

City of San Diego Police Department



Prisoner Processing

The San Diego Police Department supports the fundamental right of all people to peaceably assemble and their right of free speech. At no time should a group or individual interpret this support of a constitutional right as permission to threaten violence, commit assaults or engage in criminal acts. In those cases, this Department will act swiftly and with resolve to protect human life, property and maintain peace.

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.

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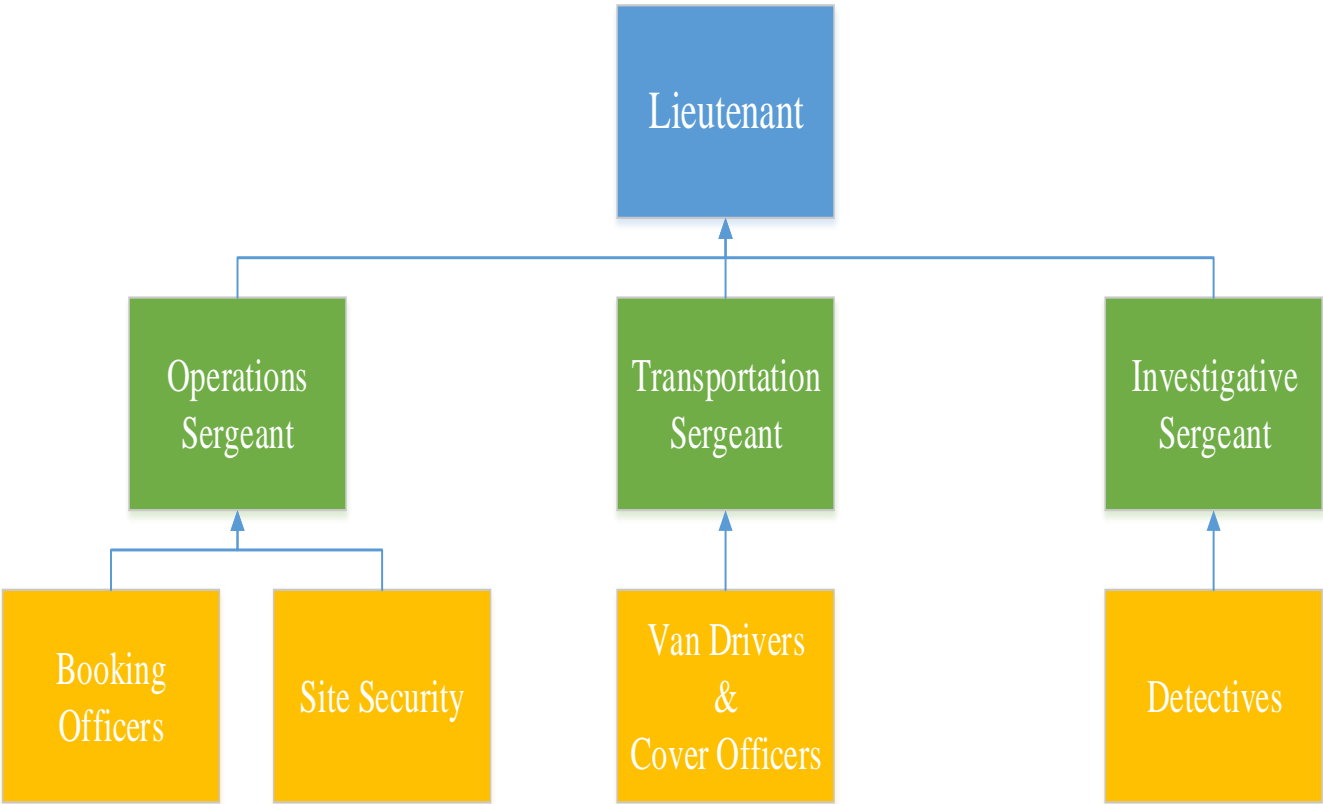
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This Prisoner Processing Operations Manual is intended to provide all personnel of the San Diego Police Department with information that is easy to retrieve and valuable in an event where mass arrests are anticipated. This guide is not a complete listing of all information or sources.

Mobile Field Force deployments are utilized, at the discretion of the Incident Commander, to assemble a set number of officers in an expedited, organized manner. During incidents of civil unrest or events where mass arrests are anticipated, the Prisoner Processing Unit can be activated to handle prisoner transport, booking process, and jail intake. When the Incident Commander deems the number of arrests to be a significant number, the San Diego Sheriff’s Mobile Booking Team can be activated to assist in stream lining the jail intake process.

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STAFFING



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ROLES AND RESPONSIBILITIES

Lieutenant

- Overall Commander of Prisoner Processing
- Liaison with Incident Commander and D.O.C.
- Liaison with SDSO Emergency Management for Sheriff's Mobile Booking Team
- Determine size and scope of Prisoner Processing in conjunction with Incident Commander of unlawful assembly

Operations Sergeant (Special Events)

- Supervise Booking Officers
- Supervise Site Security Officers
- Liaison with Emergency planning Unit and Logistics Unit
- Approve Probable Cause Declarations and Bookings
- Report Statistical Information

Transportation Sergeant

- Supervise Prisoner Van Drivers and Cover Officers
- Track Prisoner Van locations
- Ensure necessary paperwork was completed by arresting officers
- Liaison with Field Supervisors
- Handle any citizen complaints from arrestees
- Arrange transportation for arresting officers if needed

Investigative Sergeant

- Supervise Detectives
- Liaison with other law enforcement agencies
- Liaison with prosecuting agencies for successful prosecution
- Liaison with CIU/TMU for sharing of information

Site Security Officers

- Maintain situational awareness of surrounding area
- Protect perimeter of prisoner processing

Booking Officers

- Complete booking paperwork
- Complete property receipts
- Identify arrestees
- Criminal History checks
- Complete Arrest Log entry
- Capture statistical data

Prisoner Van Officers

- Respond to requests for prisoner transport
- Take photo of arrestee, arresting officer, and property
- Use permanent marker to write arresting officer ID number on flex cuff
- Have arresting officer complete probable cause declaration or arrange for arresting officer to meet at Prisoner Processing to complete necessary paperwork
- Complete Prisoner Processing Data Sheet
- Receive prisoner property
- Transport prisoner to Prisoner Processing
- Assist with requests for officer transports to and from protest locations

Detectives

- Act as Case Agent for crime cases and arrests
- Interview arrestees
- Liaison with prosecuting agency
- Interview officers injured during an attack
- Document injuries to officers and arrestees
- Obtain Bail Enhancements when warranted
- Process evidence and complete search warrants

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When anticipating mass arrests for a single incident, the SDSO Emergency Management Unit can be contacted to request the Sheriff’s Mobile Booking Team.

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DEMOBILIZATION

Once all prisoners have been transferred to SDSO custody,

Once all paperwork has been completed,

Once equipment has been returned to Logistics Unit and Special Event Operations,

After consulting with the Incident Commander, the Prisoner Processing Lieutenant can shut down Prisoner Processing.

All data captured regarding arrests will be sent to the Department Operations Center and/or Command Post prior to closing down Prisoner Processing.

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