



**SAN DIEGO POLICE DEPARTMENT
CENTRAL DIVISION
OPERATIONS MANUAL**

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Chief of Police**

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Section I.

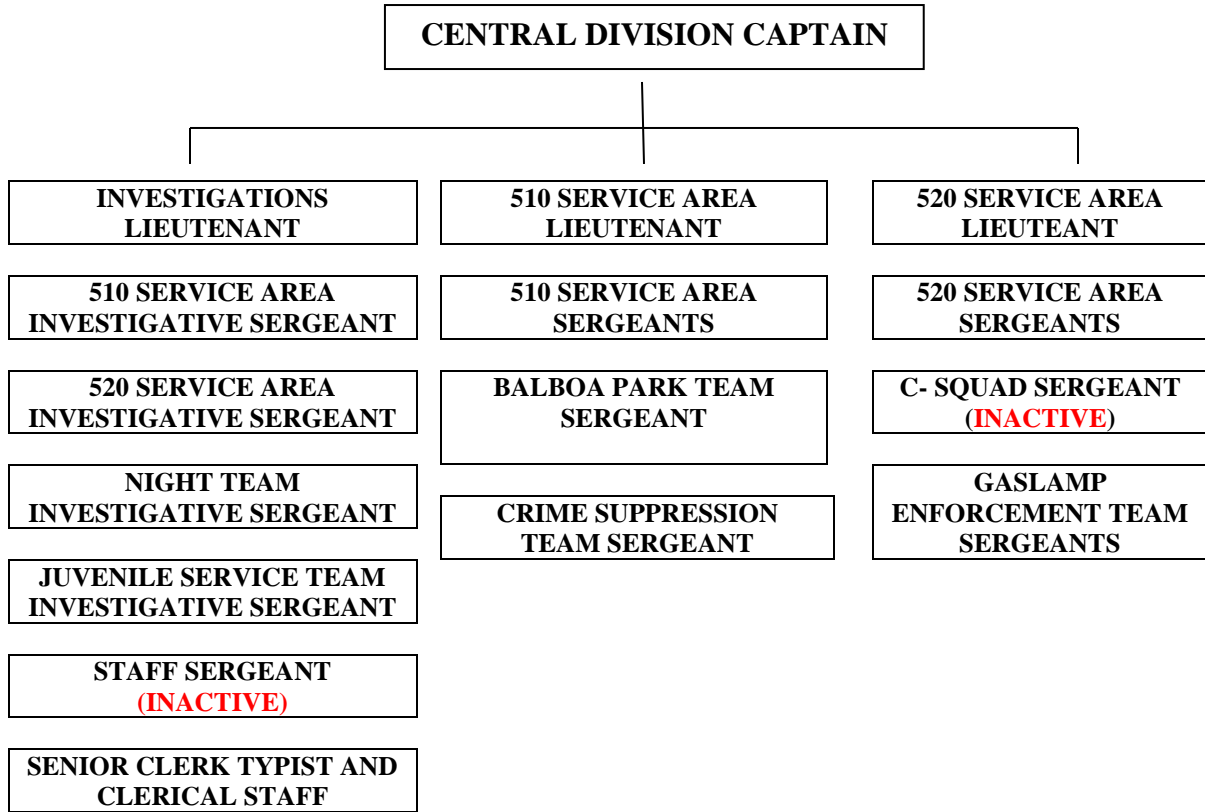
MISSION STATEMENT

CENTRAL DIVISION

Our mission is to maintain peace and order by providing a full range of police services crafted to the needs of Barrio Logan, Logan Heights, Stockton, Grant Hill, Sherman Heights, East Village, Gaslamp, Horton Plaza, Marina, Core-Columbia, Golden Hill, South Park, Balboa Park, Cortez, Little Italy, Harborview, and Park West communities. We will work together to develop partnerships with the communities we serve and strive to maintain positive lines of communication with neighboring law enforcement agencies.

CHAIN OF COMMAND

CENTRAL DIVISION ORGANIZATIONAL CHART



Section III.

ADMINISTRATION

DIVISION CAPTAIN

The Area Command is headed by a Captain who reports directly to the Assistant Chief of Patrol Operations. The Captain is responsible for all phases of day-to-day operations of the Division. He/she establishes Operations' Policies and sets guidelines to support the Department's Mission Statement.

Duties and Responsibilities

- Supervise the work of the Investigations Lieutenant and Service Area Lieutenants. Evaluates their performance and oversees career development.
- Assign job responsibilities, set performance standards, and work priorities.
- Ensure proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines.
- Establish direct communication with community leaders, including City Council representatives.
- Appoint community members to serve on an Advisory Board to the Division.
- Responsible for Strategic Planning and maintaining E.E.O. standards.
- Promote problem solving at all levels and encourage community participation to maintain a strong partnership.
- Coordinate the recruitment and expanded use of Volunteers in Policing (VIP's) and Retired Senior Volunteer Patrol (RSVP).
- Conduct periodic supervisors' meetings and attend periodic patrol line-ups and detective briefings.
- Participate in key community meetings and maintain liaison with area agencies.
- Approve assignment changes and temporary assignments of personnel within the command and temporary assignments of personnel in specialized units.
- Review staff work including personnel evaluations, citizens' complaints, discipline reports, pursuit forms, injury forms, transfer requests, and other administrative reports.
- Conduct discipline review hearings, such as "Skelly" and other types of appeals.
- Serve on or chair Department committees.

INVESTIGATIONS LIEUTENANT

The Investigations and Administration Lieutenant will report directly to the Division Captain. The Lieutenant will assist with the daily operations of the Division and may assume command in the absence of the Division Captain.

Duties and Responsibilities

- Twenty-four hour management responsibility for Investigative, Juvenile Service Team (JST) and Administrative services in the Division.
- The Lieutenant will work the 4/10 plan.
- Liaison with service area Lieutenants.
- When appropriate, assume command at major incidents and prepare after action reports.
- Supervise and evaluate Detective Sergeants, and clerical employees.
- Provide guidelines and direction for the preparation of contingency plans.
- Review and evaluate crime analysis publications, related statistical data and facilitate implementation of problem-solving projects at all levels to address area problems.
- Prepare and coordinate staff reports, including quarterly reports, monthly inspections, and discipline reports.
- Monitor personnel and equipment needs, recommend resource allocation, and provide annual budget documentation.
- Identify training needs, coordinate In-Service Class assignments, and review application process for course attendance.
- Assign tasks and supervise Citizen's Complaints, Route Slips, and Citizen Request Forms investigations and inquiries.
- Review disciplinary packages and assist in administering formal and informal discipline.
- Review evaluations prepared by supervisors and review all appeals of evaluations submitted by subordinates.
- Conduct inspections of personnel, files, and equipment designated in the Department Inspections Guide.
- Facilitate meetings with police personnel as well as community and private agencies to address problems through partnership efforts.

- Evaluate and recommend personnel for specialized assignments and promotions.
- Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.
- Participate in key community meetings.
- Participate in weekly detective briefing and periodically attend patrol line ups.
- Maintain liaison with the Department's specialized investigative units, other city departments, community leaders, City Council representatives, area law enforcement agencies, District Attorney's Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.
- Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.
- Oversee participation of Sergeants and Officers at certain community meetings.
- Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports and staff work prepared by sergeants.
- Manage Division Investigative Funds and Informant Files.
- Liaison with Reserve Services, Volunteer Services, and Retired Senior Volunteer Patrol.
- Assume on call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.
- Maintain a list of qualified Field Training Officers.
- Evaluate training programs to determine their degree of benefit to officers.
- Review and process applications for course attendance.
- Review, evaluate and approve 'Pilot Programs' in respective Service Areas.
- Regularly attend service area beat meetings for their Service Area.
- Manage the Division Training Program.
- Serve as the focal point for the Division for all In-Service Training.
- Evaluate training programs to determine their degree of benefit to officers.
- Review and process applications for course attendance.

SERVICE AREA LIEUTENANT

The Service Area Lieutenant will report directly to the Division Captain. The Lieutenant will assist with the daily operations of the Division and may assume command in the absence of the Division Captain.

Duties and Responsibilities

- Twenty-four hour management responsibility for their respective Service Area in the Division.
- The Lieutenant will work the 4/10 plan.
- Supervise and evaluate patrol sergeants.
- When appropriate, assume command at major incidents and prepare after action reports.
- Supervise and evaluate assigned Patrol/Specialized Unit Sergeants.
- Provide guidelines and direction for the preparation of contingency plans.
- Review and evaluate crime analysis publications, related statistical data, and facilitate problem solving efforts to address area problems.
- Preparation and coordination of staff reports including quarterly reports and discipline reports.
- Monitor personnel and equipment needs, resource allocation, and provide annual budget documentation.
- Monitor personnel staffing.
- Identify training needs, coordinate In-Service Class assignments, and review application process for course attendance.
- Assign tasks and supervise citizens' complaints, Route Slips and Citizen Request Forms investigations and inquiries.
- Review disciplinary packages and assist in administering formal and informal discipline.
- Review evaluations prepared by Sergeants and review all appeals of evaluations submitted by subordinates.
- Conduct inspections of personnel, files, and equipment designated in the Department Inspection Guide.

- Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.
- Prepare termination packages of unsatisfactory employees.
- Evaluate and recommend personnel for specialized assignments and promotions.
- Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.
- Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.
- Maintain liaison with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards. Oversee participation of Sergeants and Officers at certain community meetings.
- Participate in key community meetings when necessary.
- Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, pursuit forms, and staff work prepared by sergeants.
- Assume on-call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

STAFF SERGEANT

The Staff Sergeant is a full-time position, reporting to the Investigative Lieutenant. The Staff Sergeant will wear uniform or appropriate business attire and work the option 4/10 assignment.

(Due to staffing issues this position has been eliminated until further notice. The Staff Sergeant responsibilities have been re-assigned to the Juvenile Service Team Investigative Sergeant. The duties and responsibilities will fall under the direction of the Investigative/Administrative Lieutenant).

Duties and Responsibilities

- Supervise Front Counter personnel, coordinate tasks, scheduling and supervision of light-duty personnel.
- Prepare notification for officers of Random Drug Testing dates. Maintain a file of completed forms.
- Maintain a tracking system and log in and out all Citizen Complaint Investigations, Route Slips, Police Equipment Accidents.
- Provide security for the station during normal business hours.
- Monitor the use of the division bulletin boards.
- Maintain equipment inventories and ensure their operability. Inventory items include shotguns, tasers, vehicles and portable radios, alco-sensors, cell phones, cameras, recorders, field evidence tech. Equipment, batteries, and station equipment.
- Arrange facility repairs, assign equipment, and order operational equipment and supplies as needed.
- Maintain inventory/inspection log for division equipment and coffee fund.
- Maintain use/reservation logs for the meeting rooms and prisoner van.
- Receive walk-in Citizen Complaints in the absence of the involved officer(s)' supervisor.
- Review and update the Operations Manual annually (January).
- Prepare reports as directed by the Commanding Officer and Investigations Lieutenant.
- Issue facility and equipment keys to appropriate staff and maintain key control.
- Order operational equipment and supplies as needed.
- Supervise and coordinate the Ride-A-Long program with the front counter officer.

- Assist the Lieutenant in preparing the shift change schedule.
- Conduct inspections according to Division and Department policies and procedures, i.e., radio, shotgun and citation sign-out logs and Field Operations Practices.
- Oversee the day-to-day maintenance and cleaning of the substation.
- Inspect the holding cell area to ascertain maintenance, cleanliness, and safety. This inspection shall be done on a biweekly basis per Article 14. Section 1280 State Board of Corrections.
- Oversee and track staffing levels of light duty and long-term disability personnel, as directed by the Assistant Chief of Operational Support.
- Email a list of all personnel who are on light duty, long term disability status or military leave to the Medical Assistance Unit every Tuesday.
- Administer petty cash expenditures as outlined in Department Procedure 1.22. Prepare a monthly “Petty Cash Report” and administer the Ride-Along Program.
- Coordinate ROT for Central Division personnel.
- Liaison to other Division Departments, Agencies and community groups as directed by the Captain and Lieutenants.
- Assist Investigators when no Investigative Sergeant is available.

FRONT COUNTER OFFICER

The Central Division front counter is staffed by a uniformed Police Officer. He/she can be assisted by a Reserve Officer, VIP or RSVP. The Front Counter Officer reports directly to the Staff Sergeant.

General Requirements

- The Front Counter will be operational Monday through Thursday.
 1. The hours of operation will be Monday, Tuesday and Thursday, 0800 to 1600 hours. Wednesday is an “administrative day. During business days, the lobby doors shall remain unlocked between the hours of 0800-1600. The front counter will be closed in observance of all City holidays. Additionally, if the front counter officer is on a day off, the front counter will be closed.
- A sworn officer will staff the Front Counter.
 1. The assigned officer must remain at this post until relieved by another sworn officer.
 2. Arrangements will be made to provide a relief officer for needed breaks and lunch period.
- Officers will screen requests for the release of impounded property prior to referring the general public to the Property Room.
 1. They will determine if the person has obtained the necessary property release form.
 2. If the person does not have the necessary property release form, they will be referred to the detective handling their case.
 3. Once it has been determined that the individual is in possession of the paperwork necessary to affect the release of impounded property, they will be referred to the Property Room.
- Officers at the Front Counter shall schedule meetings for the Community Meeting Room in the LAN’s system “Conference Scheduler.” The meeting room is available for use by police sanctioned groups and for police related functions during regular business hours (0800 – 1700 hours; Monday through Friday; holidays excluded). Non-profit community and school groups may request to use the meeting room provided their intended activity is not of a political, religious, or commercial nature. (See GENERAL RULES in the Central Operations Manual for further details)
- All personnel assigned to the front counter will respond to inquiries from the general public and other Department members in a courteous and professional manner. Officers are encouraged to greet the public in a positive, enthusiastic and polite manner.

Operating Procedures

- All visitors to the Central Division facility will be required to check in at the front counter.
 1. Visitors to Central Division will be required to present valid identification.
 2. Non-City employees, excluding peace officers, must be escorted or wear a visitor pass.
- Certain visitors may decline to identify themselves but may nevertheless have legitimate business at the facility. The following admittance procedure will be observed:
 1. The desk officer will notify the Department member the visitor wishes to see. The member will come to the desk.
 2. All such visitors who decline to identify themselves MUST be escorted at all times while in the facility.

Security Procedures

- The doors leading to the interior of the building shall remain closed.
- Sworn members will immediately challenge all individuals not wearing a pass or who are in the wrong area.
- Non-sworn members will immediately report violations of security procedures to a sworn member.
- Visitors who are not in compliance with security procedures will be immediately escorted to the appropriate front counter where they will be identified.

Duties and Responsibilities

- Officers will respond to walk-in citizen inquiries during the hours of operation. Officers will respond to citizen phone inquiries at all times.
- Front counter officers shall make available to citizens information commonly requested, including items such as approved tow company and impound lot phone numbers and addresses, law enforcement service phone numbers, trolley stop locations, etc.
- Officers will take counter reports of incidents or crimes that are brought to their attention. They may use case reports especially modified for the front counter and Telephone Report Unit officers when it is appropriate to do so.
- If the crime or incident requires field investigation or evidence collection, the officer will request a field unit be dispatched to handle the report.

- A portable radio will be at the front desk during the hours of operation and officers shall monitor radio traffic.
- Officers will impound all lost or found property prior to end of shift.
- Citizens may walk into the front counter to turn in firearms to be destroyed. The officer receiving the gun shall follow Department Procedure 3.2, procedures for impounding property. The officer will also complete Form PD-1072-FOS, receipt for weapons/currency in accordance with Department Procedure 3.25 and ensure that the citizen signs the form and is given the appropriate copy.
- Officers will be responsible for ensuring that adequate supplies and forms are maintained at the front counter.
- Officers will maintain an updated file at the front counter which contains but is not limited to current procedures and information for opening and closing the front counter, scheduling of ride-alongs, fingerprinting procedures, sorting and distribution of Field Interview Forms, completion and routing of Citizens Request Form/Vacation House (PD-238), issuing of receipts for money collected for repossessed vehicles, and additional duties as they are assigned.
- Issuing parking citations for unauthorized vehicles parked in the Community Resource Center Parking Lot is the responsibility of Front Counter uniformed personnel.
- The permanently assigned Front Counter Officer will be assigned as the Ride-Along Coordinator (see Ride-Along Coordinator section for details).

Miscellaneous

- It is recognized these operating instructions may be modified in the future. They cannot cover all situations, which an officer encounters during the daily handling of routine business. Officers are encouraged to use good judgment and discretion in the performance of duties.
- These operating instructions are made a part of the overall station security instructions and will be in the Central Division Field Operations Manual.

RIDE ALONG COORDINATOR

Duties and Responsibilities

- The permanently assigned Front Counter Officer serves as the Ride-Along Coordinator for Central Division. The Ride-Along Coordinator reports to the Staff Sergeant.
- The Ride-Along Coordinator will maintain a log of ride-along requests; officers assigned and date of the ride.
- Completed ride-along requests will be maintained in the ride-along binder in the Sergeant's office.
- It is the responsibility of the Line-up Sergeant of each watch to check the binder for ride-along requests.
- The assigned officers will return the completed ride-along form to the Ride-Along Coordinator.

Refer to Department Procedure 6.15 for further details.

VOLUNTEER COORDINATOR

The 510's Community Relations Officer serves as the Volunteer Coordinator for Central Division. The Volunteer Coordinator reports to the 510's Service Area Lieutenant.

Duties and Responsibilities

- Maintain a roster of all volunteers assigned to the Division and monthly hours report, including status (active, inactive, separated, and transferred).
- Submit monthly report to the Volunteer Services Unit.
- Notify Volunteer Services when status of volunteer changes.
- Keep Commanding Officer updated on status of the volunteers and volunteer program.
- Provide information on the volunteer program to staff members who need it.
- Identify jobs that could be performed by volunteers and advise Volunteer Services.
- Attend periodic meetings held by the Volunteer Services Unit.
- Keep Volunteer Services documentation current in the Division's Operational Manual.
- Ensure new volunteers receive Division orientation.
- Ensure volunteers have a written job description, and a copy is maintained by the Division.
- Ensure volunteers receive adequate training.
- Ensure volunteers receive adequate recognition for their work.
- Ensure annual driver's license inspection of volunteers is conducted.

Section IV.

PATROL

PATROL SERGEANT

The Patrol Sergeant reports directly to a Service Area Lieutenant. Patrol Sergeants supervise the daily activity of Patrol Officers and other personnel in the field.

Duties and Responsibilities

- Educate and train officers to use their uncommitted time to apply problem solving techniques.
- Ensure problem solving is implemented with community input.
- Coordinate squad activities with investigative personnel and other patrol squads in the Division.
- Conduct meetings and briefings to identify crime trends.
- Keep the Service Area Lieutenant informed of any significant field problems, community activities and staffing and personnel issues.
- Make recommendations to the Service Area Lieutenant regarding work priorities and training needs.
- Evaluate problem solving activities initiated by officers.
- Review current crime statistics and Division incident logs.
- Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.
- Maintain liaison with community groups and participate periodically in key community meetings.
- Assist officers with career counseling and recommended training classes for career advancement.
- Monitor and evaluate officer safety techniques.
- Ensure service and return of Random Drug Tests assigned to their officers.
- Oversee participation of patrol officers in community meetings.
- Use VIP's and RSVP's where appropriate.
- Make appropriate entries on the "Incident Log" regarding significant incidents.

- Maintain liaison with the Field Lieutenant and Watch Commander and request assistance from specialized units when necessary.
- Manage overtime, monitor staffing and assign personnel accordingly.
- Ensure timecards are complete, and approved prior to the payroll-closing period and submitted to the payroll clerk.
- Monitor radio traffic, including all vehicle pursuits, and evaluate field incidents.
- Conduct squad conferences, issue subpoenas, review crime information, and obtain officer input during lineups.
- Conduct personnel and equipment inspections and complete monthly inspection report.
- Investigate CCF's, Route Slips, Citizen Request Forms, and prepare related reports.
- Prepare performance evaluations.
- Prepare disciplinary package when necessary and administer discipline.
- Evaluate and recommend appropriate personnel for specialized assignments and promotions.
- Complete staff assignments as directed by the Service Area lieutenant.
- Investigate and prepare Police Equipment Accident Reports, Injury Reports and Vehicle Pursuit Forms. Inform the Staff Sergeant about the medical status of injured officers.
- Provide oral and written expectations to squad members.
- Review and approve requests for time off based on staffing needs. Document date and time when officer requested time off on the leave slip, and in the Electronic Red Book.
- Conduct training exercises as deemed necessary including MFF.
- In the event of an MFF activation, assist with the formation and equipping of officers at Central Division.
- Assume command of an MFF squad if so designated.
- The Line-up Sergeant's shift starts 30 minutes prior to the beginning of line-up and ends 10 hours later.
- Field and Late Report Sergeants work regular shift schedules.

- The Late Report Sergeant is responsible for ensuring all officers are accounted for at the end of each shift. **The Late Report Sergeant is the only person to release people at the end of shift.**
- All Sergeants are responsible for ensuring officers do not return to the station or gas pumps more than 30 minutes prior to the end of their shift.

NOTIFICATION/INCIDENT LOG GUIDELINES

Incident Type	Captain	Lieutenants
Any event drawing significant media attention	Incident Log	Text
ADW (serious, life-threatening, gang related)	Text	Text
ADW (Minor)	Incident Log	Incident Log
Burglary (commercial, extensive loss, high dollar value)	Incident Log	Text
Investgative Call-out (Central or Centralized unit)	Incident Log	Text
Child Abuse/Assault (Transport/hospitalization)	Incident Log	Text
Critical Incidents (PRT Assist, Code 11/12)	Call	Call
Death of a child (Under 18 other than natural)	Text	Call
Hate Crime with media attention (Otherwise text)	Call	Call
Homicide	Call	Call
Kidnapping (VALID!!! Victim still missing)	Incident Log	Call
Missing Juvenile (CP established)	Text	Call
OIS	Call	Call
Officer seriously injured	Call	Call
Officer Misconduct (IA en-route, DV, 10-16 including other Dept.)	Call	Call
Politically sensitive issue or unusual event	Incident Log	Call
Pursuits	Incident Log	Text
Robbery (Residential/Commercial)	Incident Log	Text
Sexual Assault	Incident Log	Text
11-81/11-80 Police (Officer or Citizen injured)	Call	Call
11-82 Police	Incident Log	Text
Traffic Fatality	Incident Log	Text
Significant Arrests	Incident Log	Incident Log
Unintentional Discharge (No Injury)	Text	Text

If the incident is not incident log worthy, i.e. politically sensitive issue, email the details.

Sergeants will notify the Lieutenant as indicated and the Lieutenant will notify the Captain as indicated.

Sergeants are responsible for assuring an incident log is completed and approved for all appropriate incidents occurring in Central Division.

Appropriate incidents include; Serious felonies, series related, detectives called out (Central or centralized), SWAT, ENT, significant arrests, ongoing officer safety (i.e. problem person or address), pursuits, 11-80s, missing persons if case still open or potential for future missing, anything you deem noteworthy and of interest to Central Division, when in doubt complete an incident log.

For significant incidents that we respond to, ***but occurred in other divisions***, an incident log should be completed and sent to a supervisor at the affected command. A copy of the incident should not be disseminated to Central unless there is a nexus to Central.

All incident logs will be uploaded to the “New SDPD Share” located on the SDPD Intranet Homepage. This will send a copy to the captain, both lieutenants, and the detective sergeants.

It is your responsibility to make sure your acting sergeants follow these guidelines.

LINEUP SERGEANT

The Lineup Sergeant is responsible for ensuring minimum staffing levels are achieved during their assigned watch. When minimum staffing levels are not reached, it is the Lineup Sergeant's responsibility to request assistance from other Divisions or through the Field Lt.

Duties and Responsibilities

- Check the "Electronic Red Book" for officers on leave or time off. Call the Watch Commander to check for late/sick call-ins. Evaluate for minimum staffing requirements and update the schedule.
- Check for new material in the lineup book and present the information to patrol officers at lineup.
- Check the Central Division Incident Log Book for major incidents since the last tour of duty and read at lineup.
- Be aware of available Department videotape presentations and ensure that all officers view them.
- Ensure a primary Mobile Field Force (MFF) Sergeant is designated on the daily schedule. (Acting sergeants are not to be used as a designated MFF sergeant unless no other sergeant is available)
- Ensure ETS and Lojack vehicles are fielded each shift, in each service area, and designate assigned units on the schedule.
- Note all special equipment and skills on the daily schedule.
- Each sergeant from each service area will be responsible for the assignment of officers in their service area.
- Electronically submit a copy of the work schedule to Communications Division and the Watch Commander. Make copies or email a copy of the schedule to each Service Area Lieutenant, Patrol Sergeant, Captain and make a copy for the report room bin.
- Serve subpoenas at lineup and file the served subpoenas in the designated area.
- Notify Communications Division of any changes in the daily schedule immediately after each conference and distribute copies of the updated schedule to the other Sergeants, the area Lieutenants, and the Front Counter (day shift only).
- Ensure that all the outside station doors are kept locked during non-business hours (see station security).
- Promote dialogue between officers about previous incidents, community activities, wanted persons/vehicles, and discuss current Department topics.

FTO SERGEANT

Supervisors from each service area will be selected to act as a Field Training Sergeants for each watch. FTO Status logs are maintained for each service area. They are located in the Sergeant's Office. FTO Sergeants are responsible for monitoring the board and ensuring the FTO's enter scheduled classes, vacation time, and T.O. time.

Duties and Responsibilities

- Review daily trainee evaluations and daily journals.
- Evaluate FTO performance and prepare the FTO portion of annual evaluations.
- Ensure that training and evaluating processes are consistent.
- Monitor the FTO's T.O. and vacation time.
- Conduct FTO meetings as necessary.
- Review and submit daily and bi-weekly evaluations to the FTO Lieutenant.
- Be a resource to the FTO.
- Suggest appropriate training strategies.
- Complete FTO task book.
- Maintain a current list of available FTO's
- Act as liaison with Field Training Administration.

Trainees

The FTO Administration will assign trainees to the Division. The Trainee assignment roster will be maintained in the clerical office and a copy will be provided to the appropriate Lieutenant and Sergeant.

FIELD EVIDENCE COORDINATOR (FET Sergeant)

A designated Patrol Sergeant will supervise the Field Evidence Technician program.

Patrol Officers who have attended Field Evidence Technician, basic or advance school (POST) certified, will perform as Field Evidence Technicians. The Sergeant will ensure that evidence reports are submitted in a timely manner to the appropriate investigative unit.

Equipment

The FET Sergeant will ensure FET officers maintain evidence supplies and equipment.

The FET Sergeant will ensure evidence equipment and vehicles are inventoried prior to each shift change.

An Agent or FET working first watch will be assigned to submit an evidence inventory report to the Field Evidence Technician Coordinator prior to each shift change.

FIELD EVIDENCE TECHNICIAN (FET)

Field Evident Technicians are specially trained in the use of the evidence kit. FET's report directly to their sergeants. A Patrol Sergeant will be designated as the 'Field Evidence Technician' Coordinator. Patrol officers who have attended Field Evidence Technician, basic or advance schools (POST certified), will perform as Field Evidence Technicians as needed.

Duties and Responsibilities

- Respond to field incidents, crimes, or accident scenes which require extensive evidence collection or advanced investigative techniques.
- Provide training in such areas of Department policy, crime prevention, evidence collection and crime scene investigations.
- FET's working first watch will maintain the evidence kits, evidence locker and evidence units.
- FET working first watch will be assigned to submit an evidence inventory report to the Field Evidence Technician Coordinator on a monthly basis.
- Conduct inspections of equipment in the evidence cars. Ensure that any equipment used during the previous shift is replaced.
- Solicit input from Investigative Sergeants.

POLICE OFFICER

Field officers will report to a sergeant and are assigned to patrol a designated Service Area. Officers will respond to calls for service and take appropriate enforcement action. Officers will employ problem-solving techniques implementing neighborhood policing strategies, during uncommitted time.

Duties and Responsibilities

- Exercise officer safety procedures.
- Exercise self-discipline on pursuits.
- Identify crime trends and initiate appropriate responses.
- Develop community partnerships and encourage their assistance in problem solving.
- Keep sergeants informed of any significant incidents and crime issues.
- Dedicate "uncommitted time" to work on problem solving efforts.
- Respond to radio calls and submit related written reports.
- Provide testimony during court proceedings when needed.
- Alert supervisors of possible citizen complaints.
- Perform reactive and proactive enforcement, in known crime areas, to deter and prevent criminal activity.
- Enforce City, State and traffic laws as required.
- Educate citizens and the business community on crime prevention techniques.
- Act as a Field Training Officer when selected for the position.
- Carry out assignments delegated by a sergeant.
- Seek knowledge of community leaders/groups and attend community meetings/forums in assigned service area.
- Address traffic problems/issues in assigned Service Area and take appropriate action.
- Share crime information and knowledge with other officers during line-ups and on an individual basis to enhance teamwork, efficiency, and safety.
- Attend mandated training and quarterly Department qualifying shoots.

- Officers requesting time off, either compensatory or vacation time, shall do so in writing through their supervisor. Staffing shall be checked, and the officer's name placed in the "Electronic Red Book" by a supervisor upon approval.
- Maintain their uniform and equipment per Department Policy.

PATROL GUIDELINES

Work Hours

Officers will work hours assigned by their supervisor. A 40-hr workweek will be normal, although some overtime may be required. Patrol officers' work under the system known as the 4/10 Plan. Scheduling of work shifts on the 4/10 Plan is as follows:

1st watch	0600 – 1600 hours
2nd Watch	1400 – 0000 hours
3rd Watch	2100 – 0700 hours

Beginning of Shift

Upon termination of the squad conference, all officers are to turn on their portable radios and monitor them while preparing to enter the field. Officers are not to routinely conduct other business around the station prior to entering the field unless prior approval has been obtained from a Sergeant. Sergeants will make every effort to assure units enter the field in a timely manner. Should the squad conference go beyond twenty minutes, the Sergeant should notify Communications of the delay.

End of Shift Check-In

Unless prior approval is obtained from a Sergeant, officers will not return to the station until twenty minutes prior to the end of the shift. Vehicles will be serviced and cleaned by the officer going off-duty. All reports will be completed, approved by a Sergeant or by a designated Acting Sergeant (OCA) and properly routed prior to the officer leaving for home. Off-going officers will remain in the report room until the end of shift or dismissal by the Report Sergeant.

Officer's Daily Journals

Officers' Daily Journals are of significant value to the effective operation of the patrol division in that they:

- Document the daily activities of the patrol officers.
- Serve as a supervisory aid by assessing the amount and kind of work performed.
- Are automated, allowing the retrieval of statistical data necessary for administrative and managerial purposes.

PATROL REPORTS

Case Reports

Central Division personnel will prepare their case reports in accordance with Department Instruction 6.6, Preliminary Investigations, and the Preliminary Investigation Manual.

When officers conduct a preliminary investigation of a major crime during the hours of 0600-1600, the appropriate Investigations Unit Supervisor should be called as soon as possible. Detectives will respond to crime scenes when appropriate and will provide assistance to patrol officers when necessary.

Major crime scenes include, but are not limited to:

- Robberies
- Rapes
- Violent Assaults (including Domestic Violence incidents)
- Safe Burglaries/Haul Outs
- All Burglaries with losses of over twenty-five hundred dollars

Distribution of Reports

All reports completed using MPS will be submitted electronically through NetRMS at the end of shift. Certain reports need to have paper copies placed in the appropriate bin in the report room and emailed/faxed to the appropriate Investigative Units. A list of the necessary number of copies for each type is posted above each copy machine. Late reports from the graveyard shift will be hand carried to the appropriate Investigative Sergeant during business hours. It is a supervisor's responsibility for approving reports in the field. It is the officers' responsibility to have their reports approved by a sergeant or a designated acting sergeant prior to securing for the day.

RESERVE SERGEANT

(Currently there are no Reserve Sergeants assigned to Central)

Mission Statement

To augment the Department's regular force through the strategic deployment of sworn reserve police officers in a variety of assignments.

To provide each member of the Reserve Unit the opportunity to use individual education and career expertise to enhance the Department's level of service to the Community.

Reserve Officers are sworn police officers with the same duties and abilities as a full-time police officer when they are on duty or performing authorized assignments. Reserve officers should be utilized wherever full-time officers are assigned and should not routinely be relegated to prisoner processing or transportation details.

Duties and Responsibilities

A reserve sergeant reports to a reserve lieutenant and is responsible for the direct supervision of the members of a squad or direct supervision of reserve officers on specific details.

Reserve sergeants will coordinate with full-time officers on any special details and ensure that reserve officers are used in a manner consistent with the Reserve Operations Manual and Department guidelines.

Reference Material

For complete duties of a Reserve Sergeant, refer to the Reserve Operations Manual.

RESERVE OFFICER

Reserve Officers are sworn police officers with the same duties and abilities as a full-time police officer when they are on duty or performing authorized assignments. Reserve officers should be utilized wherever full-time officers are assigned and should not routinely be relegated to prisoner processing or transportation details.

Duties and Responsibilities

Reserve officers report to a reserve sergeant and are expected to work in a uniformed law enforcement capacity and provide support to their assigned division.

Level 1 Reserve officers may also provide assistance at special events as outlined in Section 9.0 of the Reserve Operations Manual.

Level 1 Reserve officers may work alone or with another reserve officer in any assignment with a Captain, Lieutenant or Sergeant's approval, with the exception of a primary beat unit.

Reference Material

For complete duties of a Reserve Officer, refer to the Reserve Operations Manual.

GASLAMP ENFORCEMENT TEAM

Mission

Maintain peace and order, respond to the needs of both the business and residential community, ensure the safety and security of visitors to the area, and provide quality police services.

Organization

Currently the Gaslamp Enforcement Team, previously known as the Downtown Bike Team, consists of two sergeants and 18 uniformed officers. They work at the direction of the 520 Service Area Lieutenant. Their hours of operation are, 1700 to 0500 Thursday thru Saturday. Each team has an eight-hour training day on non-payday Wednesdays and is off on payday Wednesdays to account for their 12-hour work schedules. Each officer is equipped with a bicycle, helmet, and associated equipment. The officers wear the department tactical uniform, either long pants with boots or shorts with white athletic shoes.

Duties and Responsibilities

- Exercise teamwork as demonstrated by a strong commitment to the safety and welfare of fellow officers at all times.
- Patrol on bicycle with specific emphasis on the Gaslamp Area.
- Exercise teamwork as demonstrated by a strong commitment to the safety and welfare of fellow officers at all times.
- Develop community partnerships and enlist assistance in problem solving
- Respond to incidents in the Gaslamp area that involve problems with:
 - a) Traffic
 - b) Pedicabs
 - c) Street entertainers
 - d) Illegal street vendors
 - e) Public intoxication
 - f) Pedestrian traffic
 - g) Disorderly behavior with nightclub patrons
 - h) Transients
 - i) Operation of valet services
 - j) Holiday and special event crowd problems.
- Reactive and proactive enforcement on known crime areas to deter and prevent criminal activity.
- Attend community meeting/forums in the assigned area.
- Respond to radio calls and submit related written reports.
- Maintain an effective working relationship with beat officers assigned to area.
- Be an ambassador for the City by willingly assisting visitors.
- Unless other arrangements have been made, and your shift and secure with the rest of the team and with the permission of your supervisor.
- Staff protest and other planned demonstrations.

BALBOA PARK TEAM

Mission

The mission of the Balboa Park Team is to provide quality police service in the Balboa Park Area. To accomplish this, the officers will respond to the needs of visitors, businesses, museums and Park Rangers in an effort to build a partnership from all stake holders. This will combat criminal activity and address quality of life issues in Balboa Park.

Organization

The Balboa Park Team currently consists of four uniformed officers. They work at the direction of the 510's Service Area Lieutenant. Their work hours are 1330 to 2330. The Officers' schedules overlap and two officers work on weekends to accomplish the mission.

Duties and Responsibilities

- Answer Radio calls for service in the Balboa Park area
- Maintain relationships with stake holders at the park
- Use of ATV vehicles to access canyons
- Proactive enforcement with transient crimes
- Proactive enforcement with vehicle burglaries
- Proactive enforcement of overnight camping
- Attend community meeting in Balboa Park
- Attend major events in Balboa Park
- Address community complaints in Balboa Park
- Provide assistance to visitors
- Liaison to museum directors and their security
- Liaison to the San Diego Zoo
- Assist Park Rangers with problems
- Coordinating shelter for transients with the HOT team

C – SQUAD **(INACTIVE)**

The “C” Squad has the latitude to cover the entire Division on an “as needed” basis. The squad will be utilized for high visibility patrol, selected surveillance operations and quick response to critical incidents. Normal work hours are 1700-0300 but may vary seasonally. These hours were selected to ensure maximum impact on the high volume of calls for service and yet provide the opportunity to do problem solving. C Squad is a patrol squad with all the duties and responsibilities of any other patrol squad. They work at the direction of the 520’s service area lieutenant.

Duties and Responsibilities

- Respond to calls for service and take appropriate enforcement action. (Monitor calls for service and assist where needed.)
- Identify crime trends and initiate appropriate responses.
- Develop community partnerships and enlist assistance in problem solving efforts.
- Keep supervisor informed of significant incidents and/or crime issues.
- Alert supervisor of possible citizen complaints and concerns.
- Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity. (i.e., street prostitution, narcotics, burglary, car prowls, etc.)
- Enforce city, state and traffic laws as required.
- Carry out assignments as designated by the supervisor.
- Establish liaison with community/business leaders/groups and attend community meetings/forums in assigned service area.
- Share crime information and knowledge with other officers and detectives during line-ups and on an individual basis to enhance teamwork, efficiency, and safety.
- Respond to business/community concerns regarding public nuisance issues. (i.e.: prostitution, transients, narcotic activity, etc.)

CRIME SUPPRESSION TEAM

Mission

The mission of the Crime Suppression Team (CST) is to reduce crime and increase the quality of life for residents within Central Division. The team will target violent and repeat criminal offenders, criminal street gangs, narcotics offenders and any other criminal element identified by the community or command personnel.

The Crime Suppression Team is committed to forming partnerships with communities, other units within the Police Department and other law enforcement agencies to reduce or eliminate the impact of crime within the division.

Goals

The Crime Suppression Team will achieve its mission through vigorous prosecution of those members involved in criminal activity. The Crime Suppression Team will endeavor to increase surveillances, contacts, and arrests of identified criminal element to reduce crime and violence in the division.

The Crime Suppression Team will work closely with command personnel, including patrol, investigations, specialized units, and support staff to effectively resolve the division's crime problems. The Crime Suppression Team will form partnerships with area commands, city departments and community groups to gain valuable information concerning criminal activity impacting their respective communities.

The Crime Suppression Team will also be available to assist the command when incidents occur which require extra staffing or special skills.

Crime Suppression Team personnel will adhere to all Department Procedures, rules, and guidelines established by the Department. The information set forth in the City Administrative Regulations, Department Policy and Procedures, and the Investigative Operations Manual will supersede the Command Enforcement Team Operations Manual. It is incumbent Crime Suppression Team personnel review these governing documents if the information sought is not contained in the Crime Suppression Team Operations Manual.

Duties and Responsibilities

The Crime Suppression Team will be overseen by the 510's Service Area Lieutenant, who will report to the Captain. The team is staffed with 1 Sergeant and 6 uniformed officers.

Lieutenant

The Crime Suppression Team Lieutenant reports to the Captain. The lieutenant is responsible for all phases of the day-to-day operation of the unit. He/she will establish operations policies according to the needs of the unit and will be responsible for the following:

- Provide support for administrative staff decisions and actions.

- Provide briefings on current Unit activities to the Captain.
- Develop and maintain relationships with community leaders and groups keeping the public and unit apprised of mutual needs, directions, and concerns in support of Neighborhood Policing.
- Actively seek out current job specific training needs.
- Recognize and address employee and equipment needs.
- Establish a personnel eligibility list of officers for replacements created by transfer and promotion.
- Interview and select personnel replacements.
- Assign, review, and approve administrative and investigative reports regarding personnel and unit operations.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.
- Supervise sergeants assigned to the unit.

Sergeant

The Crime Suppression Team Sergeant is responsible for all phases of the day-to-day operations in his/her area of responsibility. He/she will report directly to the 510's Service Area Lieutenant and will:

- Maintain liaison with specialized investigative units.
- Staff and schedule personnel to ensure adequate coverage in designated target areas.
- Maintain regular contact with Area Command personnel.
- Develop and supervise a high-performing team. Provide day-to-day direction within assigned teams.
- Support Neighborhood Policing and encourage officers to utilize problem solving methods to solve community gang problems.
- Seek out job specific training.
- Approve reports and maintain daily activity log.
- Responsible for submitting team expense reporting documents to the Lieutenant.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.

Officers

Crime Suppression Team Officers are selected from patrol for their knowledge and their willingness to work within a proactive, high-functioning team. CST officers report directly to the CST Sergeant and will:

- Respond immediately (when available) to all serious incidents during normal working hours (1400-0000 hours) and support area command personnel. They will assist with preliminary investigations as directed by the CST Sergeant.
- Establish and maintain a high level of proactive enforcement in assigned areas.
- Develop intelligence information directed toward unit goals and objectives.
- Debrief daily with investigative personnel, share information and maintain open

communications.

- Maintain regular contact with personnel at area commands by attending patrol line-ups and providing current information on criminal element in the division.
- Utilize Neighborhood Policing principles to develop partnerships with community members impacted by crime.
- Utilize problem-solving methods to solve or minimize crime problems in the division.

Operational Tactics

The Crime Suppression Team will perform its day-to-day operations on the “Cen Disp1” talk channel. CST will scan Central Dispatch 1 and respond to critical incidents or as requested by patrol.

The Crime Suppression Team will generally utilize two methods in order to achieve the unit’s goals. These methods are the “*high profile*” and “*team directed*” methods.

High Profile Enforcement

Depending on the situation and the intelligence information gathered, CST officers will use traditional *high profile* uniformed enforcement tactics. This technique will include mobilizing the team of officers and initiating field contacts with as many known or suspected criminals as possible. The officers will patrol known crime “hot spots” to contact as many suspicious people as possible.

CST officers will employ traditional policing tactics to produce arrests, field interviews and contacts focused on criminal activity. CET officers should apply problem-solving techniques in order to address long-term problems and eliminate repeat calls for service.

Team Directed Operation

Area detectives will review crime cases or any incidents and share this information with CST officers. With input from the CST officers and detectives, the CST Sergeant will establish a mission for the evening to address active crime issues affecting the community.

CST officers will focus their efforts on particular suspects or suspected hang out locations for the purpose of arresting or gathering additional intelligence information. Detectives should work closely with CST on their identified targets for enforcement. Communication and information sharing is a critical component to successful problem-oriented policing.

Proactive Operations

Crime Suppression Team personnel are expected to proactively monitor criminal activity within the division and take appropriate enforcement action where required. Examples of unit proactive operations include:

- Surveillance of suspected criminals to gain valuable intelligence concerning their activities and trends.
- Fourth Amendment Waiver searches of relevant parolees and probationers to

ensure compliance with their conditions.

- Act as a resource to other police department units/divisions and other law enforcement agencies in problem solving activities.
- Utilize confidential informants to gain intelligence concerning the activities of suspected criminals and enhance criminal prosecution.
- Buy/Bust in which an undercover officer or confidential informant participates in a purchase of narcotics with the intention of immediately arresting the suspect.
- Work with the community to identify problem locations and individuals.

Reactive Operations

- The Crime Suppression Team will respond to all critical incidents (when available) to act as a resource for patrol and to enhance the preliminary investigation.
- Crime Suppression Team may be assigned certain investigations, as deemed necessary by the unit commander.
- The Crime Suppression Team will also perform investigative follow-ups to assist area investigators with solving crimes within the division.

CENTRAL DIVISION

NEW OFFICER ORIENTATION CHECKLIST

(Revised January 2012)

NEW OFFICER: _____

ORIENTING SUPERVISOR: _____

DATE COMPLETED: _____

ADMINISTRATION:

- _____ Captain; location, introduction and explanation of duties.
- _____ Lieutenant; location, introduction and explanation of duties.
- _____ Staff Sergeant; location, introduction and explanation of duties.
- _____ Front Counter Officer; location, introduction and explanation of duties.
- _____ Clerical Staff; location, introduction and explanation of duties.
- _____ Community Storefront Staff; location, introduction and explanation of duties.

INVESTIGATIONS:

- _____ Investigative Sergeant(s); location, introduction, explanation of duties.
- _____ Investigators; location, introduction, explanation of duties.
- _____ TRU; location, introduction, explanation of duties.

PATROL:

- _____ Service Area Lieutenants; location, introduction, explanation of duties.
- _____ Service Area Sergeants; location, introduction, explanation of duties.
- _____ Supervisor mail bin; location and use.

PROCEDURES:

- _____ Operations Manual.
- _____ Code 100 Procedure.
- _____ Interdepartmental mail; location and procedure.
- _____ Overtime policy and submission procedure.
- _____ Property impounds:
 - _____ Property Room; location and use.
 - _____ Bulk storage; location and use.
 - _____ Gun locker; location and use.
 - _____ Narcotic impounds; location and procedure.
 - _____ Money impounds; location and procedure.
 - _____ Fingerprint impounds; location and procedure.

PROCEDURES (continued):

- _____ Reports; submission, approval and routing.
- _____ Ride-Along policy procedure.
- _____ Sick call-in procedure.
- _____ Squad Conferences; location and time.
- _____ Timecards; location and procedure.
- _____ T.O.'S and Vacations; policy and procedure.

VEHICLES:

- _____ Personal vehicle parking.
- _____ Police vehicles; location, parking and repair procedure.
- _____ Special vehicles (prisoner van, detective vehicles); location and sign out procedure.
- _____ Fire Extinguisher.
- _____ Flares; location and use.
- _____ Garage

EQUIPMENT:

- _____ Child Safety Seat; location and use.
- _____ Citations; location and sign out procedure.
- _____ Copy Machine; location and use.
- _____ Document Shredder; location and use.
- _____ Portable Radios:
 - _____ location, sign out and repair procedure.
 - _____ battery location and recharging procedure.
- _____ Report Forms; location.
- _____ Supplies; location and sign out procedure.
- _____ Shotguns; location, sign out, inspection and repair procedure, loading canisters.
- _____ Fax; location and use.

RESOURCES:

- _____ Computer Systems; location and use:
- _____ ARJIS
- _____ County
- _____ SUN
- _____ Incident Log; location and use.
- _____ Investigative Supplementals; location and use.
- _____ Legal Sourcebook; location and use.
- _____ Redbook; requesting time off.

STATION:

- _____ Lounge; location.
- _____ Holding Rooms; location and use.
- _____ Interview Rooms; location and use.
- _____ Locker Room; location, label and assign to officer.
- _____ Lost & Found; location and procedure.
- _____ Officer Mail Bins; location and use.
- _____ Photo Room; location and use.
- _____ Report Room; location and use.
- _____ Station; address, phone number and security combinations.
- _____ Station Key; assignment to officer.

EXPECTATIONS:

- _____ Supervisor expectations.
- _____ Service Areas.
- _____ Station rules and regulations.

STOREFRONTS:

- _____ Names and address

FAMILIARIZATION TIME:

- New Sergeants will ride with Senior Sergeants for two weeks when they arrive at Central Division.
- New Patrol Officers and Officers who transfer to Central Division will ride two days a week solo and two days a week with different Officers for their first month here.

COMMAND SPECIFIC ITEMS:

Section V.

SPECIAL PROGRAMS

PSYCHIATRIC EMERGENCY RESPONSE TEAM (P.E.R.T.)

Duties and Responsibilities

- To provide rapid response for mental health emergencies
- To provide de-escalation techniques and management of individuals displaying mentally disordered behavior
- Enabling the release of additional uniformed officers from scenarios involving mentally disordered persons, once the scene is secure
- Reduction of out-of-service time for uniformed officers on calls for mentally disordered persons
- The PERT team may transport to mental health facilities without the escort of a second uniformed officer. If the situation dictates, however, the PERT officer may request back up from uniformed officers for the transport
- PERT teams can transport to various facilities as client needs dictate. (PERT teams are able to transport patients to ANY appropriate mental health facility within San Diego County.)
- To provide referral services
- To establish a collaborative working relationship between the San Diego Police Department and the Department of Mental Health
- PERT team referrals to County Mental Health will have admission priority
- If an individual does not qualify for commitment into a psychiatric emergency room or acute care facility, the PERT team will make reasonable efforts to find an appropriate disposition for the individual
- Handle calls from concerned citizens, businesses or family members for persons needing intervention/assessment for mentally disordered behavior who pose a minimal threat to the PERT team

Accessing the PERT Team

When Communications receives a call involving a mentally disordered person, the dispatcher shall dispatch uniformed officers as necessary to handle the situation. If the information received is sufficient to believe a PERT team should respond, the dispatcher may suggest PERT's involvement. If upon arrival the uniformed officer determines the person to qualify for PERT's assistance, or if the person is suspected of qualifying for a 5150 detention, the officer may request through dispatch that a PERT team respond. PERT is no longer a solely divisional asset, rather one that is Citywide. PERT may also be required to respond to agencies outside of the City if the need arises.

Section V1.

COMMUNITY RELATIONS

COMMUNITY RELATIONS OFFICER

There are currently two Community Relations Officers assigned to Central Division. One for each service area, 510's and 520's. The Community Relations Officer reports directly to their respective Service Area Lieutenant and is responsible for the following:

Duties and Responsibilities

- Organization and administration of a Community Relations Storefront office.
- Provide the Area Lieutenant with information on the community on a daily or weekly basis.
- Liaison for all community and business groups.
- Residential and Commercial security advisor/conduct security surveys.
- Administrator of the Neighborhood Watch/Business Alert Program.
- Liaison for community concerns.
- Coordinate training for the Citizens Patrol Program.
- Accept citizen complaints.
- Coordinate the V.I.P. 's. and Retired Senior Volunteers.
- Public and press information officers.
- Division Captain's aide at all major incidents.
- Coordinate speaker requests.
- Share crime information and knowledge with other officers on an individual basis to enhance teamwork, efficiency, and safety.
- Attend mandated training, i.e.: R.O.T., Quarterly Department shoots, etc.

NEIGHBORHOOD WATCH PROGRAM

Each Community Relations Officer will coordinate the Neighborhood Watch Program for their respective service area.

Requests for Neighborhood Watch Meetings will be handled in the following manner:

- The Neighborhood Watch Coordinator will be the only person to assign dates and times of meetings. The Coordinator will be the Community Relations Officer or designated neighborhood watch block captain.
- Any requests for meeting or information should be requested by phone or in person to the coordinator or neighborhood watch block captain.
- The Coordinator will contact the requesting party and set up a date and time for the meeting. The Coordinator will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons or if the Coordinator sees a need, he/she should contact the Area Lieutenant and patrol.
- The Coordinator will make out an Alert File Form and enter the information in the master log located in the Crime Analysis Office.
- The Coordinator will indicate in the master log that the meeting was handled. He/she will make a copy of the control form and send it to Crime Analysis. The Block Captain(s)' name will be added to the Block Captain(s)' roster for the appropriate beat.

RETIRED SENIOR VOLUNTEER PROGRAM (R.S.V.P)

The San Diego Police Department's R.S.V.P.'s consist of retired citizens who are 55 years of age or older, possess a valid California driver's license and are available to patrol two or three days a month. After successfully completing a forty-hour academy and several days of "on-the-job" training with a R.S.V.P. Field Training Officer, they are ready to begin.

The San Diego Police Department's Retired Senior Volunteer Program is committed to maintaining a spirit of cooperation and partnership with the community. The services provided by the Retired Senior Volunteer Patrol (RSVP) shall not consume public funds. Virtually all funding for operating RSVP is obtained through donations by local councils, citizens, businesses, foundations, service clubs and the like.

The objectives of the RSVP program are to provide an increased level of crime prevention programs, promote community awareness and acceptance of the RSVP program and provide additional resources to the SDPD area stations.

The RSVP Administrator reports to the 510's Lieutenant.

Duties and Responsibilities

- Patrol the neighborhoods in a volunteer patrol car and report criminal activity
- Vacation house checks
- You Are Not Alone (Y.A.N.A.)
- Issue Disabled Parking Citations
- Witness checks for officers and detectives
- Issue abandoned vehicle warnings
- Bank checks
- School checks
- District Attorney/City Attorney mail runs for detectives
- Deficiency reports (potholes, fallen trees, signs, water main breaks, traffic signals)
- Report graffiti
- Assist Code Compliance Officers
- Fingerprinting

- Staff community relations offices
- Assist with special events
- Public speaking
- Search for missing persons

NOTE: For additional information, refer to the RSVP Operations Manual, located in the RSVP Office.

V.I.P PROGRAM

Area Station V.I.P.

Assist area station by conducting follow up research, telephone calls to witnesses and victims, answering phones, filing and other office tasks.

Storefront V.I.P.

Help police staff in community relations office by answering phones, handling walk-in inquires, distributing information on police services. **(Not currently staffed)**

Hours: Varies, depending on assignment

Location: Varies

Minimum Age: 18; Court Referrals: No

Volunteers must pass a Police Background check. (No persons with felony or misdemeanor convictions accepted)

Section V11.

INVESTIGATIONS

DETECTIVE SERGEANT

Supervise detectives assigned to a Service Area. Central Division has four Investigative Sergeants who report directly to the Investigative Lieutenant. Two Investigative Sergeants are responsible for supervising detectives working in a “Generalist” capacity assigned to the service area, one Investigative Sergeant supervises the Juvenile Services Team, and one Investigative Sergeant supervises the Night Investigation’s Team. All four have the following responsibilities:

Duties and Responsibilities

- Assign incoming reports for follow-up through the (NetRMS) electronic report system.
- Serve as the contact person for patrol supervisors requesting an investigator for call out to an incident.
- Conduct periodic case biopsies and review written work of investigators to ensure all reports are complete, accurate and factual.
- Apprise the Captain and Lieutenants of crime problems and incidents affecting the Division on a daily and weekly basis.
- Assure detectives are properly prepared to perform their duties. This applies to attire, equipment, mental attitude, and training.
- Promote teamwork among detectives, patrol officers and other Division staff for effective crime fighting.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney’s Office.
- Assign and track C.R.E.'s from the District Attorney’s Office and the City Attorney.
- Supervise Investigative Aides and Police Investigative Service Officers.
- Conduct Division investigations briefings as needed.
- Support the concepts of Neighborhood Policing and Problem Solving.
- Manage Investigator standby callback availability

- Manage investigative vehicle assignments.
- Complete Monthly Inspections on PD Enterprise by the 25th of each month.

DETECTIVE

Central Division Detectives report to a Detective Sergeant. Detectives investigate general crimes in their service areas. Detectives are responsible for following the Investigator's manual and being familiar with D.A. issuing guidelines. Their duties include the following:

Duties and Responsibilities

- Review assigned case reports for completeness and accuracy.
- Conduct follow-up investigations in accordance with the Investigative Procedures and Inspections Manual, and other established Policies and Procedures.
- Conduct background investigations on victims, witnesses, and suspects.
- Conduct interviews of witnesses, victims, and interrogations of suspects.
- Conduct live lineups and show photo line-ups when necessary.
- Evaluate impounded physical evidence.
- Complete needed follow-up work including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.
- Prepare investigative reports, District Attorney Packages, Follow-up Summaries and Case Cancellations.
- Prepares and execute search warrants and arrest warrants.
- Disseminate suspect information to patrol and other investigative personnel.
- Release impounded property (when no longer needed as evidence).
- Provide testimony during court proceedings.
- Address crime issues, long and short term, affecting their assigned Service Areas.
- Keep current on community issues in their assigned Service Areas and assist in enhancing community relations whenever possible.

- Accept standby call-back duty as assigned.
- Conduct other duties as assigned.
- Periodically attend patrol line ups and detective briefings.

DETECTIVE TAKE HOME VEHICLE PROCEDURE

On-call duty is generally served for one week at a time.

The Detective Sergeant shall determine whether he/she, a detective, or both will respond to any call-outs.

Refer to San Diego Police Department Procedure 1.16 for Use of City Owned Take-Home Vehicles which partly states:

VI. PROCEDURES

- C. Department members authorized to take home vehicles must adhere to the following guidelines:
 - 1. Department members may use the vehicle to:
 - a. Commute between their residence and workplace;
 - b. Conduct legitimate Department-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and call-backs to duty; and,
 - c. Conduct personal business while on call and off duty. However, Department members must be prepared to respond directly to an incident when requested
 - 4. Department members should refrain from operating a Department vehicle after having consumed alcoholic beverages. Department members are prohibited from driving Department vehicles any time their driving ability has been impaired through the ingestion of prescription or nonprescription drugs or alcoholic beverages.

Special Note – Central Division has a “Zero Tolerance” policy in regard to alcohol and operation of Department vehicles. There will be no consumption of alcohol while any member of the Unit is On-Call or have any alcohol in their system while operating a Department vehicle.

INVESTIGATIVE CALL OUT PROCEDURE

It is the policy of the Department that responding patrol officers shall manage most incidents. However, call-backs should be used to supplement the efforts of patrol personnel when necessary to provide more thorough and/or timely investigation of significant cases. To initiate call-back of specialized investigative unit personnel, the field supervisor or designee will call the Watch Commander for the on-call supervisor's contact numbers and is responsible for ensuring the appropriate notifications are made. To initiate call-back of Area Command investigative personnel, the field supervisor or designee will contact the appropriate on-call supervisor. The final decision to respond to the incident will be made by the investigative supervisor. Significant cases, include but are not limited to serious felony suspects in custody, cases resulting in significant injury to officers, victims and/or suspects, cases that involve significant follow up (i.e.: obtaining search warrants, cases involving high value loss), suspects that have ONS hits in the system.

JUVENILE SERVICE TEAM (JST)

Mission

To maintain peace and order in and around school campuses, and to take the lead role in all criminal matters involving juveniles. To provide a resource to patrol officers and build effective partnerships with community groups, schools and other outside agencies providing youth services.

Organization

The Juvenile Service Team (JST) consists of a Detective Sergeant, 1 Juvenile Investigator and 2 Juvenile Service Officers. The Juvenile Service Team has responsibility for juvenile related follow-up, enforcement, early intervention, and prevention for the Command.

The sergeant is the team leader and evaluates the team's programs, work, and interaction with the community. The team works with other personnel to form partnerships in the community and helps with problem solving efforts.

The JST Sergeant works with government agencies, law enforcement agencies, schools, community-based organizations, and the general public in relationship to juvenile crime and programs that affect youths.

JST DETECTIVE SERGEANT

Duties and Responsibilities

The Juvenile Service Team Detective Sergeant is an investigative position that also supervises a uniformed component to handle school and juvenile related crime problems within Central Division.

The sergeant works with the other service area sergeants to assure that arrests, case reports and other investigations are assigned and canceled appropriately. This includes the proper handling of run-aways, diversion programs, case reports and arrests.

The JST Detective Sergeant is also responsible to monitor the activities of the school resource officers. These duties include serving as a resource for the patrol officers. The sergeant monitors and directs activities impacting juveniles and the community. These typically include:

- Day Time Loitering Sweeps
- Curfew Sweeps
- Traffic problems at schools and parks
- Neighborhood problems that are caused by juveniles

The sergeant will assure that contingency plans and incident reports are prepared accordingly. The sergeant will also monitor all reports from JST personnel.

The sergeant works with the Juvenile Administration Division to assure that training and programs are handled in accordance with the Policies and Procedures of the Department.

JST DETECTIVE

Duties and Responsibilities

The Juvenile Detective evaluates all crime committed by juvenile offenders, conducts follow-up investigations, and processes all juvenile case reports. The Detective will determine which offenders qualify for intervention and/or Diversion programs. The Detectives will conduct computer follow-ups on crimes involving juveniles and prepare cases for prosecution. They ensure their follow-up investigations adhere to all Department of Justice guidelines and notification requirements.

The Detective is responsible for the investigation of all missing and runaway juveniles. The runaway juvenile desk duties may also be performed by a JST Officer.

The Detective develops and maintains liaisons with agencies and juvenile units throughout the city and county. They work closely with the Juvenile Services Officers to provide support and share their investigative knowledge with them. The Detective also participated in JST sweeps and community programs.

JST OFFICER

Duties and Responsibilities

The Juvenile Service Officer reports to the Juvenile Services Team Sergeant.

The Juvenile Service Officer is to be a resource for patrol, School Police, and the school staff. During the school year the officer will be available to assist the Command's patrol function by handling juvenile related issues such as:

- Liaison with primary and secondary schools, students, and parents
- Daytime loitering issues
- Truancy issues
- Working with Probation on juveniles who are identified as at risk
- Resource to Detectives
- Work traffic related problems around schools
- Administers the School Safety Patrol program.
- Enforce laws around school campuses.
- Enforce laws within the division relating to juvenile offenders.
- Perform duties as delegated by the JST Sergeant.

When schools are off-track or not in session, JST Officers may be required to work other assignments as deemed necessary by the Command.

NRC DESK OFFICER

The NRC Desk officer may be staffed by a sworn Police Officer or Police Investigative Service Officer (PISO). The NRC Desk Officer reports directly to an Investigative Sergeant. The NRC Officer's primary responsibilities are to review and analyze misdemeanor arrests and citations prior to their being sent to the City Attorney's office for prosecution. At certain times, the NRC officer will be required to handle felony cases which will be sent to the District Attorney's office.

Duties and Responsibilities

- Review and process misdemeanor citations and misdemeanor arrests for accuracy before being sent to the City Attorney's office.
- Requests notify warrants from the City Attorney's office.
- Perform computer follow-up to verify suspect identity and prior criminal activity, including petty theft suspects for prior convictions.
- Handle Complaint Request Evaluations (additional information requested by the City Attorney). Contact officer or victim for further information and forward to the City Attorney.
- Log and recap misdemeanor citations, arrests, notify warrants and cases.
- Obtain copies of missing case reports.
- Process all DUI and Narcotic related arrests.
- Maintain and dispose of all Central Division found property and evidence tags.
- Computer check on found property tags for possible case matching and make appropriate dispositions.
- Inspect found property for identification/serial numbers and take appropriate action.
- Research and release impounded property not connected to NRC case assignment (information generated by Property Room personnel, Front Counter personnel and citizen phone inquiries).
- Process "Property Disposal Request" forms received from the Property Room. Conduct computer checks, review crime logs, and obtain copies of reports when necessary, and forward to the appropriate Detective and/or Specialized Unit.
- Review felony and misdemeanor crime case reports for statistical data, crime trends and need for case enhancement. Contact Sergeant with pertinent information. Amend and update cases as necessary.

- Prepare crime case changes (additions, updates, deletions) on all NRC/unassigned cases and NRC/Detective cases.
- Conduct in-depth computer work on ARJIS/County/Sun systems for case enhancement.
- Make telephone contact with victims, witnesses, and reporting officers of assigned misdemeanor crime cases if additional follow-up is required.
- Respond to citizen inquiries and request for information.
- Process courtesy reports from other agencies.
- Handle telephone inquiries and front counter walk-ins, which require immediate attention for cases/incidents not assigned to NRC desk.

DIVISION PROPERTY CLERK

The property clerk receives, processes, and stores impounded property and evidence delivered to the Division Property Room.

Duties and Responsibilities

- Receives, records, and stores various types of property that has been recovered, found, or turned in as evidence.
- Maintains files and records regarding in-custody property and its disposition.
- Releases property to rightful owners in accordance with Department policy.
- Maintains chain of custody records of evidence and may testify in court concerning chain of custody records.
- Verifies that impound tags correspond to evidence stored.
- Determines appropriate methods of storage.
- Assists in identifying property for disposal and assists in the disposal of property.
- Transports property impounds to HQ Property Room.
- Ensures property is impounded per Department Policies and Procedures and corrects discrepancies.
- Stocks and maintains certain supplies for Central Division.
- Other duties as listed in the Property Section Operations Manual.

Section VIII.

CLERICAL

CLERICAL - SENIOR CLERK/TYPIST

The Senior Typist works directly for the Investigations Lieutenant.

Duties and Responsibilities

- Supervision of clerical staff and assignment of clerical tasks.
- Training, assessing, and reviewing employee performance.
- Handling of sensitive and/or confidential material.
- Prepare and process divisional payroll. Process and verify daily work schedules, bi-weekly time sheets vs. Red Book, timecards, and prepare payroll memos. Assist officers with payroll issues. If necessary, contact Payroll Supervisor to resolve problems and inform officer of results.
- Update and manage Divisional organizational charts/ flow chart, phone list, seating assignments and distribution list.
- Prepare and distribute personnel change documentation (FTO. Shift differential, transfer, payroll change and OCA).
- Development of new policies and procedures for the clerical staff.
- Prepare the vacation schedule, disseminate it to Lieutenants, and type the final schedule in LAN. Distribute a completed copy to each lieutenant, put one in the C-file, one in the back of the T.O. book, and file the original.
- Maintain station resources and records, Department Procedures, Training Bulletins, Legal Training Information, Division correspondence, Announcements, Orders, Injury Packets, and divisional files.
- Act as liaison with Data Systems to ensure proper operation of the LAN system, copy and fax machine. Assist Division with requesting and setting up voice mail. Report problems relating to telephone, voice mail, overhead paging system, and other office equipment.
- Responsible for issuing station, storefront, and evidence room keys to officers; logging and tracking of keys.
- Track and forward employee evaluations for the command.

MASTER SCHEDULES/DAILY WORKSHEETS

The Master Schedule is intended as a permanent, accurate and easy-to-read record of the Division assignments. The information is needed to prepare staffing surveys and numerous investigations. The line-up sergeant is responsible for documenting officers' activities on the daily schedule, ensuring it is accurate and complete. If the sergeant is not going to be present to hold line-up, he/she will be responsible to make sure someone on the squad knows how to complete the Master Schedule.

The area of most concern and most frequent error is when a special detail (11-86) is involved. When an officer is on a special detail, the entry should say 11-86 in the assignment column. There should be some brief explanation of the 11-86, such as Traffic, Training, POP, etc. The explanation can usually be written next to the training codes, but if more room is needed the blank area below the squad can be used. Another area of confusion is in the status column. This should be used when the officer is not working for some reason, such as sick, vacation, day off, etc. The entries in this column should be made in the same manner as the entries on the time sheet:

Regular Day Off	DO
Holiday with Pay	H
Sick Leave with Pay	S
Compensatory Time Off	TO
Injury with Pay	D
Vacation with Pay	V
Military Leave with Pay	ML
Long Term Disability	LT
Floating Holiday with Pay	F
Discretionary Leave with Pay	DL
Absent without Pay	A
Jury Duty	CL
Worker's Compensation	C
Unauthorized Leave w/o Pay	K
Light Duty Officer	LDO

The Master Schedule is used to complete the weekly time sheet. It is filed for six months, and then stored in Senior Clerk Typist's office to be retained for three years.

OFFICE SUPPORT SPECIALIST/PAYROLL CLERK

The Office Support Specialist (OSS)/Payroll Clerk reports directly to the Senior Clerk/Typist.

Duties and Responsibilities:

- Uses Microsoft Word in the LAN PC to type a variety of reports. These include confidential reports, memos, and other correspondence.
- Receives, processes, and manages Divisional subpoenas daily from Dan Diego County (SDLAW), District Attorney's Office and Grand Jury systems.
- Distributes in-coming mail.
- Processes daily payroll documents that include time sheets, daily master schedules, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules.)
- Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.
- Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine, AlphaMate pager).
- Assists with other clerical support duties as required.

Serves as back-up for the following:

- Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.
- Manage repossession fees and prepare bank deposits. Once monies are deposited, prepare DCR (Daily Cash Receipt) for City Treasurers Office and forward paperwork as required.
- Uses the LAN PC to type a variety of reports, including confidential reports, memos, and other correspondence.
- Updates Division staffing report at shift change, using Excel. Coordinates with Lieutenants, Staff Sergeant and Payroll Clerk to ensure information is accurate.
- Processes daily payroll documents which include time sheets, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (*See Ops Manual sections on Payroll and Master Schedules*)

OCA for Senior Clerk/Typist as required.

PAYROLL/ E-TIME CARDS

E-Time cards are often incomplete or with errors. Individual employees are ultimately responsible for the accuracy and timely completion of their own e-time cards. **Supervisors** are expected to check them for accuracy prior to approving them.

E-Time cards, which contain any error, can be returned to the employee. The employee will only receive credit for the basic 80 hours if overtime requests are not submitted by Thursday following the end of the pay period. "Carry-over overtime" is no longer permitted. Department Procedure 1.19 is being modified to delete the section on "carryover overtime" (Section III, C, 3). If the overtime slip is not received on time, a memo prepared by the payroll clerk and signed by the Captain is required in order for the employee to receive credit/pay. There is no guarantee it will be on the following paycheck.

Payroll will check overtime slips against e-time cards to determine if the account numbers listed on the timecard are correct.

Inaccurate reporting of employee status: Daily time sheets are often inaccurate because supervisors do not accurately report the status of employees working for them. It is important that supervisors notify divisional payroll clerks of TO's, vacation days, sick leave, etc. Extreme care must be taken when determining what type of leave an employee is going to use before reporting it. The divisional payroll clerk is taking a proactive approach to solving these problems. Leave slips are checked against the time sheet on a daily basis. If there is a discrepancy, a notice is given to the officer stating the contradiction. The employee should respond to the payroll clerk as soon as he/she receives the notice. Generally, the error can be corrected before it reaches the Payroll office.

Request of Leave Time

Sworn personnel requesting time off shall submit their leave requests to their immediate supervisor. Compensatory Time may be denied if not requested at least seven (7) calendar days. Vacation day requests in excess of an employee's regularly scheduled annual vacation are solely at the discretion of the Department. Do not change compensatory time to vacation time after the fact.

Upon approval of leave time, supervisors will be responsible to record the type of leave into the Electronic Red Book. Each entry into the book will require a supervisor's approval. Only supervisors or officers acting as a supervisor in an O.C.A. capacity will be authorized to make entries into the book. Entries will be made only after a supervisor has received a leave slip from the personnel requesting leave time. It is the supervisor's responsibility to check the Division's Vacation and Compensatory Leave Time Report to ensure the personnel requesting leave have accrued sufficient time. Leave slips will be turned in to the Payroll Clerk immediately.

Out of Class Assignments

OCA forms should be submitted no later than the first day worked in cases of scheduled leave (vacations, TO's, school), and no later than the last day worked in cases of unscheduled leave (sick leave, injury, etc.). Copies of late OCA's will be returned to the Commanding Officer. See Department Order 95-35 for details regarding tracking time during the fiscal year; 176 regular (non-overtime) OCA hours to be eligible for compensation at the higher rate of pay. The tracking log, along with the pink copy of OCA form that initiates the pay, should be forwarded to Payroll once approved by the Commanding Officer. Thereafter, only the pink copies need to be sent to Payroll. **If the OCA continues into the new fiscal year, the officer will continue to be paid for working OCA until the end of his/her OCA assignment. Any additional OCA time worked that fiscal year will take into**

account the hours already worked as part of the total number of hours required. (This may be subject to change in the future.)

Work Schedules:

The work schedule is prepared on a weekly basis. The schedule is prepared the Thursday before the following week and put in the Master Schedule book in the sergeants' office. The payroll clerk only circles days off and any other activity is recorded by the line-up sergeant on that day. The sergeant, using the T.O. book and being present at line-up, ensures the work schedule accurately reflects that day's activities. This provides an accurate tool for the Division's payroll clerk to complete the time sheet for the Payroll Unit.

Posting Payroll

1. Post time off on the biweekly time sheet synopsis. This must be done on a daily basis. The completed original is sent to Payroll with the timecards. Prior to sending the synopsis to Payroll, a copy is made for the division file.
2. Leave slips are forwarded to the Payroll Unit daily (as they are received for that pay period). The synopsis has a separate column for leave slip entries; the date the slip is given to the payroll clerk is entered here. Leave slips submitted early, for future pay periods, are maintained by the division payroll clerk. Copies of the leave slips are made and filed for approximately three pay periods, then shredded.

Daily Time Sheet Correction

This form must be prepared when there is a change to the time sheet that has already been sent to Payroll.

Forward the original to Payroll and maintain a copy in the Division file.

Payroll Check Distribution Procedure

With the "E-Pay" system on the Department's computer LAN system, all employees will have access to their payroll information and/or a printed copy from the system by the end of their shift on payday.

CLERICAL ASSISTANT II/SUBPOENA CLERK
(This position is currently not staffed and being handled by the OSS)

The Clerical Assistant II /Subpoena clerk reports directly to the Senior Clerk/Typist.

Duties and Responsibilities

- Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in NetRMS, CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.
- Operates a variety of office equipment (i.e., copier machines, fax machine). Ensures copiers are maintained, checks paper levels and adds toner as needed.
- Assists with opening and distributing incoming mail.
- Maintains and orders adequate inventory and supplies, material, and forms.
- Updates officers' mail folders due to personnel changes.
- Retrieve, process, and file subpoenas daily; place in appropriate Patrol watch folders.
- Assists with other clerical support duties when necessary.

SUBPOENA SERVICE

The proper and timely processing of subpoenas is an important supervisory responsibility that we all share. Timely subpoena service promotes efficiency in the prosecution of criminals, allows supervisors to anticipate fluctuations in staffing, and allows the subpoenaed officer(s) adequate advance notice to adjust their personal schedules.

Failure to properly process subpoenas is both inexcusable and costly in terms of wasted resources and employee morale.

For these reasons, the following procedures for processing subpoenas are in effect:

Upon receiving the subpoena, the subpoena will be logged in, and placed in the appropriate watch subpoena bin (see exceptions for short notice subpoenas). Subpoenas will be distributed as follows:

First Watch - Second Watch - Third Watch - C Squad – Bike Team.

The subpoena bin for the patrol watches is located on the exterior of the senior administrative clerk's cubicle.

Supervisors and acting supervisors will check the mail bins daily to ensure that subpoenas are promptly served. Whenever an acting sergeant or any non-supervisory officer conducts line-up, it will be the responsibility of an on-duty supervisor (report sergeant, lieutenant, etc.) to ascertain that these procedures have been complied with.

The subpoena clerk will keep a log of each subpoena received at the Division. The subpoena is logged by various codes used in the electronic subpoena system.

Each supervisor is to sign, including ID #, and date the proof of service part of the subpoena. The subpoenaed officer is to sign, including ID #, and date the same half of the subpoena, in the comments section of the subpoena. Tear the subpoena in half and return the signed half to the subpoena clerk. The subpoenaed officer keeps the other half for his/her records as a reminder of when he/she is due to appear in court. The returned copy is entered into the DA subpoena electronic service system, and then sent to the appropriate court (M.S. 721B or Traffic court at KM036). **NO COPY OF THE SUBPOENA IS KEPT AT THE DIVISION.**

All manual subpoenas are handled in a similar manner to the electronic subpoena. They are received by the subpoena clerk, (usually two copies of the subpoena), then logged in the subpoena log with an "M" (manual) notation, including all other subpoena information and distributed to the appropriate folder for serving. One complete copy of the signed subpoena is returned to the subpoena clerk for final processing and then returned to the appropriate court.

When a subpoena is returned, the subpoena clerk will note the date served and log it in the electronic logbook.

A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served. The supervisor or the officer (with his immediate supervisor's approval) may then contact the prosecutor and seek release from the appearance. A court excusal form is completed and mailed to M.S. 721B, or if less than ten days notice, the excusal should be faxed. A copy of this excusal form is given to the subpoena clerk for notation in the electronic log.

In the event an employee cannot be served, the supervisor is responsible for notifying the appropriate person or agency in a timely manner, as well as completing an "Officer's Declaration for Continuance" form and returning the subpoena to the subpoena clerk for processing.

Civil and other non-criminal subpoenas, i.e., depositions and civil litigation relating to the officer's duties, are forwarded, along with the Cost Recovery Form, to the civil subpoena clerk, Fiscal Management, M.S. 715, after the officer appears in court.

All criminal, civil, and Civil Service Commission subpoenas will generally be accepted for service by the Department or command/unit subpoena clerk, if received a minimum of five court days prior to the court appearance date. **Officers may be individually served up to the date of appearance and are not to refuse service because of short notice.** Civil subpoenas served at the front counter should have the Cost Recovery Form attached. If one is not attached, the person delivering the subpoena will be directed to Fiscal Management, HQ, 7th floor, to pay necessary fees before the subpoena is accepted at the command. Commands are to cooperate by accepting subpoenas for employees they reasonably know are available for service. This includes subpoenas from the Marshal's Office, process servers, and other agencies (DMV, Parole, etc.). For further information refer to Department Procedure 1.11, Procedures for Court and Subpoenas.

If we receive a telephone request from the District Attorney or City Attorney for an officer to appear in court, and no subpoena has been issued, we will continue to encourage officers to respond if at all possible. This is a courtesy to the prosecution, but at the same time it must be remembered that this is our case, and we have a vested interest in its eventual outcome.

Forward Trial by Declarations to officers after entering in the tracking log; mail to court when received from officer.

Retrieve, process, and file subpoenas daily; place in appropriate watch folders. Maintain subpoena file electronically.

Section IV.

GENERAL PROCEDURES

STATION GUIDELINES

General

Visible identification will be required at all times except for the public lobby and public conference room. All citizens will be required to sign-in at the Front Counter and will be immediately escorted by Central personnel while in the station. Ride-A-Longs are not to attend roll calls and will wait in the public lobby until escorted by an officer.

There will be no smoking except in designated areas.

All personnel are responsible for maintaining the station in a neat and clean condition. We all need to maintain a sense of pride in keeping a clean work environment.

Work Area

Work areas should be kept neat and clean.

All citizens being interviewed will be escorted to the interview rooms provided. No interviews are to be conducted in the office area.

Prisoners needing to use the bathroom facilities will be escorted by an officer to the Front Lobby to use those bathrooms.

Locker Rooms

Names and Identification numbers will be placed on the outside of locker doors. If no name is on a locker and the locker has a lock on it, the lock will be cut off and the items impounded. All occupied lockers will be properly secured with a working padlock / combination lock.

Computers

Computer terminals are to be used for work related business only.

The computer terminals in the clerical area will be used only by the clerical personnel during normal business hours.

The computer terminals in the Resource Room and in the Holding Cell area are to be used for records and warrants checks. Refer to the Department Procedure for additional information.

Officer's Mail Bins

The file cabinet mail bins will be cleaned out daily by all officers. The bins are not designed for storage.

Report Room

Officers securing at end of shift will check out with the late report Sergeant in the Report Room and remain there until released (should check in fifteen minutes before the end of shift).

Patrol Sergeants' Office

Officers should enter the Sergeants' Office only to conduct business with a Sergeant, unless otherwise directed.

Armory/Radio/Battery Room

Shotguns, radios, and batteries are located in the armory. The door will be kept closed and locked at all times.

Persons removing equipment will sign the appropriate checkout log.

The SWAT armory is located behind the armory/radio/battery room and is restricted for use by SWAT personnel and supervisors.

STATION REGULATIONS

Facility

All personnel are expected to keep the building and the grounds clean and in good condition. Trash should be disposed of properly. Unnecessary abuse to the building will not be tolerated.

Demeanor

The Division station is a place of business; therefore, all employees are expected to conduct their work in a professional manner. Citizen inquiries, either in person or by telephone, should be handled courteously and expeditiously.

Thermostats/Lights

Thermostat timer controls will be permanently set by Building Maintenance and shall NOT be adjusted by anyone else. The Staff Sergeant will be informed when there is a heating or cooling problem.

Lights and other electronic equipment should be shut off in rooms that are not in use.

Bulletin Boards

Bulletin boards in the squad line-up room are reserved for area crime information and Department announcements. The posting and removing of notices on these boards will be handled by a patrol sergeant or designee.

Posted notices on the bulletin board in the lunchroom will be monitored frequently by management to ensure appropriateness.

Distribution of Reports

When necessary, copies of all reports will be made by the reporting officer and placed in the appropriate bins in the report room.

It is a supervisor's responsibility to approve reports in the field. It is each officer's responsibility to have his or her reports approved by a sergeant or an acting sergeant prior to securing at end of shift.

STATION SECURITY

The following are measures designed to enhance the security of our facility. The purpose is to gain concurrence and ensure implementation.

The front door to the station is to remain locked outside of normal business hours Monday through Friday, except holidays).

All employee entrances will remain locked. Doors will not be propped open.

All employees, while on station premises, shall wear identification of the following nature and in the following locations:

Civilian police personnel will wear a Department identification card on the outermost garment.

Sworn personnel are to wear their badge and ID on the outermost garment when not in uniform.

Reserve officers shall wear the badge and ID on the outermost garment when not in uniform.

Operation Conditions (OPCONs) are phased increases of operational readiness levels and security. Once it is determined an OPCON level should be implemented, the status (**Alpha, Bravo, Charlie, or Delta**) will be posted outside of the Staff Sergeant's Office and on the front door leading into the station from the front lobby.

VEHICLE PROCEDURES

Central Division alignment of shifts, personnel staffing levels and special function patrol units restrict the ability to assign beat cars. On-duty uniformed personnel use marked patrol vehicles in a pool system. MPS sign-on allows for tracking of the vehicles.

Persons not assigned to Central are required to obtain permission from a division supervisor for use of a vehicle and sign the vehicle check out log located in the black metal bin, in the parking lot. Equipment repair forms will also be found there.

Non-evidence trained officers are not to take Evidence Units without permission from a division supervisor.

Off-going officers will service and clean their vehicle.

A 5-mph speed limit is in effect while driving in Central Division parking areas. Some patrol vehicles are specifically designated for use by second watch only: No one else will use them without specific permission from a supervisor.

Use of Vehicles

Vehicles will be used for official business only. Use of vehicles for personal business is expressly prohibited. The Service Area Investigative Sergeant or designee will approve use of undercover or pastel vehicles.

There is a take home vehicle assigned to one (1) duty detective. He/she will have 7/24 use of the take-home vehicle. Other personnel on an on-call status will have use of a take home vehicle at the discretion of the Commanding Officer.

Vehicle discrepancy or radio cards should be filled out when defective equipment is noted. The officer or sergeant reporting the need for repair will complete request for vehicle maintenance forms. The form will be placed on the dashboard of the car and the engine hood raised.

Vehicle P.A. systems, lights and sirens should not be used or tested in the area of the station.

Parking Lot

- Marked units will be parked in the spaces designated for such. Detective/pastels will be parked in the spaces designated as Detectives.
- All personal vehicles will be parked in general parking spots that are unreserved. The top parking level (3rd) is reserved for marked and unmarked city vehicles.
- Officers, Detectives, Sergeants will not leave marked vehicles parked overnight in the lot south of the building. This parking lot is for temporary parking, processing prisoners or for visitors.
- Personal vehicles shall not be stored long term on the premises without the permission of the Captain.
- All vehicles shall be secured.

DETENTION CELL POLICY

The three detention cells should be utilized on a limited basis for the safe, temporary confinement of certain subjects who have been arrested and are awaiting transportation to jail, or who have been lawfully detained during a criminal investigation. Police personnel must carefully consider the Departmental liability and responsibility to ensure the well-being of all subjects being held in the detention cells. One detention cell is designated for juvenile offenders.

Non-Qualifying Detention Cell Candidate

Persons who are ill, injured or complain of illness or injury.

Mentally disturbed or suicidal persons.

Juveniles under the age of fourteen years.

General Guidelines

Persons placed in detention cells must be observed at all times. Pens, pencils, matches, lighters, cigarettes, or objects that can potentially be used as a weapon, are to be removed from detainees prior to placing them in cells.

Persons placed in a detention cell should be noted on the officer's daily journal as an arrest or detention. Entries will include time placed in the cells and then time removed.

Prisoners are not to be held in the detention cells at the end of shift solely for the purpose of having the oncoming shift provide transportation, without first receiving a supervisor's approval.

Females, males, and juveniles shall not be placed into the same cells together.

Juvenile Detention Cell Guidelines

Juveniles may be temporarily detained in a detention cell if the juvenile meets the following criteria:

The minor is 14 years of age or older and is taken into temporary custody on the basis of having committed a criminal law violation (602 W&I), and the peace officer apprehending the minor has a reasonable belief that the minor presents a "serious security risk of harm to self or others."

Juveniles placed in the detention cells are subject to the following conditions:

The minor may not be detained longer than six hours.

The detention may only be for the purpose of giving the officer time to investigate the case, facilitate release of the minor to parents or guardian, or arrange transfer to Juvenile Hall.

The minor must be separated from adults (Sec 208 W&I).

The minor must be told how long the incarceration will last.

The minor must be adequately supervised.

Juvenile Detention Log Usage

All officers shall list the juvenile detainee's name, the date and time such detainee was placed into the detention cell and the time the detainee was released.

The Juvenile Investigator will collect the log entries monthly and complete and disburse the required report.

All personnel are expected to adhere to this policy. Abuses may result in the loss of these cells for detention purposes.

Holding Cell Area

Officers placing suspects in holding cells will fill out the appropriate log.

All suspects' pockets will be emptied, and all items will be placed in a paper bag.

Before suspects are placed in the holding cell, it will be cleared of any items.

After a suspect is taken out of a cell, it will be checked for damage, or any items left by the suspect.

Officers will remove their weapons while fingerprinting suspects.

Suspects will be handcuffed unless kept under constant observation.

FIRE EMERGENCIES

Notify the Fire Department at telephone number 911 and the Watch Commander at telephone number **619-531-2205** of the type of fire and its location.

Notify each person in your work area of the emergency. Direct all persons to an area away from the fire or to the outside of the building. Ensure that all doors and windows are closed behind you, when possible.

Attempt to extinguish small fires with available fire extinguishers.

A supervisor or designate will conduct a roll call and account for all assigned personnel. When all personnel are accounted for, advise the Watch Commander.

When relocating, check all doors for heat (by touch) before opening. Never open a door that is warm to the touch.

SHOTGUN PROCEDURES

Shotguns are assigned to a specific officer. Officers assigned to the shotguns are responsible for periodic cleaning and function check. Malfunctioning long guns are to be turned over to the Department Range for repair. Shotguns will be assigned to officers as they become available through Operational Support.

Shotgun Safety

Section 1.5 of the SDPD Policy and Procedures Manual delineates the safety procedures to be followed when handling firearms. Each patrol officer is responsible for knowing and adhering to Department safety procedures. All shotguns will be treated as if they were loaded. When removing the shotgun from the vehicle rack for loading at the beginning of shift, the officer will visually check the status of the shotgun by making sure the shotgun is on safe, then pulling the slide back to open the shotgun breech.

The officer will look into the chamber and magazine to make sure that no shells are inside of the shotgun chamber or the magazine tube. The officer will then physically inspect the chamber by inserting a finger into the portion of the barrel that is closest to the chamber. After confirming that the shotgun is unloaded, the officer will load the shotgun magazine with four shells and place the shotgun back into the proper shotgun rack. At the end of the shift, the officer will properly unload the shotgun per Department procedures and replace the shotgun in the vehicle rack. The five-point safety check is no longer necessary for patrol officers to perform. Division SWAT officers will conduct the five-point safety check during each inspection.

Shotgun Maintenance

Officers who are assigned shotguns are responsible for their cleanliness and maintenance. Section 1.5 of the SDPD Policy and Procedures Manual details the cleaning schedule of Department shotguns. Specifically, each shotgun will be checked for cleanliness every two weeks. Twice a year, all shotguns will be test fired at a range facility, then fully disassembled and thoroughly cleaned by the assigned officer. If the shotgun has a malfunction the officer will take the shotgun and transport it to the range for repair.

BEAN BAG SHOTGUNS

Central Division currently has 40 Bean Bag Shotguns (long range impact weapons). All are marked with a number on the butt portion of the stock. The number starts with the digit 5. Each patrol vehicle has a shotgun in the trunk, enclosed in a carrying case. SWAT officers assigned to Central Division are responsible for periodic cleaning and function check on the BB Shotguns. Malfunctioning shotguns are to be turned over to the Range for repair.

Bean Bag Shotgun Safety

SDPD Department Procedure 1.05 delineates the safety procedures to be followed when handling firearms. The general loading and unloading procedure for the BB Shotgun shall be consistent with present procedures stated in Department Training Bulletin #95.6, Dated 12-22-95. Each patrol officer is responsible for knowing and adhering to Department safety procedures. All BB Shotguns will be treated as if they were loaded. In accordance with Department safety procedures, BB shotguns are no longer loaded at the beginning of shift. If a BB shotgun is needed on an incident, after confirming the gun is unloaded, the officer will load the shotgun magazine with four shells. At the end of the incident, the officer will properly unload the BB Shotgun per Department procedures and replace it in its proper case in the trunk.

Maintenance

Area Commands will assign qualified SWAT personnel to conduct a monthly maintenance program for their assigned BB Shotguns. The maintenance program shall include removal, cleaning, and inspection of the BB Shotguns. Any shotguns needing repair will be taken to the range. The maintenance officer will transport the weapon.

WRAP Restraint Devices

Central Division currently has 7 WRAP Restraint Devices assigned to the command. WRAP Restraint Devices are marked with a serial number on the carrying bag and the device itself. The devices are assigned to sergeant vehicles to ensure full time coverage in the field. It is the responsibility of the Sergeant who is assigned a vehicle with a WRAP to ensure the WRAP is distributed and returned.

Inspection

There are currently two types of WRAP Restraint Devices in use. The two models have different mechanisms to attach the shoulder harness to the leg harness and they are not compatible with each other. Officers will inspect the device prior to deploying it into the field. Officers will ensure both the leg and shoulder harnesses are of the same model. Officers will also ensure there are no damage to the device. Damaged or mismatched devices will be turned in to their supervisor.

- **Seatbelt Model-** this model has a seatbelt buckle attached to the bottom of the central stabilizer rod of the leg harness. The shoulder harness of the Seatbelt Model has a metal seatbelt tongue attached at the end of the connecting tether. The harnesses connect to each other by placing the shoulder harness' metal seatbelt tongue in the leg harness' seatbelt buckle.
- **Carabiner Model-** this model has a carabiner attached to the bottom of the central stabilizer rod of the leg harness. The shoulder harness of the Carabiner Model has a metal triangle attached at the end of the connecting tether. The harnesses connect to each other by placing the shoulder harness' metal triangle into the leg harness' center carabiner.

Maintenance

One patrol sergeant will be assigned overall responsibility of the WRAP Restraint Devices. The sergeant will conduct monthly inspections to ensure all devices are accounted for and there are no tears, defects or missing parts. Wrap Restraint Devices will be returned to Operational Support for repair.

Cleaning

If a WRAP Restraint Device becomes contaminated while in use in the field, the officer will notify their sergeant. The sergeant will notify Harmony Environmental Services via Communications. An event number must be provided to Harmony prior to their response.

The officer will place the contaminated device in the blue bin located on the ground level parking lot near the handicap parking stall. Harmony will sanitize the device and lay it out on the table next to the blue bin to dry. When the device is dry, it will be placed back into the Armory.

For additional details on use and deployment of the device please refer to Department Procedure 6.01

CRIMINAL INFORMANT PROCEDURES

Effectively handling Informants, while obeying all applicable laws and Department Policy, is complex and time-consuming. Informant management takes expertise that is gained by both classroom instruction and practical experience.

Although all officers are encouraged to develop sources of information while obeying all applicable laws and Department policy, uniformed field officers are inherently restricted in their ability to handle informants due to other responsibilities and time constraints.

Criminal Informant handling/tracking at Central Division is under the direction of the Investigations Lieutenant.

For more complete information, please review Department Procedure 3.16 Informant Procedures.

MAIL SCHEDULE

The Mail Room personnel within the San Diego Police Department and the City of San Diego complete mail services.

In the event that mail service is not available, it will be the responsibility of the **Line-up Sergeant** to ensure mail is delivered to Headquarters on a shift-to-shift basis.

REQUEST FOR TRAINING PROCEDURES

The “In-Service Training Unit Training/Travel Request Form” is to be filled out by the employee, submitted to their supervisor, and then routed through the chain of command. If approved, the form is forwarded to In-Service Training and the employee will receive confirmation through the Chief’s Office (See F:/Training/POST-Non POST Training Request Forms/In-Service Training-Travel Request Form.doc)

A list of P.O.S.T. classes/seminars/menu classes can be found online in the P.O.S.T. Course Catalog at <https://post.ca.gov>.

For further information, refer to Department Procedure 5.22 In-Service Training and P.O.S.T. Certification.

PERFORMANCE EVALATION PROCEDURES

All employees are evaluated on an annual basis (probationary employees are evaluated every three months while they are on probation). The original copy of the completed evaluation will be sent to Human Resources for storage in the employee's HR file. In addition, a copy will be given to the employee and another copy placed in the employee's divisional file.

The new forms are available in the LAN system under:

- a) f:\forms\evals\sworn\perfplan.swn, for the performance plan
- b) f:\forms\evals\sworn\rating.swn, for the performance report.

(Deleted – records of security)

CENTRAL DIVISION MORALE (COFFEE) FUND

The Central Division morale fund was established for the benefit of all sworn and non-sworn personnel of the division. The fund is comprised of money made through the day-to-day sale of water, specialty drinks, snacks, and apparel. Other sources of income may be tapped when deemed necessary, appropriate and within Department Policy. The money may be used for day-to-day necessities, such as disposable cutlery, plates and condiments, special occasion costs, such as plaque purchases and barbeques, and other needs when recommended by the Morale Fund Committee and approved by the Investigations Lieutenant.

The funds are owned by, and for the exclusive benefit of Central Division personnel. Under no circumstances is the Central Division Morale Fund to be used as a budgetary supplement for Department special projects, responsibilities, or community engagement efforts.

The fund committee is made up of sworn and non-sworn personnel. The head of the fund committee is the 520's Detective Sergeant. The remainder of the committee is made up of the Senior Clerk, a detective, patrol sergeant and patrol officer. The committee head will maintain the Morale Fund logs/ledgers, bank statements and debit card. The Morale Fund head will also oversee and direct the collection of incoming cash from all sales, accounting of the cash sales, and the timely deposit of all sales into the Morale Fund bank account. A minimal amount of cash will be kept on hand for purchases that cannot be made by check or debit card.

The committee will meet on an as-needed basis, no less than once quarterly. The Investigations Lieutenant is responsible for the monthly review of division morale or "coffee" fund records for appropriateness and to verify expenditures follow operations manual

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FACILITY EMERGENCY PLAN FOR CENTRAL

Explosion or Found Bombs

In the event of an explosion or found bomb at the Central Division Station, personnel will move in an orderly manner to the nearest exit. They will assemble at the trolley station located at 2400 Commercial Street, southwest of the station. The ranking officer present will assign units to provide station security and traffic control. He/she will arrange to have the appropriate emergency equipment respond to the scene. A member of the Clerical Staff will bring with them to the evacuation site a copy of the daily schedule. The supervisor or ranking officer will conduct a roll call and ensure all personnel on duty are accounted for by utilizing this schedule. This same supervisor or ranking officer will advise the Watch Commander of the situation's status.

Fires

1. Notify the Fire Department and Watch Commander of the type of fire and location.
2. Notify each person in the building of the emergency. Direct all persons to an area away from the fire, or if evacuation is necessary, personnel will move in an orderly manner to the nearest exit and assemble in the Trolley Parking Lot.
3. Attempt to extinguish small fires with available fire extinguishers.
4. A supervisor or ranking officer will conduct a roll call and account for all assigned personnel and advise the Watch Commander.
5. When moving inside the building, check all doors for heat, by touch, before opening. Personnel should **NEVER** open doors that are warm to the touch.
6. A supervisor or designate will assign units to provide station security and traffic control.

Earthquakes

Personnel should remain inside the building and if possible, get under a desk, table or doorway, avoiding locations where there may be falling objects. Gas and electricity should be shut off. Do not light matches, cigarettes or turn on electrical switches. Use flashlights. Check personnel for injuries and search for trapped persons. Provide emergency first aid if necessary. The ranking officer present will ensure that the emergency procedures are implemented.

MILITARY FACILITIES

CENTRAL DIVISION MILITARY INSTALLATIONS JURISDICTION

This procedure will define and clarify the scope of Police Department authority and jurisdiction in respect to Federal properties and military reservations within Central Division's boundaries.

Definitions

Exclusive Jurisdiction: This term is applied when the Federal Government possesses all of the authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area. The State cannot enforce its laws and regulations in such areas except as reserved. There is no obligation on the part of the State or on any local subdivision to provide governmental services.

Partial Jurisdiction: This term is applied in those instances wherein the Federal Government has been granted certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area. Administration of the Federal area is the same as if it were under Exclusive Jurisdiction.

Concurrent Jurisdiction: This term is applied wherein granting to the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the State reserved to itself the right to exercise, concurrently with the United States, all of the same authority. State and Federal laws are applicable in a Concurrent Jurisdiction area. Most crimes fall under both Federal and State jurisdiction, and either the Federal or State Government, or both, may take jurisdiction over a given offense committed in the area.

Proprietarily Interest: This term is applied to those instances wherein the Federal Government has acquired some right or title to an area in a State but has not obtained any measure of the State's authority over the area. The Federal Government has no jurisdiction over lands it holds in a proprietarily interest only but has the same rights in such lands as does any other landowner.

Fresh Pursuit: Local military bases are governed by Department of Defense policy that no person suspected of committing a civil offense may seek refuge in a federal installation to avoid apprehension. Therefore, law enforcement officers may enter military installations in fresh pursuit of an individual sought to be arrested. Thereafter, law enforcement officers may apprehend the person in the same manner as if the apprehension or arrest had taken place outside the installation. (This includes close pursuit or hot pursuit in a situation where a fugitive is fleeing, and the officer is pursuing in close proximity. It does not include following a lead in the course of ordinary criminal investigations or following a person for purposes of surveillance.)

For criminal law enforcement purposes in San Diego, Exclusive Jurisdiction and Partial Jurisdiction both mean that local police authorities have **No Criminal Jurisdiction**, except the right to serve civil and criminal process, (i.e., serving subpoenas for witnesses or warrants of arrest for offenses punishable by the laws of California, a county or municipality thereof, and committed outside of areas of Federal Exclusive/Partial jurisdiction).

In areas of Proprietarily Jurisdiction, sole criminal jurisdiction rests in the hands of local authorities except where active-duty military personnel have committed offenses punishable under applicable Federal/Military Law.

Generally, the San Diego Police Department will retain the case for reporting and investigation purposes. A case can be turned over to NCIS by an investigator. The military will only prosecute after civilian District Attorney or City Attorney declines the case.

NOTE: SDPD NCIS Liaison Investigator Marvin Singleton can verify this information. If you have any additional questions, h531e can be reached at (619) 556-1364 or (619) 556-1000.