

1 SUPPORTING THE INVESTIGATION

Chino Police Department Training Unit
Quarter 4- November 2021

2 COURSE OBJECTIVE

This course will introduce the various professional staff functions behind supporting police investigations. This will increase teamwork and understanding of the different professional staff positions throughout the police department.

3 INTRODUCTIONS

Share

- Name
- Current Position/Assignment
- Past Position(s)/Assignment
- Years at Chino Police Department
- Total Law Enforcement Experience

4 FELONY TRAFFIC STOP ACTIVITY

Purpose: Demonstrate how professional staff roles support an in-field sworn incident

- Reasons for initiating a high risk stop
- Unit positioning
- Officer positions and responsibilities
- Verbal commands given
- Working as a team
- Searching the interior of a vehicle

5 RECORDS

- Turning in time sensitive paperwork
- Data entry
- Report approvals and assignment
- Customer service orientated
 - Lobby
 - Telephone calls
- CLETS Entries on important forms
 - CHP 180
 - Missing Person
 - Emergency Protection Order
- Citations / Bookings
- Attachments / Forms

6 ARREST PACKETS

- Prepared in Records
- Reviewed by Sergeant in DB or Traffic or SET
- Supplementals and labs attached

- Packets are returned to Records
- Records Unit physically delivers arrest packets to the District Attorneys office and Rancho Court (direct files)
- In-Custodies are due the next day

7 RETENTION

- Our reports (narratives, supplementals, traffic collisions) are electronic, but we keep attachments and forms.
- Citations
- FI cards
- All documents are recorded in our Records Management System (RMS) Central Square

8 DISPATCH

- PSAP answer emergency and non-emergency calls
 - Texts to 9-1-1
- Positions/Channels
- Assist in solving crimes and locating subjects
- Alerts
 - Premise
 - Officer Safety
 - Monitor LPR/Tracker Alert System
- Provide station access via the gate/door Prox system
- CLETS entries after hours
- Training
 - Dispatch Training Program
 - POST Basic Dispatch Course

9 EVIDENCE

- Intake Evidence
 - Identifying victim/suspects/associates
- Evidence Destruction
 - Weekly basis
- Inventory Checks
 - Quarterly basis
- Property Releases
- Crime Lab
 - Weekly

10 RTCC- REAL TIME CRIME CENTER

- Identify victims, associates, and suspects
- Primary function: assist patrol by providing actionable intelligence to officers and redirect resources in the field
- Assist dispatch with requests
- Upkeep of LPR intersections and city cameras
- Attend Patrol Briefings
- CAU partnership

- 11 CAU- CRIME ANALYSIS
 - Case Support
 - Identifying victim/suspects/associates
 - Identifying Crime Patterns
 - Risk Assessments
 - Statistics
 - Cellphone Forensics
 - Bulletins
 - Mapping
 - RTCC Partnership

- 12 CPU-CRIME PREVENTION & COMMUNITY OUTREACH
 - Community Outreach & Engagement
 - Department Events
 - Social Media
 - Crime Free Multi-Housing Certification & Enrollment

- 13 PSO- POLICE SERVICE OFFICERS
 - Respond to calls for service
 - Take non-suspect reports
 - Traffic Collisions
 - Parking violation enforcement
 - Crime Scene Investigation
 - Collect latent fingerprints and DNA swabs
 - Assist officers & detectives with investigations
 - Special Assignment: CIB

- 14 CADETS
 - Fleet management
 - Assignments
 - Traffic Unit
 - Training Unit
 - In field tasks:
 - Citation data entry
 - Controlling traffic at intersections
 - Events

- 15 ADMINISTRATION
 - Management Analyst
 - Emergency Services Coordinator
 - Clerk Typists

- 16 CLERK TYPISTS
 - Chief's Secretary
 - Payroll
 - Internal Affairs/Backgrounds

- Records

- Training

17 FACILITIES COORDINATOR

- Manage facility building

- Custodial

- Fleet management

- Manage cadets

18 VOLUNTEERS

- Department Dog

- Chaplains

- Explorers

- Mounted Posse