



## BURBANK POLICE DAILY BULLETIN

Thursday, June 28, 2012 Addendum

### **AUDITS AND INSPECTIONS**

The Audits and Inspections Unit has begun to inspect critical areas of the Department. The main purpose of the audits is to determine if employees in each operational area are complying with Department policies and procedures or law enforcement best practices.

A recent audit of randomly selected employee email accounts revealed some emails that were less than professional. Please consider this Daily Bulletin message a reminder to follow the City Technology Use policy, which is attached for your review. The main point of the policy is that any "communication tool" available to employees "shall not be used for non work-related purposes."

Generating and forwarding an email that a reasonable person would consider unprofessional or inappropriate for the workplace is a violation of the City's Technology Use policy and may be a violation of the City's Sexual Harassment/Racial Discrimination policy. Please do not forward inappropriate e-mails to others, including your friends outside of the Department.

Finally, in an effort to have a transparent audit process, employees affected by any audit conducted by the Department will be notified individually.

Captain Ron Caruso  
Support Services Division



# BURBANK POLICE DAILY BULLETIN

Tuesday, December 3, 2013

## **WELCOME TO OUR NEW EMPLOYEE**



Please take a moment to welcome our newest employee. Police Officer Edward Escobar joined our department today. Officer Escobar was a Police Officer with the Pomona Police Department for the last ten years. He and his wife Janet, who is an officer with the California Highway Patrol live in Granada Hills and have four boys. Please say hello when you see him around the station.

## **E-SUBPOENA SYSTEM IMPLEMENTATION – REMINDER!**

The electronic subpoena system has been implemented and all new District Attorney felony subpoenas will be sent via the e-Subpoena System effective tonight, Tuesday, December 3, 2013 (please [click here](#) for the original Daily Bulletin message with the details). E-Subpoena notifications will be transmitted via the Department email system. For the first two weeks or until further notice, the Department will also receive hardcopy subpoenas and those will be distributed using existing procedures. The duplication is in an effort to ensure the system is functioning as designed and employees should acknowledge receipt of both hardcopy and electronic subpoenas.

Please be patient during the transition to the new system. The link to the e-Subpoena site is on the PEN homepage (top menu row). All personnel should have accessed the system and set their permanent password. The temporary password for first time users is included in the "[eSubpoena User Guide](#)" available in PEN.

Lieutenant Armen Dermenjian  
Professional Standards Bureau

## **EMPLOYMENT OPPORTUNITY**

There is an open job bulletin for employment with the City of Burbank. The position of Senior Clerk is open until Friday, December 6<sup>th</sup>.

The City of Burbank Human Resources Department (x5021) can answer any questions concerning this position.

Deputy Chief Tom Angel

## **AUDIT OF DEPARTMENT EMAIL ACCOUNTS**

The Audits and Inspections Unit recently audited randomly selected Department email accounts. Some of the emails had less than professional content and did not involve official business communication. Please consider this notice as a reminder to review the Electronic Mail Policy and to adhere to email best practices, including:

1. Ensure all email communication is work related.
2. Regularly delete email messages no longer needed, including from "Deleted" and "Sent" folders.
3. Do not forward any chain emails or inappropriate emails, even to friends outside the Department.

In an effort to have a transparent audit process, employees affected by the audit will be notified individually.

Lieutenant Armen Dermenjian  
Professional Standards Bureau

## **TIBURON SYSTEM DEMO**

The Department is considering the feasibility and benefits of upgrading our current Tiburon System to the latest version. In an effort to fully evaluate the option to upgrade, we have scheduled an on-site demo of all Tiburon modules (CAD, Mobile, Law Records, and Jail Records) for Wednesday, December 11, 2013, in the ML Training Room. A copy of the agenda is attached to this Daily Bulletin. Supervisors should make an effort to have on-duty representative of their units attend the relevant portions of the demo. Off-duty employees are welcome to attend on voluntary basis. Overtime is not authorized unless attendance is required by a supervisor.

Any employee who attends the demo is requested to provide feedback to me via email. Your comments will be an important part of the Department's evaluation of the enhancements available through the upgrade.

Lieutenant Armen Dermenjian  
Professional Standards Bureau

## **FIRST MONTHLY BURBANK - WOMEN LEADERS IN LAW ENFORCEMENT) LUNCHEON (WLLE)-Reminder**

We would like to invite all members of the department to the first monthly luncheon of the Burbank Police Department Women Leaders in Law Enforcement (WLLE) being held on Wednesday December 4<sup>th</sup> from 1200 to 1300 hours in the Mid-Level Training Room. This luncheon is intended to be a "brown-bag" or "bring your own" lunch. No food or drinks will be provided. This luncheon is on your own time for those not working or your lunch break for those who are working.

Since this is our first luncheon it will be very informal, but future luncheons we hope to follow the format of the first ½ being dedicated to networking and lunch and the second ½ being dedicated to training.

If you have any question please feel free to contact Michele Larson at ext. 3227.

WLLE – 2013 Committee

## **WELLNESS PROGRAM REMINDER:**

For those participating in and mandated to complete the Wellness Program; please remember a required portion of the program is to **log 96 hours of physical activity**. The Physical Activity Timesheets were provided during the orientation sessions and need to be handed in during each of the subsequent lecture sessions. The next lecture session of the Program is tentatively scheduled for early January (Fitness Results). The Physical Activity Timesheets are to be turned in during the Fitness Test results session, but do not need to be complete. The total 96 hours of activity is not due until March 2014.

Please direct any questions to me.

Sergeant Justin Meadows  
Training Coordinator



# BURBANK POLICE DAILY BULLETIN

Tuesday, October 14, 2014

## **MDC AND EMAIL AUDITS**

The Audits and Inspections Unit recently conducted a review of randomly selected Department emails and MDC messages. Most messages were work related and conformed to Department standards but some did not meet the Department's expectations of professionalism. Additionally, some email messages contained personal, confidential information. This is to remind employees that being a public agency, most of our records, with very limited exceptions, are subject to public review. As such, please review the Electronic Mail and Mobile Digital Computer Use policies to ensure policy compliance and protection of personal information.

Employees whose accounts or messages were reviewed will be notified via email or will be contacted by their command groups.

Lieutenant Armen Dermenjian  
Professional Standards Bureau

## **KEYWATCHER SOFTWARE UPDATE**

Yesterday we updated the electronic key cabinet (KeyWatcher) software to the latest version. The behavior of the software has not changed but the User Interface (UI) menu appearance is different. Please feel free to contact me or Joe Farrow with any issues.

Lieutenant Armen Dermenjian  
Professional Standards Bureau

## **PREVENTING WORKPLACE HARASSMENT TRAINING REMINDER**

Management Services has advised the Police Department that all members must attend training on *Preventing Workplace Harassment* which is a biannual requirement per PC 13519.7. This training is **mandatory for all Police Employees**. The training is broken up into two separate groups. Supervisory employees must attend a 2 hour training session. Non-supervisory employees must attend a 1.5 hour training session. Attached is a spread sheet listing all police employees and their training designations (supervisory or non-supervisory).

As of today's date, *145 Police employees have not yet attended the training*. To accommodate those who were not able to attend, additional training sessions have been added.

Below is a list of the upcoming training sessions, as provided by Management Services. Attendance for the training should be done on-duty whenever possible. Overtime will only be authorized for those who are **unable** to attend on-duty and with prior approval from their command group.

*Supervisors are responsible for assigning each of their assigned personnel to a training session.* The supervisors shall notify Sergeant Justin Meadows, via email, of the assigned dates of attendance and a list of personnel prior to October 24, 2014. Sergeant Justin Meadows will coordinate registration for the training sessions with Management Services.

**SUPERVISORY TRAINING SESSIONS (2 Hours)**

	<i>TRAINING DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<b>CLASS 1</b>	Thursday, November 06, 2014	2:30 pm – 4:30pm	CSB - Community Room
<b>CLASS 2</b>	Tuesday, November 25, 2014	1:00 pm - 3:00 pm	ASB - Dev. Center

**NON-SUPERVISORY TRAINING SESSIONS (1.5 Hours)**

	<i>TRAINING DATE</i>	<i>TIME</i>	<i>LOCATION</i>
<b>CLASS 1:</b>	Tuesday, November 04, 2014	1:00 pm - 2:30 pm	ASB - Dev. Center
<b>CLASS 2:</b>	Thursday, November 13, 2014	8:00 am - 9:30 am	ASB - Dev. Center
<b>CLASS 3:</b>	Thursday, November 20, 2014	4:00 p.m. - 5:30 p.m.	CSB - Community Room