


The background features a large, semi-transparent watermark of the San Diego Police Department badge. The badge is circular with a laurel wreath border. Inside the wreath, there are several banners and text elements: a top banner with "SAN DIEGO", a middle banner with "POLICE", a bottom banner with "AMERICANS", and a central shield with "FINEST".

SAN DIEGO POLICE DEPARTMENT SPECIAL OPERATIONS UNIT OPERATIONS MANUAL

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.

May 2024

TABLE OF CONTENTS

A large, semi-transparent watermark of the San Diego Police badge is centered on the page. The badge is gold with blue text and features a central seal. The text on the badge includes "SAN DIEGO POLICE" at the top, "AMERICA'S" in a banner across the middle, and "FINEST" at the bottom. The seal in the center contains the words "OFFICERS OF THE SAN DIEGO POLICE" and "1837".

Special Operations Unit Mission Statement	3
Enforcement Techniques	3
Radio Procedures	3
MPS Procedures	3
Body Worn Camera Metadata	4
Use of Specialized Units	4
Field Interviews	4
Violent Crime	5
Daily Functions	5
Probation/Parole Enforcement	6
Investigative Technique	6
Ride Alongs	7
Training	7
Performance Expectation Standards for Officers - Appendix A	8
Performance Expectation Standards for Sergeants – Appendix B	9

SPECIAL OPERATIONS UNIT MISSION STATEMENT

To assist investigative units identify, investigate, and arrest individuals involved in acts of violence by utilizing a high-profile and proactive enforcement approach.

ENFORCEMENT TECHNIQUES

- High visibility patrols in communities impacted by violent crimes.
- Use informational resources such as Incident Logs, Crime Statistics/Mapping and Dashboard programs to direct intelligence-led patrols.
- Work collaboratively with investigative units and assist with the surveillance and apprehension of violent subjects.
- Execute search/arrest warrants for investigative units that do not rise to the level of a high-risk warrant service.

RADIO PROCEDURES

- The team shall operate on **(Deleted – records of security)** and monitor the frequency of the division being worked.
- Change the radio home base when crossing a divisional boundary to the operational frequency of that Division. Use **(Deleted – records of security)** and monitor the new frequency.
- When engaged in an emergency situation such as a vehicle pursuit or OIS, the supervisor will request Dispatch patch with **(Deleted – records of security)** and request resources if needed. At the conclusion of the event, the supervisor will request the frequencies to be unpatched.
- If working outside the City limits, the Sgt will pre-plan with Communications and the effected law enforcement agency to arrange for radio patching in the event of a pursuit or critical incident.

MPS PROCEDURES

- When the team enters a division, the supervisor in charge or their designee will send that dispatcher a message to "Conn" the team to that frequency.

- The supervisor in charge will send a message to the appropriate dispatcher/frequency of the division in which the team is entering, containing the following information and request: "We are working your Division. If you have any information related to violent crime or gang activity please advise over **(Deleted – records of security)**".
- Special Operations Unit officers will complete an Officers Daily Journal, RIPA and BWC entries as required per Department Policy.

BODY WORN CAMERA METADATA

All members of the Special Operations Unit will comply with Department Procedure 1.49 – Axon Body Worn Cameras. However, it is recognized that DP 1.49 does not address the variety of ways the Special Operations Unit operates. In those circumstances, the following guidelines for labeling metadata will be followed:

- If there is no Event number, Field Interview number, or Citation number, use the subject's first and last name in the "Title" box.
- In the event the subject refuses to provide their name, use the location of the contact in the "Title" box.

USE OF SPECIAL UNITS

- Oftentimes, the Special Operations Unit will request the assistance of ABLE, K-9, or investigators. When one is available, the request should be made by the Special Operations Unit supervisor through Communications.

FIELD INTERVIEWS

Field Interviews are the backbone of intelligence gathering. They are extremely important and shall be prioritized as such.

- Field Interviews will be complete, containing all required information (full name, D.O.B, physical descriptions, etc.). Additional information that might later be used by other officers and/or investigators should also be included.
- Always cross-reference companions on each Field Interview.

- Provide hard copies of Field Interviews to the proper investigative unit.
(Deleted – records of security)

VIOLENT CRIME

- When responding to radio calls, Special Operations Units are not responsible for the initial investigation/scene, unless a Special Operations Unit initiated the incident.
- When a violent crime or incident occurs, one Special Operations Unit supervisor will respond to the incident scene and evaluate the need for Special Operations Units. Once there, the supervisor is responsible for gathering intelligence and passing it on to the rest of the team members.
- The remainder of the team, as directed by the Special Operations Unit supervisor, will search for the suspects involved in the incident.

DAILY FUNCTIONS

- Attend lineups/briefings where pertinent information pertaining to investigations and officer safety is disseminated by officers and investigative units.
- Work an area/division recently impacted by violent crime, gang activity, or critical incidents. This direction will be determined the Special Operations Unit supervisor.
- Assist investigative units with apprehending subjects wanted for committing violent criminal acts.
- Special Operation Units will focus high visibility patrol efforts in communities recently affected by violent crime such as a shooting, stabbing or a series of robberies.
- High visibility patrol will be utilized to deter violent crimes from occurring. These instances generally will be directed by investigative units who have gathered information about a pending violent crime through their investigations.
- Special Operations Units will work in close proximity to each other, to provide immediate assistance if needed.

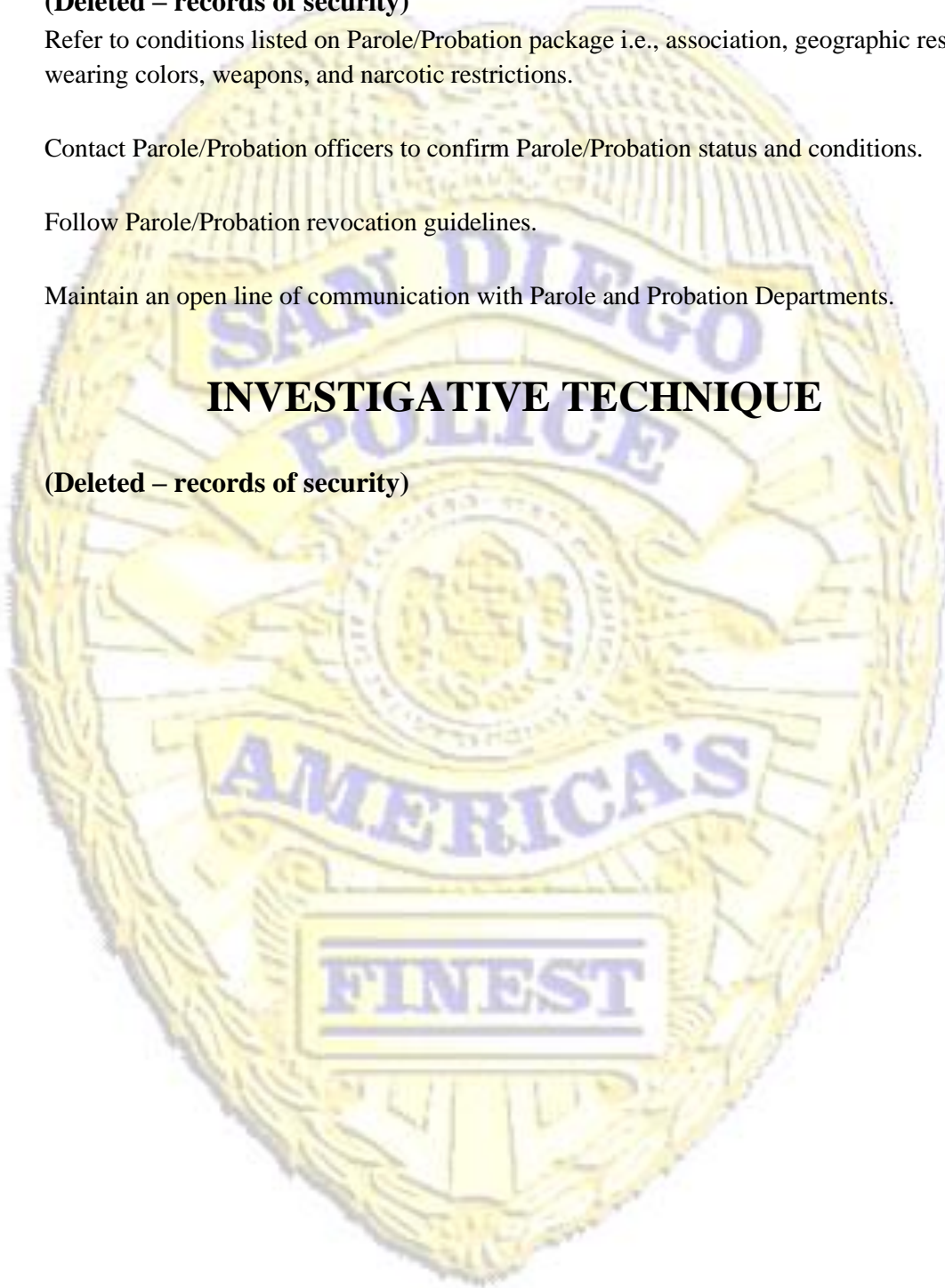
PROBATION/PAROLE ENFORCEMENT

(Deleted – records of security)

- Refer to conditions listed on Parole/Probation package i.e., association, geographic restrictions, wearing colors, weapons, and narcotic restrictions.
- Contact Parole/Probation officers to confirm Parole/Probation status and conditions.
- Follow Parole/Probation revocation guidelines.
- Maintain an open line of communication with Parole and Probation Departments.

INVESTIGATIVE TECHNIQUE

(Deleted – records of security)



TRAINING

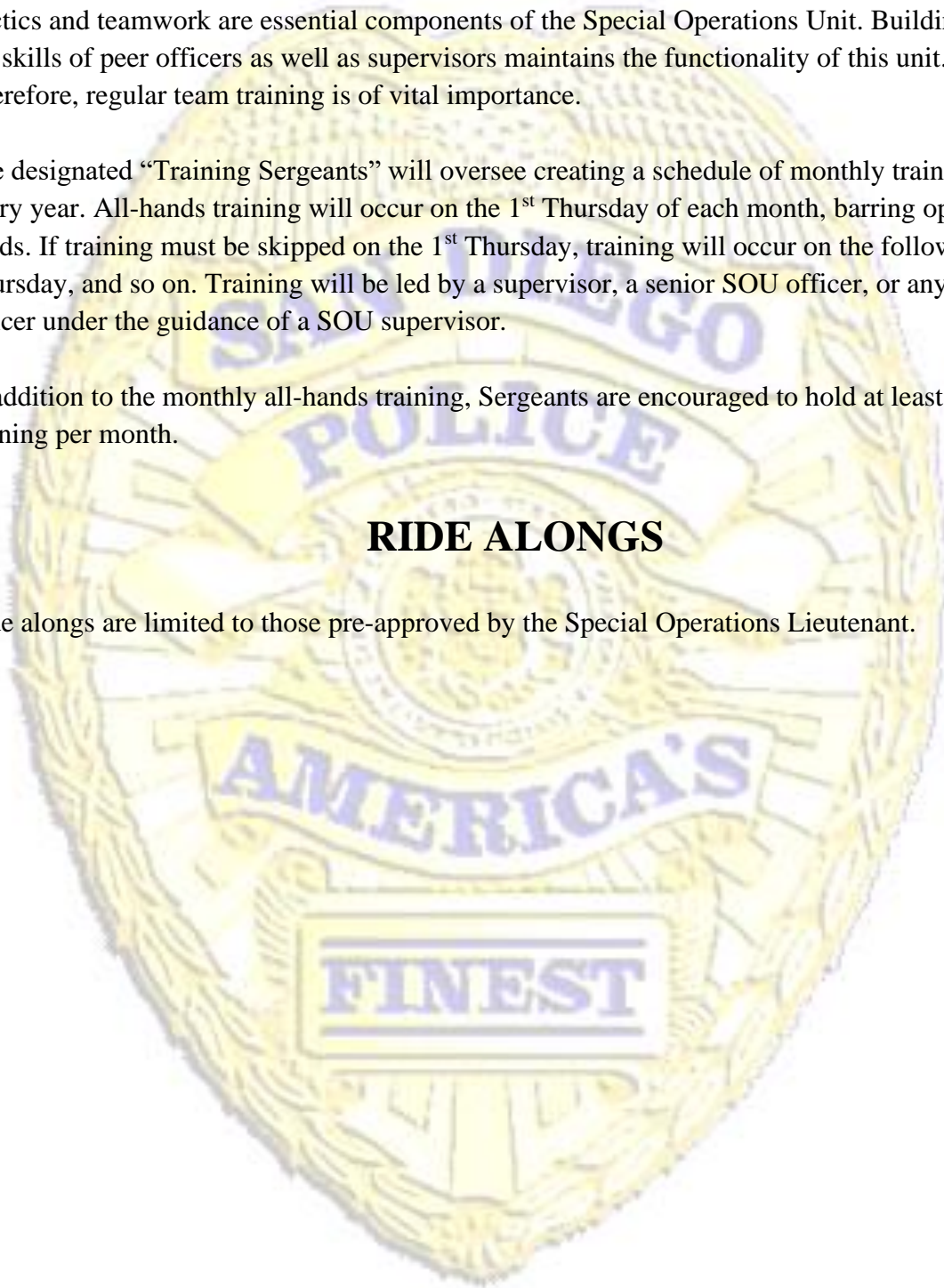
Tactics and teamwork are essential components of the Special Operations Unit. Building trust in the skills of peer officers as well as supervisors maintains the functionality of this unit. Therefore, regular team training is of vital importance.

The designated “Training Sergeants” will oversee creating a schedule of monthly training topics every year. All-hands training will occur on the 1st Thursday of each month, barring operational needs. If training must be skipped on the 1st Thursday, training will occur on the following Thursday, and so on. Training will be led by a supervisor, a senior SOU officer, or any SOU officer under the guidance of a SOU supervisor.

In addition to the monthly all-hands training, Sergeants are encouraged to hold at least one squad training per month.

RIDE ALONGS

Ride alongs are limited to those pre-approved by the Special Operations Lieutenant.



APPENDIX A

PERFORMANCE EXPECTATION STANDARDS FOR OFFICERS

This document articulates the enhanced expectations of performance standards by the officers within the Special Operations Unit. This document will be read and signed by all current and on-boarding officers of the Special Operations Unit. This document will be kept in the officers' Divisional Files until their services within the unit terminates.

All Personal Conduct Policies (9.0) and Police Officer II Employee Performance Plan Standards are in effect. In addition, Officers assigned to SOU will display the following skills and attributes:

GENERAL JOB PERFORMANCE

- Willing to adjust schedule more often than not to achieve the mission of the unit – While we will not mandate officers adjust their days off/hours last minute for any singular event, it is recognized that the nature of the work within this unit calls for last-minute, logistical changes to officers' shifts/work hours. An officer's ability and willingness to accept these changes allows the mission of the unit to be carried forward.
- SOU is a tactics-driven, team environment. SOU officers will employ the highest level of officer safety, tactics, professionalism, and training afforded to them.

INTERPERSONAL SKILLS

- The ability to remain professional and calm in all circumstances – SOU is regularly exposed to tense and highly volatile situations with community members. All SOU officers are expected to maintain a professional posture that sets the standard for other officers.
- Hold self and others accountable – SOU officers should take pride in the position they have achieved, and work to maintain that high level of service in themselves and the rest of the unit.
- Humility – SOU officers understand that others look up to them. Be willing to guide and mentor other officers and their peers while maintaining an air of self-effacement.

COMMUNICATION

- The ability to use clear, calm, and concise communication during critical incidents is key in a team environment.

GENERAL LAW ENFORCEMENT SKILLS

- A high level of proactivity and self-driven work to accomplish the mission.
- Maintain advanced knowledge of laws and Policies and Procedures that govern detentions, arrests, search procedures, use of force, etc.
- Conduct detailed Field Interviews and reports that will enhance investigative knowledge.

I have reviewed and discussed these expectations with my supervisor:

_____ (sign & date)

APPENDIX B

PERFORMANCE EXPECTATION STANDARDS FOR SERGEANTS

This document articulates the enhanced expectations of performance standards by the Sergeants within the Special Operations Unit. This document will be read and signed by all current and on-boarding Sergeants of the Special Operations Unit. This document will be kept in the Sergeants' Divisional Files until their services within the unit terminates.

All Personal Conduct Policies (9.0) and Sergeant Employee Performance Plan Standards are in effect. In addition, Sergeants assigned to SOU will display the following skills and attributes:

GENERAL JOB PERFORMANCE

- Willing to adjust schedule more often than not to achieve the mission of the unit – While we will not mandate Sergeants adjust their days off/hours last minute for any singular event, it is recognized that the nature of the work within this unit calls for last-minute, logistical changes to Sergeants' shifts/work hours. A Sergeant's ability and willingness to accept these changes allows the mission of the unit to be carried forward.
- SOU is a tactics-driven, team environment. SOU Sergeants will employ the highest level of officer safety, tactics, professionalism, and training afforded to them. Sergeants will routinely host training for their officers to enhance their tactical and investigative skills.

INTERPERSONAL SKILLS

- The ability to remain professional and calm in all circumstances – SOU is regularly exposed to tense and highly volatile situations with community members. All SOU Sergeants are expected to maintain a professional posture that sets the standard for other Sergeants. SOU Sergeants will proactively be present on stops, particularly where volatility is high.

SUPERVISION AND LEADERSHIP SKILLS

- Maintain advanced knowledge of laws and Policies and Procedures that govern detentions, arrests, search procedures, use of force, etc., and ensure officers do the same.
- The ability to confidently lead in volatile settings or during rapidly evolving critical incidents is key to the success of the unit.

MANAGEMENT

- The ability to direct intelligence-based policing using all available resources (investigative intelligence, Incident Logs, crime statistics, computer programs, etc.).

I have reviewed and discussed these expectations with my supervisor:

_____ (sign & date)