



San Diego Police Department

## **CRITICAL INCIDENT MANAGEMENT UNIT**

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# OPERATIONS MANUAL

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SAN DIEGO POLICE DEPARTMENT

CRITICAL INCIDENT MANAGEMENT UNIT



May 2024

**Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.**

## **MISSION**

The mission of the Critical Incident Management Unit is to provide assistance and support to the Police Department in the preparation and management of, and recovery from natural, intentional and accidental disasters.

## **OBJECTIVES**

The specific objectives of the Critical Incident Management Unit (CIMU) are:

### **1. Provide Logistical Field Support**

- CIMU has access to emergency supplies, equipment, command vehicles, and resources during critical incidents. They are available 24-hours a day to respond and provide logistical support to all field operations.

### **2. Conduct Disaster Preparedness Planning**

- CIMU is tasked with disaster preparedness for the Police Department. CIMU coordinates within our department to refine response plans for critical incidents to ensure best practices are used. CIMU works collaboratively with other Departments, agencies, and private businesses to plan and prepare response protocols for critical incidents. CIMU ensures the Police Department collaborates with other entities during critical incidents to respond effectively and efficiently.

### **3. Facilitate Urban Area Security Initiative (UASI) Grant Purchases**

- CIMU assists the Department with acquisitions of logistical equipment, vehicles, and supplies used during critical incidents. CIMU maximizes the Department's ability to be prepared with the logistical support needed to manage an incident effectively.

### **4. Coordinate UASI Training**

- CIMU coordinates with the Office of Emergency Services (SD-OES) to facilitate and provide UASI and FEMA training to all members of the Department.
- CIMU takes an all-hazards approach to the training they provide and adheres to the standards outlined in the National Incident Management System. CIMU training focuses on specific roles and responsibilities of each rank within the Department and matches the type and level of training to those roles.

### **5. Coordinate Mobile Field Force Training**

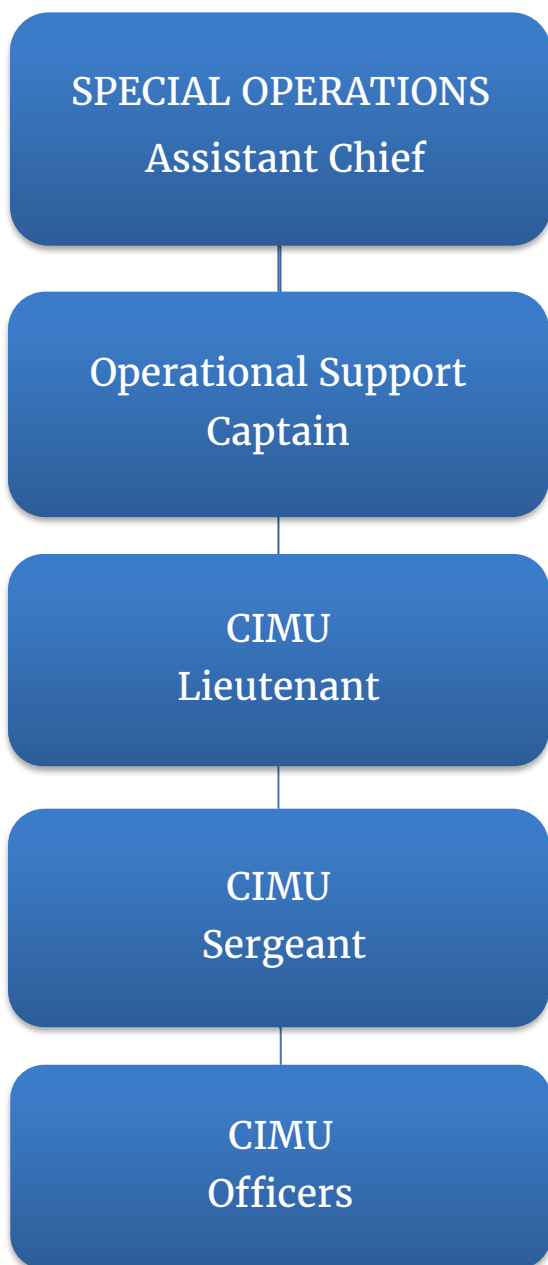
- CIMU aims to prepare Department personnel to effectively respond to Mobile Field Force activations. CIMU takes a crowd management and safety approach, as well as an all-hazards approach, to the training they provide and adheres to the standards outlined in the Department's Mobile Field Force Guide. CIMU training focuses on specific roles and responsibilities of each rank within the Department and matches the type and level of training to those roles.

6. Coordinate the Respiratory Protection Program

- CIMU aims to keep the Department in compliance with Occupational Health & Safety Administration (OSHA) respiratory protection guidelines and regulations to keep its members safe in their duties. CIMU will manage the Department’s respirator seal “FIT” testing program, ensuring all personnel issued an air-purifying respirator (APR) complete their annual testing and training requirements.

7. Facilitate the decontamination of exposed facilities and equipment by viruses such as COVID-19, using Tomi SteraMist equipment.

**ORGANIZATIONAL CHART**



## **ROLES AND RESPONSIBILITIES OF CIMU PERSONNEL**

### **Captain**

The Captain ensures the overall mission and direction of CIMU is consistent with the San Diego Police Department's current strategic vision. The Captain serves as the Commanding Officer overseeing the Department Operations Center (DOC) during emergencies and events.

### **Lieutenant**

The Lieutenant is the primary point of contact between the CIMU Sergeant and the Command and serves as a liaison for the Department to the City's Office of Emergency Services. The Lieutenant ensures the CIMU Sergeant successfully carries out the objectives of the CIMU work plan. The Lieutenant is the Deputy Commanding Officer overseeing the Department Operations Center (DOC) during emergencies.

### **Sergeant**

- Supervises the activities of the CIMU.
- Identifies, implements, and manages projects, programs, training, exercises, and other activities related to planning, preparedness, mitigation, response, and recovery from critical incidents.
- Ensures emergency facilities and equipment are in a state of readiness and submits recommendations for the upgrade or replacement via the chain-of-command.
- Serves as a specialist to the Incident Commander or DOC Commanding Officer for the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS)
- Coordinates with other agencies and City Departments regarding Homeland Security issues.
- Serves as liaison between SDPD Administration, City Office of Emergency Services (OES), and County Office of Emergency Services.
- Ensures State grant and purchase request procedures are followed.
- Ensures Homeland Security related training programs with OES, In-Service Training, and Fiscal Management are completed.
- Liaison with the Criminal Intelligence Unit (CIU), to share Unclassified (UC), For Official Use Only (FOUO) intelligence information.
- Ensures the Department's participation in regional training exercises.
- Ensures monthly mileage audits are conducted on CIMU vehicles.
- Ensures the operations of the Department's Air Purifying Respirator (APR) FIT Testing Program.
- Solicits input from personnel, organizations, or agencies that may be involved in critical incident management or wish to provide recommendations and provide timely feedback.

### **CIMU Officers**

All officers assigned to the CIMU have the following responsibilities:

- Handles a scheduled rotation of on-call responsibilities.
- Provides field logistical support by deploying, setting up, maintaining, and cleaning equipment assigned to CIMU.
- Provides training to Department personnel on CIMU equipment use.
- During emergencies, serves as NIMS/SEMS/ICS Specialists.
- Participates in regional committees and working groups to maintain a network of connections in the emergency management field.

CIMU Officers must have a basic knowledge in each of the following areas of responsibility and they will have an expertise in at least one of the areas.

The CIMU Sergeant manages officer's assignments regarding each area of responsibility, and officers should expect to receive assignments in all areas depending on the unit's operational needs. Each area of responsibility listed below is accompanied by examples. The examples are not meant to be all-encompassing, but only illustrations of duties that may arise within that area of responsibility.

### **Emergency Management**

- Manages and maintains the DOC.
- Facilitates the WebEOC crisis management program.
- Provides and facilitates exercises for the Police Department.
- Provides expertise to Department personnel during critical incidents.
- Works with In-Service Training to coordinate Department NIMS/SEMS/ICS training programs to verify Department personnel comply with required guidelines.

### **Grants Coordination**

- Works collaboratively with the City of San Diego Office of Emergency Services [City OES] and City Purchasing on using the Department of Homeland Security Grants.
- Identifies equipment gaps within the Department that can be filled using Department of Homeland Security (DHS) grant funds.
- Oversees the purchasing of Police Department equipment and vehicles through the Urban Area Security initiative (UASI), State Homeland Security Grant Program (SHSGP), and Buffer Zone Protection Program (BZPP) Grants.
- Provide expertise and assistance to other units regarding the process of utilizing DHS grants.
- Maintains accountability for the use of equipment and vehicles purchased using DHS grant funds.
- Assures equipment purchased operates appropriately during the warranty period.
- Maintains a department-wide “wish-list” with estimates to expedite the purchasing and planning process for grant funds.
- Coordinates grant funding for Homeland Security related training.
- Works with In-Service Training to track SDPD Officer’s attendance in Homeland Security related training.

### **Logistics & Equipment Coordination**

- Maintains the Department’s Mobile Command Vehicles and support equipment assigned to CIMU in a 24-hour state of readiness.
- Works with Operational Support to manage the inventory of the Department’s Personal Protective Equipment [PPE].
- Manages the reservation, tracking, and deployment of CIMU equipment.
- Provides expertise to Department personnel on command post set up.
- Identifies logistical needs for the Department and provides cost estimates for purchasing equipment.
- Coordinates and conducts training for CIMU Support Officers in command vehicle operations.
- Completes CIMU inventory and status inspections.

## **Mobile Field Force**

- Maintains, coordinates, and conducts the Department's mobile field force training.
- Provides expertise to Department personnel on mobile field force matters.
- Assists in managing the inventory of the Department's mobile field force equipment, which is managed daily by the staff sergeant of the assigned team (Bravo or Delta).
- Identifies logistical needs for the Department and cost estimates for purchasing the equipment.
- Develops, reviews, and updates the Department's mobile field force guide.
- Provides and facilitates mobile field force exercises and expertise to the Department.
- Works with In-Service Training to track San Diego Police Personnel attendance in related training.
- Serves as a liaison between SDPD and allied agencies on mobile field force related training.

## **Respiratory Protection & FIT Testing:**

- Manages the Department's Respiratory Protection Program and ensures annual FIT testing is completed per OSHA requirements. Generally, one or two available light-duty officers can be assigned to CIMU to facilitate the testing.

## **Planning**

- Develops, reviews, and updates the emergency plans and procedures of the San Diego Police Department.
- Designs, coordinates, and assists in the facilitation of Homeland Security exercises.
- Participates in regional first responder operations subcommittees, working groups, and planning teams.

## **Special Projects**

In addition to previously listed duties, some CIMU team members possess additional knowledge, skills and abilities which are routinely requested in support of Department operations and/or support. Some examples of this are as follows:

- **(Deleted – records of security)**
- Camera Systems
- Space Planning

## **RULES AND REGULATIONS**

- The standard-duty uniform for CIMU Officers will be:
  - Class "C" uniform or
  - Blue long or short sleeve polo shirt with San Diego Police logo on left side
  - Blue law enforcement cargo pants (5.11 or similar type pants)
  - Black belt and boots (closed-toed)
  - White or black crew neck tee shirt
- All CIMU staff will adhere to Department rules and regulations.
- The Critical Incident Management Unit office will generally be staffed by officers Monday through Friday, working the 4/10 plan. However, due to the many field responsibilities of CIMU, business hours are in a constant state of flux. All personnel are issued Department cell phones. It

is highly recommended employees needing to meet with CIMU staff to make contact either through email or cell phone.

- As representatives of the San Diego Police Department, CIMU staff will conduct themselves positively and professionally, reflecting highly on the overall membership of this organization.

## **OPERATING PROCEDURES**

- **(Deleted – records of security)**
- Officers will coordinate their work activities through the Unit Sergeant.
- The Sergeant will coordinate his/her work activities through the Unit Lieutenant.
- Staff will make maximum use of all resources, units, and organizations to accomplish their assigned missions, while ensuring that appropriate protocols are followed.

## **CALLOUT PROCEDURES**

Critical Incident Management Unit personnel are subject to callouts. All CIMU personnel will monitor their cell phones unless they are on approved leave or ill. All on-call CIMU personnel will notify the CIMU Sergeant immediately if, for any reason, they are not available to respond to a callout.

The CIMU Sergeant will be responsible for making an on-call schedule. Generally, there will be always one CIMU Sergeant and one CIMU officer on-call. On-call personnel are eligible to take their city vehicles home per DP 1.16., Off Duty Use of Department Take Home Vehicles. The schedule will be routed to all CIMU personnel and posted in the office and a copy of the on-call schedule will be routed to the Watch Commander. During a major incident, all available CIMU Officers may be called to assist. Only those on-call will be required to respond unless it is an emergency callback situation.

CIMU personnel can be requested for logistical, and equipment support as well as for Incident Command Specialist (ICS) expertise. When activated, personnel may be asked to respond to a field incident command post (ICP) or the DOC. Personnel will generally not be assigned a specific role at field incidents since they provide equipment and lend their expertise to the Incident Commanders. During DOC activations, personnel do have the responsibility to ensure responding staff are appropriately trained and have the necessary access to equipment to carry out their Incident Command System (ICS) roles. During the initial stages of a percolating or developing emergency, personnel will be pulled in many critical directions. It is imperative that Unit supervision coordinate to effectively manage and carry out the many responsibilities of the Unit.

### **Mobile Field Force (MFF) Callouts**

The Watch Commander's Office (WC) maintains a list of personnel assigned to the MFF Mass Text system. When an MFF activation occurs, the WC will send a mass text identifying the event, level of MFF activation, address, and any other pertinent information. This text is intended to be for informational purposes unless a specific callout by CIMU staff is necessary.

The Incident Commander may request resources to respond based on the type of MFF event. On-call CIMU staff will be prepared to respond as Staging Officers, a resource to the Incident Commander, or for equipment related requests as needed. The request will come through the CIMU chain of command for approval for the callout.

## Decontamination Callouts

CIMU possesses a SteraMist decontamination machine capable of sanitizing structures and equipment. CIMU staff trained or certified in the SteraMist use are subject to being called out to decontaminate structures and equipment as scheduled by the CIMU chain of command. This is only to be used for disease related exposure, it is not to be used for anything with actual matter that needs to be cleaned and removed such as bodily fluid.

## Callout Notifications

Cell phones are the primary means of notification for an emergency callback of CIMU staff. CIMU staff are issued either a department cell phone or are eligible to receive the cell phone stipend.

During regular business hours, the CIMU Sergeant should be contacted when there is a critical incident or emergency and when the Department Operation Center (DOC) or specialized equipment and expertise is needed. After regular business hours, callbacks should be made via the Watch Commander's Office to the on-call CIMU Sergeant. The Unit Sergeant will determine the level of officer callout to carry out the requested mission. The Unit Sergeant will keep Command Staff apprised of callouts and ongoing events.

On a rotational basis, the Duty Officer and, as needed, the Unit Sergeant will respond to any critical incident when requested by the Watch Commander or Incident Commander. After arrival, CIMU personnel will obtain a briefing from the Incident Commander and evaluate if additional personnel or equipment is required.

Some examples of events which CIMU will respond when requested are:

- As a Staging Team during Mobile Field Force (MFF) deployments.
- Mass distribution of medicine to department employees.
- ENT Callout
- SWAT PRT Assist/Code-10
- SWAT Code-11 and Code-12.
- Major fires - high-rise buildings or facilities with special populations (hospitals, nursing homes, etc.) and brush fires which present a threat to homes/businesses and may require evacuation.
- Aircraft crashes or Alert II's or higher.
- Major civil disorders.
- Dam emergencies.
- Earthquakes.
- Possible terrorist events.
- Major transportation accidents (trains, trolleys) where there is a significant loss of life.
- Hazardous material accidents (facility/transportation) which present a significant threat to public safety/health.
- High surf situations which threaten evacuations of residents.
- Tsunami warnings/events.
- Major flooding.
- Major landslides which cause significant evacuation or displacement (more than five homes).
- Marine emergencies present a substantial threat to lives (cruise ship emergencies, fires in the harbor area, sinking vessels with a significant number of passengers).
- Major power outages affecting public safety, hospitals, etc.



- Major natural gas leaks which cause evacuations.
- Significant sewage breaks which cause evacuations.
- Major water outages.
- Any critical incident requiring logistical support to an Incident Commander.
- Activation of the Police Department Operation Center (DOC)

## VEHICLES

The use of all Department vehicles will occur in accordance with Department Policy 1.16, which sets response and incidental use guidelines for take home vehicles, and any published unit-specific guidelines for each position.

All future job bulletins will specify the Department's response time requirements pursuant to Department Policy 1.16, in addition to unit-specific response requirements.

CIMU personnel must live within 60 minutes of their work facility. CIMU personnel are responsible for activating the Department Operations Center and transporting vital specialized equipment during critical incidents, major disasters, and emergencies. CIMU has specialized equipment staged at strategic locations throughout the city for quick response times during disasters or emergencies. CIMU vehicles play a crucial role during a critical incident and are used to tow specialized Department equipment anywhere within San Diego County.

In the event of a disaster or critical incident, it may be necessary to call in additional CIMU personnel to assist the on-call CIMU Sergeant and Officer. For the listed reasons and to expedite response times, CIMU officers **not on official On-Call** status are authorized to drive their police vehicles to and from home **ONLY**, but **DO NOT HAVE AUTHORIZATION** for 24-hour in-County use of their police vehicle. CIMU officers are authorized to drive their police vehicles to and from home **ONLY** and should monitor their department cell phones in the event of a callback.

The CIMU Sergeant and the on-call CIMU Duty Officer are authorized to take home their assigned vehicle and shall generally be on-scene within one (1) hour of receiving a call-back notification. **While on-call**, CIMU personnel **are allowed** 24-hour in-County use of their vehicle.

Additionally, the following procedures will be adhered to:

- Whenever practical, vehicles will be parked off-street.
- Vehicle doors will be locked, and alarms, if installed, will be armed.
- After each response, the vehicle will be inspected, and supplies replenished as soon as practical.

## PURCHASE CARD (P-CARD) USAGE:

As part of CIMU's goal to provide logistical support during department emergencies, qualified CIMU staff are provided P-cards for necessary purchases during emergencies. More specifically, CIMU staff may receive requests from incident commanders to provide food and drink during protracted events. Following are procedures which staff should follow:

1. The Incident Commander (IC) should make equipment or food requests to CIMU staff. If CIMU staff are already on scene, the staff member(s) should be proactive with food coordination.
2. Within one to two hours into an event, CIMU staff should reach out to the IC to determine if a meal request will be forthcoming at the approximate four (4) hour mark into an event. CIMU staff should anticipate

likely delivery delays depending on the number of meals that are requested. The four-hour mark is generally a reasonable time to begin feeding personnel who are not able to leave the scene for meal breaks. CIMU staff should inform IC's of the tentative four-hour feed time. However, an IC can make the request to feed personnel at any time.

3. Upon receiving a meal request, CIMU staff should obtain the requested number of meals and expected delivery time.
4. CIMU staff should contact contracted meal vendors to see if they can meet the meal request. If they can, CIMU staff shall use the established purchase order to make the purchase.
5. If the contract vendor cannot meet the request (example - number of meals in a couple hour period of time), CIMU shall use issued P-card to purchase necessary meals from a local vendor to fulfill the meal request.
6. At some point during the ordering process, CIMU staff shall attempt to notify direct chain of command personnel of the impending request and which path they are or have decided to take to fulfill the meal request. If during normal business hours, an email to the Administrative Service Manager Kyle Meaux @ [kmeaux@pd.sandiego.gov](mailto:kmeaux@pd.sandiego.gov) would be appropriate.
7. CIMU staff will facilitate the pick-up and delivery of the food. The CIMU member purchasing the meals is responsible for the necessary accompanying paperwork, which includes the following:
  - Hard copy purchase receipts.
  - Roster of on-scene personnel the meals were ordered for.
  - Purchase Order (478) and Memorandum (report outlining the event and related requests).
  - All required P-card documentation.

## **RESPIRATORY PROTECTION & FIT PROCEDURES:**

OSHA requires annual FIT testing of all personnel issued an Air Purifying Respirator (APR). **(Deleted – records of security)**.

Regular, full-time CIMU officers will be responsible for maintaining testing and tracking of FIT Testing. The officer assigned to that task will handle the download of the data from the testing equipment, upload of the data to the system software, and collect the names of personnel due for a test from the software. The assigned officer will provide that information to the FIT test employee.

The FIT test employee will be responsible for tracking personnel due for CIMU FIT testing. Tracking will include personnel who are currently due for a test, when and how many times they have been notified, the date scheduled to complete the test, and the completion of the test. Once the test is completed, the person will be removed from the due list and a hard-copy form of their compliance will be returned to the assigned full-duty officer.

Once the assigned full-duty officer has the hard copy form, they will audit the form with the downloaded data to make sure the information is accurate. In a case where information is incorrect, they will make the needed corrections. Once the audit is complete, they will file the hard copy form appropriately. Hard copy forms are kept until the employee's next annual test is complete, at which time it is replaced with the updated form and discarded via shred-bin. **(Deleted – records of security)**

## **FIT Test Notification Procedures:**

When personnel are due for a FIT test, they will be notified via email by the the FIT test officer and schedule a time for the testing. If the employee does not respond to the e-mail, the following schedule will be followed:

Rank of detective and below:

- After one week of no response, a 2<sup>nd</sup> notification email will be sent to the employee.
- After a second week of no response, a 3<sup>rd</sup> notification email will be sent to the employee and the employee's direct supervisor, as well as the CIMU sergeant.
- If the employee still does not respond, the CIMU sergeant will make direct contact with the employee's supervisor.

Rank of sergeant and above:

- After one week of no response, a 2<sup>nd</sup> notification email will be sent to the employee.
- If the employee does not respond to the 2<sup>nd</sup> notification the CIMU sergeant will be notified, who will attempt to make direct contact with the employee.
- If the CIMU sergeant's attempts to contact the employee fails, the CIMU command staff will be notified to contact the employee.

Once an agreed upon date is determined, the FIT test officer will schedule the employee for their test by sending them an Outlook calendar invite as confirmation.

## **Exemptions:**

OSHA requires any employee issued an APR to be FIT tested. **(Deleted – records of security)**

Upon being assigned **(Deleted – records of security)** at their next annual FIT test, personnel will be provided the following options:

- The employee may keep their issued APR and test as required by OSHA
- The employee may turn in their issued APR to CIMU. CIMU will hold that employee's APR for the duration of time they are assigned to the unit. At the time the employee transfers out of the affected unit, they will be re-issued their original mask and complete the FIT test process.