weakness as places where I possess the potential for growth.
6. I plan to inform myself on how to best perform my duties and to realistically offer only the effort I am sure I can make.
7. To live up to my promise, I will exercise care to keep the agreement simple, clear, and free of misunderstanding.
8. I believe in a professional attitude toward my GSST work and know that I have an obligation to my assigned duties, to those who direct me, to my colleagues, and especially, to the public I serve.

Printed name of GSST member \_\_\_\_\_

Signature of GSST member \_\_\_\_\_

Date: \_\_\_\_\_ Coordinator: \_\_\_\_\_

# GUADALUPE POLICE DEPARTMENT

## 100- GSST PROGRAM RULES AND REGULATIONS

### 101.0 DEPARTMENT POLICY AND PROVISIONS

The provisions of this manual are effective and approved by the Chief of Police. All standards set forth are required of all volunteers.

If any section, subsection, item, clause, or phrase contained in this manual is found to be illegal or otherwise incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of this manual.

### 102.0 UNIT OBJECTIVE

The objective of the Guadalupe Safety Support Team (GSST) Program shall be to assist the Guadalupe Public Safety Department in meeting its professional objectives in the normal course of operation, and in times of disaster and emergency. In doing so, this unit shall encourage a close personal relationship and spirit of mutual cooperation among unit members and the regularly employed department staff. This unit shall strive for complete professionalism of its members through continual training.

### 103.0 AUTHORITY

The Chief of Police has unconditional authority over all GSST members. Watch Commanders are charged with, and are accountable for, providing appropriate supervision, direction, and control of GSST members assigned to a particular task.

### 104.0 TERMINATION

GSST members have no vested property right in their position and may be terminated or released at any time, without cause, and without right of appeal.

### 105.0 LEGALITY OF VOLUNTEER FORCES

The GSST program is created in accordance with existing city rules and state laws governing the organization, training, and assignments of GSST members.

### 106.0 DISCIPLINE

Discipline and direction of GSST members shall be assigned to a supervisor appointed by the Chief of Police.

### 107.0 INSPECTIONS

All GSST members, vehicles, equipment, unit records, and member files are subject to inspection by the coordinator or a supervisor. All GSST personal information shall be held as confidential and protected as such.

### 108.0 TRAINING- GENERAL/PERFORMANCE EVALUATIONS

A training program shall be implemented for the members of the GSST. Approved supplemental and specialized training courses may be conducted at the station level. Training shall be ongoing and continuous as needed. Documentation of training shall be maintained by the GSST Coordinator and/or his/her designee and be placed into the GSST personal files. Performance evaluations will be completed by the Guadalupe Police Department with the assistance of the GSST Coordinator on an annual basis. (See attachment #A, "GSST Performance Evaluations")

#### 109.0 **MINIMUM REQUIREMENTS**

In addition to the general entry requirements for membership in the GSST program, GSST must comply with the following standards:

- Graduate from the Guadalupe Safety Support Team (GSST) Academy.
- Maintain a Departmental approved uniform.
- Attend unit meetings and training as required.
- Perform duties for a minimum of eight (8) authorized hours per month.
- GSST must ride with an Officer Field Trainer assigned by the Chief of Police for a minimum of 8 hours devoted to safety prior to be signed off as ready to be on their own.
- GSST members must demonstrate proficiency in radio communication procedures utilizing local law enforcement radio codes.
- All members must be proficient with assigned equipment.

#### 110.0 **OPEN DOOR POLICY**

Nothing in this policy shall prohibit a GSST member from meeting with the Chief of Police, Supervisor, or Watch Commander, outside the chain of command, for personnel issues. All efforts should be made to use the chain of command to resolve any issues concerning the volunteers.

#### 110.0 **LOCAL PERSONNEL FILE**

The GSST personal file is the member's "permanent personnel file" and shall be maintained by the Department Head and/or his/her designee. Appropriate security measures shall be followed so as to maintain the confidential nature of the files. The file shall contain the following information:

- Emergency information contact sheet.
- GSST application and background evaluation.
- GSST evaluation reports.
- Current personnel reports.
- Records of required training and/or certificates.
- Original copy of all GSST time sheets turned in.
- Any restrictions placed on the GSST member.

#### 112.0 **REPORTING CHANGES OR ADDITIONS TO PERSONAL INFORMATION CARD**

GSST members shall notify the GSST Coordinator, of any temporary or permanent change to the member's name, address, telephone number or emergency information as soon as it becomes available. Members should also update their driver's license and/or vehicle information as it occurs.

#### 113.0 **LEAVE OF ABSENCE**

GSST members requesting a leave of absence shall submit a memorandum directed to the Chief of Police, via the GSST Coordinator or their immediate supervisor, with a copy to the GSST Coordinator. A leave of absence may be granted for up to six (6) months. Any leave of more than six months will require remedial training and re-qualification by an Officer. Upon approval of any leave of absence, the GSST member shall surrender their Department identification card and all equipment assigned to them to the GSST Coordinator or his/her designee.

#### 114.0 **RESIGNATION PROCEDURE**

GSST members may resign at any time. Verbal or written notification should be made to the Chief of Police via the GSST Coordinator. The member is required to turn in their police department

identification card and all assigned uniforms, equipment and keys to the GSST Coordinator who will then notify the appropriate police department employees to cancel personal code words and clearances. GSST members are reminded that any display of police department credentials after separation may be considered a criminal offense and subject to prosecution.

## **200-REGULATIONS: GSST MEMBERS**

### **200.0 MEMBERSHIP**

Membership in the GSST program shall be limited to the number of people that can be effectively supervised by the GSST Coordinator and/or designee(s). GSST working in areas other than field, will be supervised by that section supervisor and/or the Watch Commander.

### **201.0 CONDUCT**

The conduct of the department GSST members shall be exemplary and conform to the standards set forth in this manual and the Guadalupe Police Department Policy Manual. At no time shall any GSST member bring discredit upon themselves or the Guadalupe Police Department. Each member shall read and sign a code of ethics.

### **202.0 COURTESY**

Members shall exercise courtesy, compassion, respect and consideration for the public in all their official duties. At no time are GSST members to engage in confrontation, verbal or otherwise, with members of the general public or other police staff in the performance of their duties. GSST members are required to act in a professional manner and not engage in officious, overbearing conduct. Such conduct will be grounds for dismissal.

### **203.0 OBEDIENCE**

Members shall obey all laws of the United States and the State of California, all provisions of the City of Guadalupe Municipal Code, all Departmental regulations and the lawful order of any Department employee.

### **204.0 PERSONAL GROOMING**

Members shall comply with departmental guidelines as set forth in the GPD Policy Manual, unless otherwise directed by the GSST Coordinator, Watch Commander, or the Chief of Police.

### **205.0 MISUSE OF POSITION**

GSST members shall not use their position or association with the Guadalupe Public Safety Department for the purpose of personal gain of any nature.

### **206.0 REWARDS AND GRATUITIES**

GSST members shall not solicit or accept rewards or gratuities based on their association with the GSST program at any time. This shall include the acceptance of monies, merchandise, personal services, and admission to events or entertainment.

### **207.0 ALCOHOL AND DRUGS**

Members shall not report for duty while under the influence of drugs or alcohol, nor with the smell of alcohol on their breath. GSST shall avoid all alcoholic beverages eight (8) hours prior to reporting for work.

**208.0 CITY VEHICLE OPERATION**

GSST members shall not operate city owned or maintained vehicles without the authorization of the on-duty Watch Commander and/or Department Head or his/her designee. The member must possess a current valid driver's license.

**209.0 USE OF PRIVATE VEHICLE**

Members shall not use their personal vehicle for departmental business, unless specifically authorized by the Department Head.

**210.0 REPORTING FOR DUTY**

Every GSST member reporting for duty shall report to the on-duty Watch Commander, Department Head or his/her designee, and get instructions on any unusual situations. Members shall report for duty promptly at the designated time and place with the necessary equipment and attire. When unable to do so, the member shall notify the Watch Commander, Department Head, GSST Coordinator, or the on-duty Patrol Supervisor as soon as possible.

**211.0 SHIFT DURATION/ TIMESHEETS**

Members assigned to the GSST program may work eight (8) hour shifts, anytime between 0900 hours and 1700 hours, on any day of the week. Members performing station duties or special assignments may work, as their schedule permits, at the discretion of their area supervisor. During major emergencies members may be asked to work longer hours.

GSST members shall keep track of their time worked and turn these time sheets in to the GSST Coordinator. (See attachment #B "GSST Time Sheet")

**212.0 ATTENDANCE- MEETINGS/TRAINING**

Members shall attend all scheduled meetings and training unless excused in advance. Members excused from attending a particular meeting or training should contact the GSST Coordinator and get briefed on the meeting's agenda.

**213.0 COMPLETION OF REPORTS**

All incident reports authored by members shall be turned in to the on-duty Watch Commander prior to the end of shift with a copy put in the GSST Coordinator's box for his/her review. The Watch Commander will review these documents for thoroughness and accuracy and approve (or disapprove) the reports for distribution. In the event the report is returned for corrections, the member shall make the necessary corrections and resubmit the report for review, and subsequent distribution prior to going home for the day. (See attachment #C, "GSST Incident Report")

**214.0 INJURY ON DUTY**

GSST personnel shall be provided all necessary emergency medical treatment for injuries received while on duty. GSST members shall immediately report any on-duty injury to the Watch Commander. An Employee Injury Report will be completed by the patrol supervisor and/or Department Head. GSST members are not covered under any city provided health plan and must provide their own coverage for non-duty-related illness or injury.

**215.0 SERIOUS INJURY OR DEATH**

Any GSST member who is seriously injured or killed while on-duty shall be reported to the Watch Commander, who shall contact the Chief of Police immediately. The GSST Coordinator shall be contacted as soon as possible. The Chief of Police, or his designee, shall make the appropriate notification to the member's family and provide any required assistance.



## **300.0 UNIFORMS AND EQUIPMENT**

### **301.0 UNIFORMS - GENERAL**

Each member shall be required to wear and maintain the appropriate uniform when performing duties requiring police department identification while contacting the public and /or performing assigned duties. Uniforms will be clean and pressed prior to reporting for duty. All GSST uniforms shall be turned in to the GSST Coordinator or their designee immediately upon termination or dismissal.

### **302.0 GSST IN-PUBLIC UNIFORM**

GSST in-public uniforms shall consist of the following:

#### **CLASS A (Dress)**

- Uniform polo shirt-light blue short/long sleeve with GSST patches
- Uniform pants - black with military creases
- Jacket- blue (optional)
- GPD issued GSST identification card
- Shoes- black boots or black tennis shoes (must be shined / cleaned)
- Belt - black
- Socks - black
- Hat - blue baseball hat with GSST emblem (optional)

#### **CLASS B (Casual)**

- TBD

#### **SPECIAL ASSIGNMENT**

Clothing for special assignments shall be at the discretion of the Supervisor in charge of the assignment.

### **303.0 UNIFORM DEVIATIONS**

All GSST members shall wear uniforms while on duty. Uniforms shall not be worn off duty. GSST members requesting deviation of this policy shall obtain permission from the Chief of Police via the GSST Coordinator. GSST members will wear their identification badges while on duty or have the ID on their person at all times while on duty.

### **304.0 ADDITIONAL EQUIPMENT**

Personal equipment must meet the minimum standards of the Police Department and is the responsibility of the member.

### **305.0 LOST OR DAMAGED EQUIPMENT**

Lost or damaged personal equipment, necessary for the job but not routinely supplied by the department, may be replaced or repaid by the city in accordance with the department policy manual.

### **306.0 EQUIPMENT RESPONSIBILITY**

Each member shall be responsible for all equipment assigned by the Police Department. Care shall be taken to keep the equipment in the best possible condition. Any lost or damaged equipment shall be reported to the Watch Commander on duty and the GSST Coordinator. Under normal conditions, no department equipment will be stored or appropriated by the members, either at home or at the

department other than in their proper locations. Other employees must have access to this equipment as necessary. Specific permission must be obtained by the on-duty Watch Commander or the Department Head, for any deviations to normal procedures. Upon separation, resignation, termination, or retirement, all departmental equipment shall be promptly returned. This includes the ID card, uniform, keys, and any other equipment issued to the GSST member.

#### **400.0 PATROL**

##### **401.0 PATROL GUIDELINES**

Members can assist public safety personnel with field operations when requested.

##### **402.0 VANDALISM/GRAFFITI**

GSST members will be on alert for any vandalism or graffiti that occurs while in the performance of their duties. Graffiti will be called into the Public Safety Office before the end of shift. GSST will not contact vandalism or graffiti suspects but will call dispatch via radio for assistance. GSST will try to note descriptions of the suspects to assist officers.

##### **406.0 OTHER DUTIES AS ASSIGNED**

GSST may be called upon to assist in other departmental functions as requested or assigned. These may include, but are not limited to, traffic directions, found property processing (no weapons or drugs), parade crowd control, data entry, and any other duties as assigned and trained for. GSST may also be directed to pick up found property as requested by Dispatch or other Officers. This found property must be tagged and placed into the GPD property/evidence lockers.

##### **407.0 VEHICLE AND EQUIPMENT INSPECTION**

All members will inspect any equipment assigned to them prior to the start of their shift. All vehicles will be inspected to ensure all lighting and emergency equipment is functioning and/or in place. Members will report any damage or malfunctions of their assigned vehicle immediately to the Watch Commander for documentation.

No member will operate any vehicle that is found to be unsafe or operating in an unusual manner. Vehicles should be clean and neat prior to leaving the police parking lot. At the minimum, all windows and mirrors will be clean and unobstructed prior to leaving the parking lot.

##### **408.0 FORMS AND REPORTS**

Members will utilize the following forms on a regular basis and should insure sufficient amounts are on hand prior to beginning a patrol shift:

- GSST information cards
- Note pads and incident report forms
- Paper badges for the kids

All completed forms will be submitted for approval prior to the end of the shift. The Watch Commander will review the reports prior to distribution for completeness and accuracy. Any corrections will be completed by the GSST member responsible as soon as possible and resubmitted for approval and distribution. A copy of all reports will be placed in the GSST Coordinator's box. GSST members are encouraged to keep a copy of all reports submitted for future reference and possible review prior to testifying in court.

409.0 **RADIO COMMUNICATIONS/ CELLPHONE**

The GSST uses regular departmental handheld and vehicle mounted radios. It is imperative that all GSST understand and use correct radio procedures and codes to effectively communicate with Dispatch and other units. All radio communications should be brief and include all essential information. Anytime a GSST member is out of the vehicle, the handheld radio will be carried on the GSST's person to facilitate a quick report to dispatch should an emergency occur. Handheld radios will be placed into the charger units in the office at the end of each shift.

All GSST members must pass a written test on radio codes and operational procedures prior to going out into the field. Any malfunctioning equipment will be tagged with a report identifying the problem.

# Attachments

City of Guadalupe, California  
GSST

4490 10<sup>th</sup> ST. Guadalupe, CA 93434  
Phone: 805.343.2112 Fax: 805.343.1965

**GSST PERFORMANCE EVALUATION**

\_\_\_\_\_  
Last Name First Name MI Date

\_\_\_\_\_  
Position Date/Last Report

\_\_\_\_\_  
Length of Service with Dept. From To

<i><b>PERFORMANCE STANDARDS</b></i>	<i><b>ABOVE STANDARD</b></i>	<i><b>MEETS STANDARDS</b></i>	<i><b>SUB-STANDARD</b></i>
1. Internal Relations			
2. External Relations			
3. Work Habits			
4. Equipment Use and Maintenance			
5. Technical Skills			
6. Special Assignments			

Performance Standard Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GSST Member: \_\_\_\_\_

Department Head: \_\_\_\_\_

**GUADALUPE POLICE DEPARTMENT**  
**GSST TIME SHEET**

NAME \_\_\_\_\_ MO./YR. \_\_\_\_\_

DATE	ACTIVITY	LOCATION	# HOURS
		<b>TOTAL HRS:</b>	

**Guadalupe Public Safety Department**  
**GSST Incident Report**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

GSST Member on Duty: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Reported: \_\_\_\_\_

Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responding GPD Officer: \_\_\_\_\_

Disposition: \_\_\_\_\_  
(GOA, HIF, Citation, Arrest, Other)

Other remarks: \_\_\_\_\_

GSST Signature (ID#): \_\_\_\_\_

GSST Coordinator: \_\_\_\_\_

Supervising Officer: \_\_\_\_\_

**GUADALUPE PUBLIC SAFETY - GSST**  
**TRAFFIC CONTROL LOG SHEET**

Location: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Incident Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXAMPLE