

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 32

LOUD PARTY SERVICE FEE POLICY

Revised 02/2011

- 32.0 PURPOSE**
- 32.1 BACKGROUND**
- 32.2 RESPONSIBILITIES**

32.0 PURPOSE

The purpose of this order is to set forth procedures for the reporting and collection of loud party Service Fees.

32.1 BACKGROUND

This Department receives numerous calls involving loud parties or gatherings disturbing the peace of others. Often police officers are required to respond several times to the same location to maintain order and keep the peace. All too often some of these participants become unruly, uncooperative and disruptive. These repeated responses to the same party or gathering leave officers unavailable to perform other important duties which have greater citizen priority. In an effort to address this problem, the City Council has determined that a service fee will be charged to the person(s) responsible for these incidents requiring repeated responses. This policy is set forth in PVEMC 3.32.

32.2 RESPONSIBILITIES

I. Absent consent or exigent circumstances, officers should not enter the residence where the violation is occurring.

II.

FIRST RESPONSES

- A. At the officer's discretion, on a first response to a loud or disturbing party/gathering, the primary officer will contact the responsible person and complete a Loud Party First Response form.
- B. This notice of violation will include the following information:
 - 1. The identity of the responsible person. The responsible party will be determined by the following criteria, in this order:
 - a) The property owner
 - b) The person in charge of the property, or
 - c) The host/hostess of the party/gathering.
 - 2. The responsible person's name, address, date of birth, telephone number and the date and time of the notice.
 - 3. If the responsible person is a minor, obtain the name of the minor's parent or guardian as well.
- C. The primary officer will attempt to advise the responsible person that if a return response is required, a fee will be assessed for all personnel and equipment costs associated with such a response.

The person will also be advised that such a return response may result with any violators of law subject to arrest and/or citation.

- D. The primary officer will have the responsible person sign the notice of violation form. If that person refuses, the primary officer will write "REFUSED" in the signature space.
- E. The primary officer will sign the form then give the white copy to the responsible person.
- F. The primary officer will advise the Field Supervisor and/or Watch Commander of the response and notice of violation issued. The officer will also advise dispatch that a notice of violation was issued when clearing the call.
- G. If no return call is received during the primary officer's shift, he will forward the yellow copy of the notice of violation form to a supervisor.
- H. Second and subsequent responses:
If a return call occurs prior to the end of the primary officer's shift, that officer will request a supervisor respond to the call.

III. SUPERVISOR'S RESPONSIBILITIES

A. FIRST RESPONSES

If a First Response Form is completed, the supervisor will take possession of the department's copy.

B. SECOND RESPONSES

1. If a supervisor is available, he/she should respond to the scene and keep an accurate account of the minutes at the scene and the personnel and equipment used.
2. Ensure the primary officer fills out a second notice of violation form per the guidelines above (section 32.2 this order) as well as the information below.
3. List any special equipment or services used or provided, damage or injuries sustained, etc. in the comments section of the form.
4. Enter the total number of minutes at the scene and the number of officers used on the form.
5. Attempt to give the responsible party the white copy of this second response form.

6. Attach copies of any other related reports (crime, arrest, injury, etc.) to the two yellow copies of the notices of violation forms.
7. Forward this entire package to the Watch Commander (if applicable).

IV. WATCH COMMANDER'S RESPONSIBILITIES

- A. Have all reports processed per established procedures.
- B. Ensure that the information is forwarded to the Patrol Division Captain to fill out a request for billing. The request for billing is then forwarded to the Finance Department via internal city mail.