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## Operational Readiness and Inspection Procedure

### 301.1 PURPOSE AND SCOPE

This section describes the responsibilities of agency personnel and units for maintaining operational readiness.

### 301.2 POLICE FACILITY AND SYSTEMS

The Director of Public Works is ultimately responsible to assure operational readiness is maintained for police facility and its systems.

### 301.3 FACILITY EMERGENCY POWER GENERATOR

The assigned Police Department Facilities Manager will work with the Director of Public Works to ensure that an emergency generator test and readiness procedure is in place and followed. Testing shall be conducted and documented in accordance with Public Works guidelines.

### 301.4 COMMUNICATIONS CENTER

The Union City Police Department contracts with the City of Fremont for Police Dispatch Services. The following systems are provided and tested for operational readiness by the City of Fremont:

- Fire Suppression System
- Audio Telephone and Radio Recording Systems
- Facility Video Systems
- Emergency Call-out Lists/Process
- Radio Interoperability Systems
- Mutual Aid Request Systems (Law Enforcement and Fire)
- Reverse 911 System

### 301.5 EMERGENCY OPERATIONS CENTER

The City Manager's Office holds primary responsibility for the training and readiness of emergency operations. The primary EOC is also coordinated by Alameda County Fire Department (ALCO) and is designated to be run out of [REDACTED]. The Union City Police Department has secondary operational EOC capabilities as well as mobile EOC assets.

The mobile EOC shall be activated at least once annually to ensure systems are functional and appropriate. An actual operational activation of the mobile EOC may fulfill this requirement if the appropriate after action review is completed. Copies of the Comprehensive Emergency Management Plan (CEMP) are maintained on the City's Intranet site, at the primary designated EOC [REDACTED] location, and in the [REDACTED].

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#### **301.6 RESPONSIBILITIES**

Division Commanders are responsible for the operational readiness of all assets under their command. Operational readiness in general means having the system, facility or asset in a condition to be immediately accessed and deployed for the purpose it is intended. Every system should have one or more operational employee(s) responsible for its readiness. Considerations for readiness are:

- Located where it can be accessed;
- In a tested and functioning condition;
- Identified frequency of testing and maintenance;
- Adequate stock or inventory on hand;
- Stock replaced at end of life limits;
- Users identified and adequately trained to access and operate;
- Procedures to access and deploy are clearly published;
- Procedures established to address failure of asset; and
- System for reporting lack of readiness.

##### **301.6.1 ISSUING AND REISSUING AGENCY PROPERTY**

Agency property may be issued to employees based on a number of factors including:

- Job Classification at hire
- Job Classification after promotion
- Specialty Assignments

All agency property relating to uniforms, uniform and safety equipment will be maintained and issued as needed by the Personnel and Training Unit following the responsibilities noted in the Operational Readiness and Inspection Policy. The Personnel and Training Supervisor or designee will keep a record of all issued equipment. That Personnel and Training Supervisor will also collect equipment when an employee no longer requires it and reissue as appropriate to other employees, documenting the transfer accordingly. Employees who are issued agency property will be responsible for the operational readiness of those items.

Managers and Supervisors who have been tasked with maintaining operational readiness of Departmental assets based on adjunct responsibilities will follow the same guidelines as listed above.

Departmental assets that are damaged, non-functional or missing shall be reported to the appropriate Division Commander, who will facilitate the item(s) replacement.

#### **301.7 PATROL DIVISION ASSETS**

At minimum, the following assets are maintained in a readiness state:

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- (a) Vehicles:
  - 1. Marked Patrol Vehicles
  - 2. Unmarked Patrol Vehicles
  - 3. Patrol Supervisors Vehicles
  - 4. CSA Vehicles
  - 5. Police Bicycles
  - 6. Animal Control Vehicle
  - 7. Prisoner Transportation Vehicle
  - 8. Traffic Cadet Vehicle(s)
- (b) Equipment:
  - 1. Conducted Energy Weapon (CEW)
  - 2. Munitions (Standard and Less-Lethal)
  - 3. Firearms
  - 4. Specialized Patrol Equipment
  - 5. Patrol Vehicle Supply Inventory
  - 6. Patrol Supplies

#### **301.8 SPECIALTY UNITS ASSETS**

At minimum, the following assets are maintained in a readiness state:

- (a) Vehicles:
  - 1. DUI Trailers
  - 2. Radar Trailers
  - 3. Police Motorcycles
  - 4. Armored Rescue Vehicle (ARV)
  - 5. Range Vehicle
- (b) Equipment
  - 1. Preliminary Alcohol Screening Device (PAS)
  - 2. Specialized Traffic Unit Equipment

#### **301.9 INVESTIGATIONS UNIT ASSETS**

At minimum, Investigation Division maintains the following assets in a readiness state:

- (a) Vehicles:
  - 1. Unmarked Vehicles
  - 2. CSI Vehicles

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- (b) Equipment:
  - 1. Specialized Investigation Equipment
  - 2. Specialized CSI Equipment and Supplies

#### **301.10 SUPPORT SERVICES DIVISION ASSETS**

At minimum, Support Services maintains the following assets in a readiness state:

- (a) Vehicles:
  - 1. Unmarked Support Vehicles
  - 2. Unmarked Administrative Staff Vehicles
- (b) Equipment:
  - 1. Portable Radios
  - 2. Live Scan Devices
  - 3. Audio Visual Observation Equipment (Body Worn Cameras)
  - 4. Force Options Simulator
  - 5. Safety Equipment
  - 6. Riot Gear
  - 7. Electronic Control Device
- (c) Replacement Inventory:
  - 1. Uniforms
  - 2. Ammunition
  - 3. Batteries
  - 4. Duty Belt Supplies
  - 5. Pepper Spray

#### **301.11 OFFICE OF THE CHIEF OF POLICE ASSETS**

At minimum, the Office of the Chief of Police maintains the following assets in a readiness state:

- (a) Vehicles:
  - 1. Unmarked Chief's Vehicle
  - 2. Unmarked Personnel & Training Vehicle
- (b) Document and Forms Supply
- (c) Office Supplies

#### **301.12 PATROL TEAM AND UNIT LINE INSPECTIONS**

Although it is the overall responsibility of the Division Commanders to ensure critical personnel and equipment is ready when needed, it is the supervisor that carries out that responsibility on a

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daily basis. Patrol and Investigation supervisors shall carry out line inspections in accordance with the UCPD Line and Staff Inspections Procedure with the frequency specified. In addition, Patrol and Investigation supervisors are responsible for the condition of those employees and assets under their leadership.

Command Staff may call for a random line inspection of any unit, at any time.

See Policy Manual on Uniform Regulations for further information.

### **301.13 REVISIONS**

Procedure Adopted: June 21, 2019

Revised: April 23, 2020