



OPERATIONS MANUAL

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August 2024

MID-CITY OPERATIONS MANUAL

MISSION, GOALS, STRATEGIES, AND OUTCOMES

Mission

Maintain public safety by providing the highest quality police services to all communities.

Goals

- Prevent Officer injuries
- Reduce crime
- Promulgate community engagement

Strategies

- A. Officer safety and wellbeing will be achieved through command support and the Department Wellness Program
- B. Reduce crime through target focused enforcement and data driven policing
- C. Promote good relations with the community through the formation and maintenance of community partnerships

Outcomes

- A. Officers actively engaged in problem-solving partnerships with the community
- B. Reduce overall criminal activities

DIVISION CAPTAIN

The duties and responsibilities of the division Captain shall include the following:

- A. Establish operations policies and goals for the division. Provide services that meet community needs. Implement the department's vision, value and mission, and the philosophy and goals of Neighborhood Policing.
- B. Ensure problem solving is a matter of daily routine and practice in patrol and investigations.
- C. Promote and assure good relations between division personnel and all elements of the community,
- D. Ensure appropriate participation of division personnel in community crime prevention activities.
- E. Hold meetings with service area lieutenants to assure consistency in police activities among the service areas.
- F. Supervise the work of the service area lieutenants and the staff. Evaluate their performance and oversee their career development.
- G. Maintain direct contacts with community leaders and city council representatives and aides.
- H. Encourage the recruitment and expand use of VIP (Volunteers in Policing), including RSVP (Retired Senior Volunteer Patrol) in the division.
- I. Review periodically the definitions of individual communities and configurations of service areas and make recommendations for adjustments and changes to enhance the division's ability to provide police service that are tailored to community needs.
- J. Maintain a list of FTO candidates and training officers on inactive status.
- K. Make recommendations to appoint or remove training officers from the FTO Program.
- L. Provide feedback and assist FTO sergeants as needed.
- M. Function as liaison with the FTO Administration.
- N. Ensure that a service area representative attends pertinent community and inter-division meetings.

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- O. Ensure that professional standards are met and maintained concerning the operations of the RSVP.
- P. Attend significant events pertaining to the RSVP (e.g. academy orientations and graduations).
- Q. Interact with community members in a problem-solving partnership.

SERVICE AREA LIEUTENANT

It shall be the service area lieutenant's responsibility to:

- A. Assume the duties and responsibilities of the commanding officer during his or her absence or non-availability.
- B. Direct investigative and clerical personnel: supervise detective sergeant and staff sergeant (this position has been suspended indefinitely).
- C. Represent the division at meetings of the Investigative Coordinating Group. Assure compliance with investigations manual procedures.
- D. Assess division needs, prepare supporting documentation and submit (via captain) annual budget request(s) to fiscal management for consideration and approval. The service area lieutenant is also responsible for monitoring expenditures and informing the captain of spending trends that jeopardize the division's budgetary integrity.
- E. Maintain liaison with community and media representatives (release appropriate crime statistics and case information).
- F. Prepare required, reports for commanding officer's signature and disseminate as required.
- G. Perform other unspecified duties as may be assigned by the commanding officer.
- H. Direct and provide necessary supervision of service area patrol operations.
- I. Prepare and implement scheduling of all patrol officers, agents, community service officers and supervisors within the Service Area.
- J. Review and conduct assigned inspections and submit appropriate reports by the 10th of the month.
- K. Ensure positive interaction between the investigators and assigned patrol personnel.
- L. Assume control and direct critical incidents.

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- M. Monitor and review activities of the FTO Program.
- N. Review trainee daily and biweekly evaluations.
- O. Coordinate training and evaluation processes to ensure compliance with FTO Administration mandates.
- P. Review trainee disciplinary packages.
- Q. Maintain a list of FTO candidates and training officers on inactive status.
- R. Make recommendations to appoint or remove training officers from the FTO Program.
- S. Provide feedback and assist FTO sergeants as needed.
- T. Function as liaison with the FTO Administration.
- U. Ensure that a service area representative attends pertinent community and inter-division meetings.
- V. Ensure that professional standards are met and maintained concerning the operations of the RSVP.
- W. Attend significant events pertaining to the RSVP (e.g. academy orientations and graduations).
- X. Interact with community members in a problem-solving partnership.
- Y. Supervise the RSVP and Volunteer program.

PATROL SERGEANT

It shall be the responsibility of the patrol sergeant to:

- A. Direct, supervise and evaluate the activities of officers, agents, reserves and community service officers assigned to their respective squads.
- B. Prepare daily work schedules.
- C. Disseminate relevant information and facilitate discussion of area crime, suspects and community concerns.
- D. Review and approve written reports.

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- E. Conduct assigned inspections and submit appropriated reports.
- F. Conduct investigations involving police personnel and services, prepare appropriate reports, make disciplinary recommendations and submit required documentation.
- G. Evaluate in-service training needs, conduct appropriate instruction and or schedule training classes and seminars.
- H. Assume control and direct critical incidents (limited duration with potential for property damage, injury or which require a command post).
- I. Perform unspecified duties as may be assigned by their lieutenant or captain.
- J. Line up Duties
 - 1. Ascertain that line-up room is left in a neat and clean condition.
 - 2. Ensure minimum staffing requirements are satisfied.
- K. Late Reports Duties
 - 1. Ensure out-going personnel are accounted for at the end of shift.
 - 2. Proofread and approve all reports.
 - 3. Ensure that report room and other areas used by out-going squad are left in a neat and clean condition.
 - 4. Monitor and approve the use of overtime.
 - 5. Ensure all out-going personnel properly sign-in and account for all equipment.
- L. It is the responsibility of the patrol sergeant to conduct monthly inspections. By the 25th day of each month, electronic inspections must be completed and submitted to your lieutenant. Additionally, an inventory of equipment assigned to supervisor vehicles will be completed monthly.
- M. Sergeants are responsible for reviewing the ONE SD Payroll System for accuracy and completeness, making sure all leave time is properly documented, a leave slip has been submitted, and all overtime slips are complete. The sergeant will approve each employee's timecard in ONE SD by 2400 hours on the last day of the pay period.

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- N. Sergeants will ensure that broken equipment is brought to the attention of the Service Area Lieutenant and arrangements are made for repair.

INVESTIGATIONS SERGEANT

It shall be the responsibility of the investigation's supervisor to:

- A. Receive, evaluate and assign the activities of service area investigative personnel.
- B. Disseminate relevant information and facilitate discussion of area crime, suspects and community concerns.
- C. Monitor the progress of service area arrests and criminal investigations.
- D. Supervise assigned investigators and the investigative aide (PISO).
- E. Provide investigative liaison with units assigned to Special Operations and investigative units of other area stations.
- F. Maintain interaction between patrol officers and investigations.
- G. Attend patrol line-ups on a regular basis.
- H. Attend community meetings as directed by the service area lieutenant.
- I. Perform unspecified duties as may be assigned by the commanding officer or service area lieutenant.
- J. Mid-City Investigations will establish a list of detectives available for call out. The detective sergeants are responsible for maintaining the list.
- K. It is the responsibility of the detective sergeant to conduct monthly inspections. By the 10th of each month the form needs to be completed and given to the lieutenant.

DETECTIVES

General Work Rules

- A. Detectives work the four (4) ten (10) schedule
- B. Detectives will not work scheduled holidays without the prior approval of their supervisors. Variations in work schedules will be allowed at the discretion of the Service Area Lieutenant taking into account the needs of the detective and the interests of the command.
- C. Detectives assigned to Mid-City will display a professional business-like appearance during their work assignment. T-shirts will not be worn on

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- days when casual attire is authorized. Detectives must receive approval from their sergeant in advance if their duties require jeans and other casual clothing.
- D. Detectives will maintain their workspace in a clean and orderly fashion.
 - E. Detectives will monitor the patrol frequency while working in the office and while conducting their follow up investigations. Detectives will respond promptly to patrol officer's requests for assistance on investigative matters.
 - F. Detectives are subject to assignments in patrol when staffing is limited and will maintain a full police uniform at the station. Detectives will have the equipment necessary to assume patrol duties in case they are assigned to the field.
 - G. Detectives are expected to reach a disposition on their assigned criminal investigations within 30 days. If a delay in reaching a disposition is anticipated, detectives will advise their sergeant who may authorize a reasonable time extension.
 - H. Detectives will contact victims as soon as practical upon receipt of the crime case. If a delay of more than three days is anticipated, the detective will notify their detective sergeant of the delay.
 - I. Detectives will make personal contact with property crime victims whenever practical. Attempts to contact crime victims will be documented in the Investigator's Follow-up Report.
 - J. Detectives will make a reasonable attempt to locate crime victims and witnesses. All attempts will be documented on the "Investigator's Follow Up" form. Crime cases will not be cancelled merely because a victim cannot be located. If a victim declines prosecution, the reason must be fully documented. The detective sergeant will review the victim's statements and determine if the case should be cancelled or forwarded to the prosecutor for review.
 - K. In violent crime cases, detectives will interview the victims in person unless it is impractical to do so. Detectives will document the extent of the victim's injuries by photograph or other reliable means. Detectives will interview all known witnesses to the incident in person if practical.
 - L. Detectives will avoid interviewing suspects by telephone. An attempt will be made to interview all suspects held in custody, unless the suspects have invoked their right to an attorney. In cases where suspects do not speak English,

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detectives will make every reasonable effort to have a qualified translator present during the interview.

- M. On call status will commence on Tuesday at 0700 hours and end the following Tuesday at 0700 hours. Detectives on call will be available to respond within a reasonable time (normally within the hour). When called out, detectives will be responsible for coordinating the interviews of crime victims, suspects, and witnesses. Detectives will ensure the proper disposition of evidence and assist with crime scene management. If additional detectives are needed to assist in the investigations, the on-call detective will notify the on-call detective sergeant.

POLICE OFFICER III

The goal of the Police Officer III program is to provide a classification within the uniformed Patrol and Traffic Division for tenured officers with demonstrable knowledge and skills. They are also to be used as a resource to supervisors and officers, and to provide information and training in such areas as policy, criminal or traffic law, crime scene investigation, evidence collection and crime prevention.

It shall be the responsibility of a Police Officer III to:

- A. Respond to serious and complex field problems.
- B. Take a leadership role at critical incidents and ensures the safety of other officers.
- C. Provide guidance and training to other officers in identifying and proposing solutions to crime trends, suspect behaviors and preliminary investigative techniques.
- D. Provide technical expertise to other officers in crime analysis.
- E. Write after action reports at the conclusion of emergency responses.

FIELD EVIDENCE TECHNICIAN

It shall be the responsibilities of the Field Evidence Technician (FET) to:

- A. FETs are responsible for regular patrol duties and will be assigned a beat. They must be flexible to respond to crime scenes, in or out of their service area, when extensive evidence collection or advanced investigative techniques are required.
- B. FETs receive extensive training in the use of the evidence kit and one of the primary duties is the collection and preservation of evidence at complicated or serious crime scenes, or any other scenes that require their expertise and skills. FETs maintain the evidence kit, and provide assistance and training to other

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officers in the proper methods of collecting and preserving evidence at crime scenes.

- C. FETs may be asked to provide in-service training on assigned topics. Training may be for the entire squad or individual officers.
- D. Active FETs will use an evidence unit, if assigned. If not available on an assigned day, the FET will arrange for another FET to take his or her place. The Division's FET Sergeant will assign days of responsibility and evidence vehicles to be used. FETs will maintain their vehicle in a ready status at all times, equipped with all the necessary equipment and supplies. FETs will restock any supplies used during their shift and report damaged equipment to the division FET Sergeant for replacement or repair.

PATROL OFFICERS

It shall be the responsibility of a patrol officer to:

- A. Locate and address crime and disorder problems.
- B. Engage the community in a problem-solving effort.
- C. Develop and maintain partnerships with the community for problem identification and solving.
- D. Keep sergeant informed of incident progress, difficulties, and incidents where media is on scene, and ask for help if needed.
- E. Respond to calls for service without unnecessary delay.
- F. Attend and participate in community meetings, especially when the problems are of concerned with to the service area (coordinate with sergeant). Report back to sergeant on discussions and actions taken at community meetings, especially if division resources are involved.
- G. All reports should be completed at the scene or as soon as practical thereafter. Reports should be approved by a supervisor in the field at 10-17s to allow time for corrections and eliminate the need for officers to remain after the end of the shift.
- H. Officers are responsible for getting their reports approved. All reports will be completed before the end of shift; reports will not be held over unless pre-approved by a supervisor.
- I. Perform such duties as may be assigned by a sergeant or superior.

FRONT COUNTER OFFICER

The front counter position is under the supervision of the JST Detective Sergeant and is to be regularly staffed with a full duty police officer. Hours of operation are 0800 to 1600, Monday through Thursday, holidays excluded. Duties and responsibilities include:

- A. Provide station security by issuing and retrieving visitor passes.
- B. Answer incoming telephone calls.
- C. Assist walk-in traffic by taking reports and dissemination of information.
- D. Complete Citizen's Request Forms and forward to Community Relations Officers.
- E. Lock gate surrounding front desk and close window blinds. The front door is on an automatic timer set to lock at 1600 hours, officers should check to make sure the door is locked before securing for the shift.
- F. Perform other unspecified duties and functions as required.

COMMUNITY RELATIONS / LIAISON OFFICER

Community Relations Officers (CRO/CLO) will provide service to individuals and Department members by developing partnerships to educate the community and department on effective ways to prevent, reduce, or eliminate neighborhood problems.

The Community Relations Officer reports directly to the service area lieutenant and is responsible for the following:

- A. Explain the laws, Police Department policies, procedures, and department sponsored programs.
- B. Refer people to other agencies as necessary.
- C. Provide liaison between victims of crimes and other Police Department units.
- D. Provide information on city, county, state, and federal employment.
- E. Provide information on city, county, state and federal agencies.
- F. Offer assistance and referrals to community members.

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- G. Process Administrative Citations.
- H. Copy Neighborhood Watch paperwork for Block Captains.
- I. Give speeches on a variety of topics including, personal protections, home security, stranger danger, and babysitting.
- J. Conduct home and business security checks.
- K. Sign off equipment violation citation.
- L. Organize, administer, and coordinate Neighborhood Watch.

Community Relations Officers will promote good relations with the community through the information and maintenance of community groups, individual citizen contacts and by representing the Department at all times in a professional manner.

POLICE INVESTIGATIVE SERVICE OFFICER (PISO)

Mid-City Division currently utilizes a dual patrol and investigative PISOs depending on the needs of the command. The PISOs report to a service area Detective Sergeant. The roles of the investigative PISO require the coordination and responsibilities of the NRC desk (See NRC desk responsibilities for further).

POLICE INVESTIGATIVE SERVICE OFFICER I (patrol) performs the more routine community service and non-hazardous police functions. Responds to requests for non-hazardous police services. Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are not immediately known. Conducts searches for lost children and evidence. Checks reports of health and safety hazards in the community. Protects crime scenes from bystanders. Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel. Investigates minor traffic collisions and assists at vehicle accident scenes. Reports observed crimes in progress that require immediate police attention. Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies. Conducts security checks of residences and businesses, and issues parking citations.

POLICE INVESTIGATIVE SERVICE OFFICER II (patrol) Duties and Responsibilities A Police Service Officer II performs the more complex community service and non-hazardous police functions. Processes and lifts latent prints at designated "cold crime scenes". Identifies, processes, collects crime scene evidence and protect crime scenes from bystanders. Investigates and reports vandalism, grand theft, and annoying or threatening phone calls. Investigates and reports certain residential and commercial burglaries and crimes against property. Investigates assigned non-injury vehicle accidents with fault determination and field reporting. Prepares missing adult, hit-and-run and other similar reports. Responds to requests for non-hazardous police services. Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are

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not immediately known. Makes searches for lost children and evidence. Checks reports of health and safety hazards in the community. Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel. Investigates minor traffic collision, assists at vehicle accident scenes and issues parking citations. Reports observed crimes in progress that require immediate police attention. Provides information to the public regarding community alert programs, crime prevention programs, and referral information to the appropriate social service agencies. Conducts security checks of residences and businesses. May assist in the training of new employees.

NRC OFFICER DUTIES

Updated 08/10/2022

WORK FLOW

Responsible for going through all the arrest, cites and warrants sent through NetRMS workflow

MISDEMEANOR ARRESTS

Responsible for misdemeanor arrests. Check with SDLaw for arraignment date/time. Review the arrest report and supporting documents, run and review RI01 and Rap Sheet, and place arrest in the City Attorney electronic GSuite.

CITATIONS

Responsible for review of all misdemeanor citations. This includes insuring supporting documents, such as crime reports, ARJIS9's, DMV printouts, property tags and correction notices are attached to the citation, if appropriate.

NOTIFY WARRANTS

If reports are not submitted by the due date and suspect is released, Notify Warrant must be completed. On felony arrests that were not submitted by the due date give to Service Area Investigative Sergeant. An Investigator will be assigned to complete a Warrant Arrest.

DISCREPANCY REPORT

Responsible to check reports for accuracy and if supporting documents were properly submitted and attached to the related crime or arrest report. If supporting reports or other discrepancies are discovered, notify the officer or Investigative Sergeant. In urgent cases, notify the Investigative Sergeant.

CASE DISPOSITION

Responsible for the disposition of all assigned cases in NetRMS.

PROPERTY TAGS

Point Of Contact for property tags of Mid-City detectives/officers no longer on the department. Dispo property tags, as needed.

RETURN PHONE CALLS

Call to victims inquiring about their cases.

GREEN SHEETS/EXCEPTIONALIZED FOLDER IN G SUITE

Complete DOT report on green sheeted/exceptionalized arrests to update OFFENDER tab to 849.5PC

VICTIM LETTER

Send letter (email or mail) to victims of crimes where no follow up will be conducted by a detective (see NRC bucket in NetRMS)

COURT RUN/SUPPLY RUN

Deliver DA packages to court daily, as needed. Pick up/drop off supplies at HQ, as needed.

PAYROLL CLERK PROCEDURES

Timecards

The Division's Payroll Clerk's primary responsibility is to ensure that employees work hours are correctly documented, specialized pay is identified and documented, and overtime is properly documented. The Division's Payroll Clerk must process payroll in compliance with City & Department rules and regulations, ensuring employees receive the compensation to which they are entitled and expeditious processing of payroll.

The employee is ultimately responsible for his/her timecard. He/she must ensure that all work hours, leave time, and overtime are documented in the ONESD system. The employee will complete his/her timecard and submit it electronically to his/her sergeant.

Master Schedules

The Master Schedule is intended as a permanent, accurate, and easy to read record of the Division's assignments. The information is needed to prepare staffing, shift change, investigations, payroll, etc. Information for the Master Schedule is located in a database in the LAN computer system. The only personnel permitted access to the database is the clerical staff and lieutenants. The payroll clerk will update the database weekly, using any information obtained from supervisors, the Academy, etc. Necessary copies and notations will be placed in the "Master Schedule Book" for the following week.

Maintenance and upkeep of various division equipment, e.g., computers, phones, voice mail, copiers, etc. justify equipment replacement. Coordinate with various City and Department units and/or private agencies to ensure maintenance, repairs and/or replacement of equipment.

NOTIFICATION OF PERSONNEL

- A. Field supervisors should notify the affected Service Area Lieutenant as soon as possible for the following:
 1. Officer involved shootings
 2. Officer injury that requires hospitalization

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3. Internal Affairs callouts
 4. Code 10/11
 5. Chief Officer at scene
 6. High Profile Victim or Crime
 7. Stranger Sex crimes or Kidnappings
 8. Officers involved in Off-Duty incidents
 9. Call out of Investigative Personnel
 10. Significant crimes/incidents (homicides, shootings, media events, etc.)
- B. Field supervisors should leave an email or text message for the affected Service Area Lieutenant for the following:
1. Police Equipment accidents
 2. Officer injuries that will place the officer on light duty/industrial leave
 3. 11-80 fatal
 4. Pursuits and any related crashes that result in injury (officer and/or suspect)
 5. Hate Crimes
 6. Less lethal deployments
 7. Arson
 8. Complaints
 9. Hospitalizations of officers even if not work related
 10. All Incident log entries
- C. Significant personnel issues, whether work-related or personal, should be evaluated on a case-by case basis. If the field supervisor believes the issue requires immediate command staff notifications, don't hesitate to call the affected Service Area Lieutenant.
- D. Prior to securing, Field supervisors need to ensure Incident Log entries are emailed to the Command Staff.
- E. The well-being of our employees remains the highest priority. Continue to keep the Captain informed of births, injuries and illnesses affecting employees and their families.

INVESTIGATIVE CALLOUT PROCEDURES

Mid-City investigators are "on-call" on a rotating basis and are subject to call-out should an investigative supervisor agree that the investigator's expertise would be beneficial to the investigation. Sergeants, Detectives, and Acting Detectives will be available, generally once a month, as scheduled for call back.

If a call-out of the duty detective is needed, prior approval shall be obtained from the on-call Detective Sergeant. The area lieutenant will be notified of the call-out.

Weekend and After-Hours Detective

A Detective Sergeant will designate an on-call detective. Responsibility will begin Tuesday at 0700 hours and extend to the following Tuesday at 0700 hours (one-week rotation). Call-back policy will be observed and in the event a detective is required, the on-call Detective Sergeant will dispatch the duty detective.

Use of Cell Phones

Mid-City personnel who have been issued cell phones shall use them in the following manner:

- A. Keep cell phones fully charged.
- B. Keep cell phones turned on while commuting to and from work.
- C. During normal working hours, carry cell phones and monitor for messages.
- D. When on call-back status, carry cell phones and monitor when away from home telephone.

INVESTIGATIVE FUNDS

Overview

Mid-City Investigation does not always carry a balance, but from time-to-time, investigative funds are needed for special operations. If there are any investigative funds, the cash will be kept in a combination lock safe located in the 810's service area Lieutenant's Office. Investigative Funds exist to defray costs incurred during an investigation that are not specifically covered by the Police Department budget or other special funds. The funds are used as follows:

- A. Funds are generally used to:
 - Pay informants.
 - Pay for contraband.
 - Pay for miscellaneous expenditures necessary to facilitate an investigation, including expenses incurred while meeting with informants and citizen sources in public and private locations.
 - Pay for miscellaneous expenses incurred while meeting with law enforcement organizations and groups necessary to facilitate exchange of information relating to criminal activities.
- B. Investigative funds will not be:
 - Mixed with personal money.
 - Used for any other case expense.
 - Used for any other purpose than those listed above.

Access

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The Executive Assistant Chief is responsible for administering the Investigative Funds. The Captain of Investigations I is responsible for disbursing the funds to unit commanders or designee. The 810's Lieutenant will have access to the combination lock safe and account for the distribution of funds to Investigations.

Payment/Expenditure Authorization

An investigator must obtain prior authorization from a supervisor for any expenditure in excess of \$25.00. Investigators must seek prior approval for any expenditure that can potentially be viewed as questionable.

- Sergeants may approve single expenditures up to \$200.00.
- Lieutenants may approve single expenditures up to \$500.00.
- Captains must approve all expenditures over \$500.00.

The Executive Assistant Chief should be consulted if there is any doubt about the appropriateness of the amount, nature, or justification for expenditures.

Record Keeping/Expense Sheets

The Investigative Team Sergeant having access to investigative funds will maintain monthly Investigative Funds Expense Sheets. Investigators/Officers who have drawn Investigative Funds will submit expense sheets for months in which funds have been received and/or expended, or in which they have a balance brought forward. They will continue to submit monthly expense sheets until all funds received have either been expended or returned.

Documenting Expenditures

All Investigative Fund transfers must be documented on both the expense sheet of the person disbursing the money and the expense sheet of the person receiving the money. This includes funds that are received and returned the same day. Each entry on the expense sheet must include an explanation of the transaction. The "Reason for Transaction" space should include the purpose of the expenditure, the applicable case number, booking number, or case name.

Receipts

Receipts are required for all Investigative Fund expenditures. This includes any gasoline charges, investigative purchases, payments to informants, or related expenses. All receipts must include the investigator's name, identification number, description of purchase and the applicable case number. The receipts are to be attached to the investigator's monthly Investigative Fund Expense Sheet.

Processing Expense Sheets

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Investigators authorized to use Investigative Funds will submit monthly Investigative Fund Expense Sheets to their sergeants at the end of each month. Sergeants will check expense sheets for accuracy to determine if the expenditures were appropriate and ensure the expenses are properly documented. After approval, sergeants will forward expense sheets to the Unit Lieutenant.

The Lieutenant will review the expense sheets for accuracy and maintain a unit file to retain past expense sheets. The unit's monthly Investigative Funds Expense Sheets must remain on file for three years and are maintained in the Unit Lieutenant's Office. The unit commander is responsible for distributing money to the personnel in his or her unit. He or she will maintain an Investigative Funds Expense Sheet and record every transaction involving the transfer of money. Every month, the unit commander will forward the expense sheet to the appropriate captain for review. Once approved, the unit commander's expense sheet will be filed with the unit's past expense sheets. A copy of the unit commander's expense sheet will be forwarded to the Captain by the tenth of each month. They will retain all Investigative Funds master records for three years.

Informant Payments

An informant Payment Voucher (Form PD-536) will be completed for all informants who receive funds regardless of the amount paid. Payments to informants will be made only by the managing investigator and will be witnessed by one additional investigator. Informants will sign a receipt at the time of payment using their true name. The white original is to be placed in the active informant's file. The yellow copy will be attached to the monthly Investigative Funds Expense Sheet. No copies of the voucher will ever be made.

Lost Investigative Funds

All lost Investigative Funds must be documented. The investigator in charge of the money lost during an investigative operation will complete a "Lost Investigative Funds Report." Investigators who lose their Investigative Funds will immediately notify their supervisor and prepare a formal lost property report. These reports are to be reviewed and signed by the investigator's supervisor and unit commander. After review, a copy of the report will be attached to the investigator's monthly Investigative Funds Expense Sheet.

Accounting Systems

Occasionally, units have a need to develop specific accounting systems to document purchases and expenditures during undercover operations. When such accounting systems are used, unit supervisors will be solely responsible for making entries to the new account and maintaining accurate records. Unit commanders will periodically review these records to ensure they are accurate and complete.

MID-CITY DIVISION MORALE (COFFEE) FUND

The Mid-City Division morale fund was established for the benefit of all sworn

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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 Mid-City Division personnel. Under no circumstances is the Mid-City 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 830's Lieutenant. The remainder of the committee is made up of an office support specialist, a detective sergeant and two CRO's. A CRO will maintain the Morale Fund checkbook and have signature authority. 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

JUVENILE SERVICES TEAM (JST)

The Juvenile Service Team (JST) consists of a Detective Sergeant, one Juvenile Investigator, and two Juvenile Service Officers. The Juvenile Service Team has the responsibility for juvenile related follow-ups, 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 City, County, and State organizations that deal with juvenile crime and programs that affect youths.

JUVENILE SERVICE DETECTIVE SERGEANT

The Juvenile Service Team Sergeant is a Detective position that supervises a uniformed component that handles school and juvenile related crime problems within Mid-City

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The Sergeant works with the other service area Sergeants to assure that arrest, crime cases and other investigations are assigned and canceled appropriately. This includes the proper handling of run-away's, diversion programs, crime cases and arrests.

The JST Sergeant is also responsible for monitoring 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 caused by juveniles

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

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

The Sergeant or designee will meet once a month with the Juvenile Administration staff to review Department-wide programs. The Sergeant will also prepare a monthly recap of the team's activity. This recap is currently in an Access file located on the LAN system.

JUVENILE SERVICE TEAM DETECTIVES

Juvenile Detectives report directly to the JST Sergeant. Juvenile detectives evaluate crimes committed by juvenile offenders. Detectives work with the patrol officers to better address juvenile related crimes in the different service areas.

Juvenile Detectives verify all juvenile crimes assigned for follow-up investigation. They process all juvenile arrest cases by interviewing victims, witnesses, and suspects in crimes involving juveniles. Detectives conduct computer follow-ups on crimes involving juveniles and prepare cases for prosecution.

Detectives maintain liaison with other agencies and juvenile units throughout the city and County. They work closely with Juvenile Service Officer's assigned to the Juvenile Services Team (JST). Detectives attend School Attendance Review Board, (S.A.R.B.) meetings for the school districts.

JUVENILE SERVICE OFFICER

School Safety Program

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

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function by handling juvenile related issues such as:

- Liaison with primary and secondary schools
- Daytime loitering issues
- Truancy issues
- Teaching SSP
- Working with Probation on juveniles who are identified as at risk
- Resource to Detectives
- Work traffic related problems around schools

When staffing permits, the JST Officers teach the students the current Elementary School Safety Program curriculum, (ESSP). The JST Officer maintains a liaison with the school administrators and teachers and provides information to the staff, students, and parents concerning firearm safety, drug abuse, pedestrian safety, bicycle safety, gangs, treating people fairly, and internet safety.

The JST Officer administers the School Safety Patrol Program, (SSP) and trains the participants at the participating elementary schools. The officer meets with their school patrols and the on-site coordinator weekly, to review the safety of the program and provide updates.

The JST Officers enforces the law on and around Elementary schools, Middle Schools and High School campuses. The officer acts as a liaison to the school administration and staff on a daily basis. JST Officers investigate crimes, apprehend truants, arrest daytime loiterers and conduct field interviews of school-aged youth.

BIKE 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 Bike Team consists of a sergeant and six officers. They work at the direction of the 810's Lieutenant. Their hours of operation are 1700 to 0300 Wednesday through Saturday. 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 athletic shoes. **NOTE: This unit has been suspended indefinitely due to budget constraints.**

Duties and Responsibilities

- A. Exercise teamwork as demonstrated by a strong commitment to the safety and welfare of fellow officers at all times.

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- B. Patrol on bicycle with specific emphasis on the North Park area.
- C. Develop community partnerships and enlist assistance in problem solving
- D. Respond to incidents in the North Park area that involve problems with:
 - 1. Traffic
 - 2. Pedicabs
 - 3. Street entertainers
 - 4. Illegal street vendors
 - 5. Public intoxication
 - 6. Pedestrian traffic
 - 7. Disorderly behavior with nightclub patrons
 - 8. Transients
 - 9. Operation of valet services
 - 10. Holiday and special event crowd problems.
- E. Reactive and proactive enforcement on known crime areas to deter and prevent criminal activity.
- F. Attend community meeting/forums in the assigned area.
- A. Respond to radio calls and submit related written reports.
- B. Maintain an effective working relationship with beat officers assigned to area.
- C. Be an ambassador for the City, willingly assisting visitors.
- J. Unless other arrangements have been made, end your shift and secure with the rest of the team and with the permission of your supervisor.
- K. Staff protest and other planned demonstrations.

VOLUNTEERS IN POLICING (V.I.P.'S)

Volunteers in Policing (VIP) can be found throughout the department. VIPs assist with investigations, computer entry and research, evidence, property, telephone, etc. VIPs who work in the storefront/satellites handle citizen inquiries on topics like crime prevention and advise victims on crimes and how to report them.

Volunteers receive a two-part orientation before they actually begin their work. The first part is a general orientation of a department overview. The second part is more specific orientation at their assigned workplace.

Job descriptions for VIPs at Mid-City Division may include the following:

- A. Assist with administrative duties.
- B. Clerical aide at area stations, storefront, and satellite offices.
- C. Computer research
- D. Assist detectives
- E. If trained, sign off equipment violation citations.

Volunteers are representative of the San Diego Police Department and adhere to the same policies and procedures as paid employees of the department.

RETIRED SENIOR VOLUNTEER PATROL (RSVP)

The purpose of the RSVP is to provide uniformed, non-enforcement service within specific geographic boundaries. RSVPs will report to the RSVP Coordinator, a sergeant or equivalent, and monitor by a service area lieutenant.

The responsibilities of the RSVP shall include but not limited to:

Vacation House Checks

The requesting party must live in the city of San Diego. The home cannot be up for sale. The requesting party must be gone for more than 5 days, but less than 90 days.

YANA (You Are Not Alone)

RSVP check on bed ridden/shut in citizens who cannot get out.

Deficiency Reports

RSVP members report potholes, missing street signs, streetlights, and traffic signals in need of repair to the appropriate city agency.

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Citizen Contacts

RSVP members answer public inquiries about RSVP and promote the RSVP program.

Abandoned Vehicles

RSVP mark abandoned vehicles for 72-hour violations.

- A. Specially trained RSVP members provide traffic control/direction under the supervision of a sworn officer.
- B. Assist volunteers with duties at Storefront.
- C. Write Handicap Citations.
- D. Assist patrol units locating missing children.
- E. Deliver Payroll and District Attorney packages.

Commanding Officers may want to expand these duties depending on the area. If additions to the basic task list are desired, the area captain should contact the Volunteer Services Coordinator with their proposal. The Volunteer Service Coordinator will assess their request in terms of legality and liability issues, and conformance with Department Policies and Procedures.

GENERAL RULES

All rules, regulations, procedures, and policies of the department will be observed regardless of the officer's work assignment.

Work Hours

Officers will work hours assigned by their command. A 40-hour work week will be normal, although some overtime may be required.

Overtime

Overtime will be authorized only when necessary. A supervisor must approve all overtime in accordance with FLSA rules. Overtime slips will be made out at the time of the overtime is earned. Department Procedure 1.20 will strictly be followed.

Appearance

Officers will wear clothing appropriate to their assignment. Attire must be neat, clean and in good repair. Officers will maintain grooming standards in compliance with Department Procedure 1.28. Beards are not authorized, except as prescribed by a medical physician.

New or Departing Employees (Pending Review)

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New Employees:

- A. When an employee is transferred to the division, the Service Area Lieutenant will be notified immediately. The sergeant or clerical personnel will generate a New Officers Orientation checklist, which includes the New Employee Information Form. All forms will be forwarded to the new employee's sergeant for completion.
- B. The Service Area Lieutenant will assign an officer to issue the new employee all necessary keys, verify locker assignment.
- C. The New Employee Information form will be completed within 3 days and given to the Service Area Lieutenant.
- D. An updated Emergency Notification form will be completed and forwarded to the employee's division file.
- E. The Service Area Lieutenant will file the completed Orientation Checklist in the New Employee's division file.

Departing Employees

- A. Information regarding a departing employee shall be forwarded to the Service Area Lieutenant. Their sergeant will generate a Departing Employee Checklist. Both the Sergeant and the Service Area Lieutenant will complete this form.
- B. Their sergeant will ensure all issued equipment is returned and note the dates. The Service Area Lieutenant will note the date the employee's locker was cleared and the red book reviewed and if necessary, modified.
- C. The Service Area Lieutenant will file the Departing Employee Checklist, upon completion.

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TABLETS

Mid-City Division currently has 70 labeled tablets available for daily use. The tablets are labeled with a number and a MC logo. There are two docking carts located in the division.

Both carts are located in the patrol lineup room. Officers will take a tablet for use during the shift and return it to the cart at EOS. Line-up Sergeants will be responsible for recording the tablet number next to the call sign of the officer on the roster.

Overtime Officers and FTOs will take a tablet for use during the shift and return it to the cart at EOS. Officers will use the accountability log on top of the cart to record the tablet number chosen. There are extra keyboards located in the Sergeant cabinet for use if needed. A Sergeant is required to sign out a keyboard.

A Detective Sergeant at the division maintains a master list of the serial numbers attached to each numbered tablet.

Use of Police Vehicles

Vehicles will be used for official business only. Use of vehicles for personal business or pleasure is expressly prohibited. A supervisor must approve use of undercover or pastel vehicles.

Only second watch and C squad personnel shall use police equipment with a “2” on the trunk.

Use of Special Equipment

All special equipment (radio, binoculars, etc.) must be checked out and inspected prior to use.

Time Off / Vacation Policy

- A. All entries made in violation of this policy are not valid and will not be honored.
- B. Policies listed herein are to be followed by all personnel. Making entries without authorization or not in accordance with existing policy will result in discipline.
- C. Officers requesting leave will do so in accordance with the current Memorandum of Understanding, Policy, and Procedures.
- D. Only sergeants and above may approve requests. Entries can be made by the officer, but the approval must come from a sergeant or above.
- E. Approval for any time off must be obtained from the officer’s assigned sergeant. In the event of the sergeant’s absence, officers may obtain approval only from a sergeant within their same watch or lieutenant. Lieutenant’s cell numbers are available in CAD. Other watch sergeants are prohibited from approving time-off for an officer not from their watch.

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- F. All requests for leave must be accompanied with a Leave of Absence Request form. No approval or entry shall be made until after the supervisor signs the Leave of Absence Request form. Supervisor's approving the form will immediately forward it to the payroll clerk. This form may not be altered or changed after submission. If T.O (Compensation Time) time was used it may not be changed to vacation time or vice-versa.
- G. Officers submitting leave requests must have sufficient accrued time on the books. Officers may not take earned time off from the current pay period. If it is discovered an officer does not have sufficient time on the books to cover the request, the approval for the time off shall be revoked and the space made available to other officers.
- H. Officers shall notify their supervisor immediately of any required or optional absence such as SWAT training, ROT, POST school, 11-86 assignments, annual leave, TO's, industrial leave, injuries, military leave, sick, etc. All these absences count towards recommended staffing levels.
- I. Sergeant requests for leave are valid when a lieutenant makes and signs the entry. A verbal request or approval is not valid.
- J. Generally, entries are on a first come, first served basis. If an officer makes a request but did not have the leave form completed, and another officer with a completed form makes a request with a different sergeant at the same time, the second officer would get the last slot. Recommended staffing levels will be maintained. ALL REQUESTS FOR VACATION TIME ARE CONSIDERED TENTATIVE and may be cancelled at any time at the command's discretion (or in accordance with current M.O.U.). However, regular scheduled annual vacations of 40 hours or more will remain protected. Schools and other optional absences shall be cancelled or rescheduled to maintain staffing levels. Officers requesting TO time in accordance with the current Memorandum of Understanding should realize that their request may result in another officer's V-day being cancelled.
- K. Officers should plan ahead when scheduling time-off. Article 11 of the Memorandum of Understanding permits officers to exchange days off. We encourage all our personnel to utilize this benefit. By trading days off you will not burn off any vacation or TO time for those one, two and even three-day periods. There generally will always be someone who wants to trade. Day off trades may be made with any officers and it must be in writing and approved by both officer's supervisor. Trades must be within the same pay week. Appropriate entries shall be made.
- L. Only lieutenants and the captain have the authority to authorize requests that will exceed the number of officers allowed off on any given day. However, the recommended staffing level must still be maintained and if necessary, officers must be borrowed from another division.
- M. Annual vacations will be approved on the basis of rank, then department seniority,

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and then seniority in the division. Vacations not taken at the scheduled time maybe taken at the convenience of the department.

Out of Class Assignment (OCA) Guidelines

Filling any vacancies with OCA candidates will require prior approval by the Commanding Officer. Filling vacancies of three consecutive days or less with OCA candidates is generally discouraged. Exceptions will require prior approval by a Commanding Officer.

Whenever possible, OCA positions will be filled with candidates from the eligibility or interest list. The lieutenant will keep an updated list with all officers' names and their area of interests. Commanding Officers will check with EEO and IA units to ensure proposed OCA candidates are acceptable. Commanding Officers will review the personnel files of OCA candidates for formal discipline that would disqualify the candidate. **No single employee shall serve in an out-of-class assignment exceeding a total of twelve months in each classification within a two-year period commencing with the start of out-of-class compensation. All OCA assignments are subject to department guidelines, rules, policy, procedure, and MOU (Article 23).**

Inspections

Each officer will be inspected daily by their supervisor. Personal appearance, hair and clothing shall always be maintained within Department regulations. Noted discrepancies will be documented on the Inspection Report Form.

Journals

Patrol officers will maintain accurate journal information via the MPS, updating the information at the completion of each incident. Sergeants will review these journals daily for proper format, accuracy, thoroughness, call for service, out of service time, and special projects, among others.

Division Personnel Files

All police personnel files are confidential and must be kept secure. File cabinets should be locked when unattended. No division personnel file is to be removed without a supervisor's approval.

Filing and Retention of Internal Investigations in Division Personnel Filed.

- A. All personnel investigations completed by individual commands that result in disciplinary actions at the level of a Reprimand or higher, shall be placed in the employee's permanent personnel file and maintained by Human Resources.
- B. Personnel investigations completed by individual commands resulting in either no written disciplinary action, or disciplinary action including Written Notes of Counseling or Warning, shall be maintained with all associated documents, in the employee's divisional file for **two years** from the date of service, pursuant to Government code 34090(d).

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- C. The employee shall read and sign the investigative report and/or disciplinary documents. After **one** year, the disciplinary document and/or associated reports shall be sealed by the command and maintained in the employee's divisional file for one additional year. The sealed envelope shall be marked with the appropriate date for destruction. It shall not be opened except by judicial order.

Exception

Personnel investigations completed by individual units that contain serious allegations of misconduct (safety issues, or those matters that would be Category I complaints if brought to the Department's attention by a citizen) will be filed in Internal Affairs. The employee's commanding officer will contact a lieutenant from Internal Affairs concerning such filing.

Officer's Mail Folders

The officers' mail folders are intended as a means of getting messages to field officers in a timely manner. All officers are reminded that they should check their mail at the beginning and end of each shift. Any new message or material should be removed and acted upon as soon as possible. The mail folders are not to be used for storage of F.Is overtime slips, FTO evaluations, or yellow sheets, etc.

End of Shift Check-In

Patrol officers should not arrive at the station prior to one-half hour of the end of their shift, unless they have specific approval from their supervisor. Officers shall check-in with the late sergeant prior to leaving the division (1042).

NetRMS

NetRMS is an automated reporting system to automate the process of completing and submitting police reports. NetRMS allows officers to easily produce a computer-generated original report that complies with Department Policies, Automated Regional Justice Information System (ARJIS) standards and the Preliminary Investigations Manual (PIM). Officers will save time and complete consistent reports through online edits and validations.

NetRMS, like its predecessor AFR, automates the process of entering case/arrest information in the San Diego Regional Justice Information System (ARJIS). The information becomes immediately accessible to other officers, dispatchers, administrators, and agencies with access to ARJIS.

Shotgun / Beanbag Shotguns and Carbines

Cleaning and maintenance of all Beanbag shotgun and carbine equipment is the direct responsibility of the S.W.A.T. supervisor. Any defective weapon should be replaced and immediately reported in the S.W.A.T. sergeant. Defective weapons shall be maintained in the S.W.A.T. armory to eliminate the possibility of the equipment going into the field.

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The division staff sergeant will see to the repair of the weapons along with their return to service. Except during shift change periods, the Armory will be secured at all times. The S.W.A.T. Armory is secured at all times and is accessible only to S.W.A.T. personnel.

Pool Radios

The Service Area Lieutenant will maintain the pool radios and the sign out log. The log sheet will be used until completely filled out. The staff sergeant will store the log for a period of six months. Compliance with these procedures will create an ongoing tracking process for the equipment and will help ensure availability for field operations.

Radio requiring repair shall be brought to the attention of the Service Area Lieutenant. The Service Area Lieutenant will be responsible for collection of those radios needing repairs and will see to their return. Radios transported to the repair facility will be logged out "Shops."

Alco Sensors

The Alco Sensor devices were placed into field use to add to the dimension of the field coordination tests used by officers to determine whether or not to arrest.

The City Attorneys have started using the numerical results in court, which places a whole new emphasis on the user's training and calibration of the instrument.

In order to ensure Alco Sensor results are credible in court:

- A. Only officers who have completed the 4-hour Alco Sensor training class can use the handheld units in the field.
- B. Every Alco Sensor device must be calibrated once a month by the Lab's Alcohol Analysis Unit in Room 138.
- C. The calibration checks will be recorded in the booklet form in the back of each manual for the Alco Sensor. These records must be maintained to document the history of each Alco Sensor.

Digital Cameras

Digital cameras are issued out of Operational Support. Preferably, each squad should have at least two cameras assigned to officers; however, cameras are limited and will be assigned on an as needed basis.

Camera discs are available at the division. After taking photos at crime scene investigations, the original photo disc must be impounded as evidence. Prior to impounding the disc, a working copy must be made for the investigative unit. The copied disc should be sent to the appropriate investigative unit.

Prisoner Detention at Mid-City Station

Officers bringing prisoners to the area station for processing shall use the guidelines as

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follows:

- A. Prisoners within a police facility shall not be locked in any room.
- B. Prisoners may not be handcuffed to any fixed object or furniture within a police facility.
- C. Transporting officers shall remain vigilant, assuring all prisoners brought into a police facility remain in constant visual contact.
- D. Prisoners shall remain handcuffed at all times (with their hands behind them and the back of their hands together) while inside the police facility.

Housekeeping Rules

It is important that we maintain a clean, efficient, and well-run facility. To accomplish this, it is always incumbent upon everyone to strive for and keep the work area clean and orderly. The following rules are designed to make our division a safe and clean place to work.

Holding Cell Cleanup

All holding cell floors should be cleaned daily. The cell walls and bench area will be inspected and cleaned, at a minimum, once a week or as needed. These routine tasks will be the responsibility of the area station janitorial services. Any employees who discover parasite infestation or bodily fluid spills will be responsible for bringing the incident to the attention of the janitor or a supervisor for cleanup. If a janitor is not available, the employee is responsible for cleaning up the affected area.

General Area

- A. No personal or police equipment will be left in the hallways at any time. Briefcases, equipment bags, S.W.A.T. gear, etc. will be left in the locker rooms.
- B. All memos, notices and other paper will only be placed on bulletins boards with the commanding officer's approval. No papers will be tacked to the walls, windows, or doors.
- C. The locker rooms have been provided for everyone's convenience. Lockers are designed to prevent storage on top and underneath, and to facilitate easy cleaning by custodial personnel. You can help by keeping the area around your locker neat and clean.
- D. The exercise room is provided by the Department but will only remain useful to all if individuals are careful to clean up after themselves and encourage others to do the same. Do not remove equipment in the exercise room without the approval of the captain.

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Office Area

- A. Your work area is your home, and you are encouraged to make it a pleasant environment with tasteful decorations.
- B. All desks must be left neat and clean at the end of each shift. Also, remember to remove all confidential materials from in/out bins.

Gym and Workout Areas

The exercise rooms and exercise equipment within Departmental facilities are provided for the benefit of Department employees to maintain their fitness. Authorized Department members using the exercise room shall always observe station security protocols. No visitors, including the member's family and friends are permitted access to the station gym. Department member's family and friends are prohibited from accessing or using Departmental exercise rooms and exercise equipment.

Car Wash and Related Equipment

The car wash, related equipment, and supplies are maintained for the purposes of cleaning Police Department vehicles. It is a violation of Department Policy and Division Operational Procedures for any employee to use (or permit the use of) station equipment to wash, rinse or vacuum any vehicle not owned or operated by the City of San Diego.

Use of Marked Police Vehicles as Transportation to and From Court

Department Procedure 1.11 and Department Procedure 1.12 govern use of Department vehicles for court. Mid-City personnel will adhere to those procedures.

- a. Commanding Officer approval must be obtained prior to any off-duty employee driving a marked police vehicle. The use of a marked police vehicle for court purposes by off duty personnel is generally prohibited. Off duty officers that have received authorization to drive units to court will logon the MPS with the proper logon (CRT81, CRT82, CRT83, etc.).*

All vehicles must be parked legally and within policy guidelines at all times.

Take Home Vehicles

On-call duty is generally served one week at a time unless circumstance dictate differently.

The on-call Detective Sergeant and two Detectives are authorized to utilize a take-home vehicle for the purpose of commuting to and from home at the discretion of the Commanding Officer. On-call Detective Sergeants and Detectives who reside in Riverside County are authorized to utilize a take-home vehicle for the purpose of commuting to and from work. This is allowed at the discretion of the Commanding Officer. Area Station Detectives may utilize their department take home vehicle for personal business while on call and off duty.

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The Detective Sergeant shall determine whether he/she, a detective(s), or all will respond.

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

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- 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-back 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.*

Building Maintenance

Any landscaping and/or janitorial issues must be brought to the attention of the Service Area Lieutenant.

Report any emergencies to a Service Area Lieutenant. The Service Area Lieutenant will contact Facilities Management and Development (**Redacted – record exempt**) Monday - Friday, 0700-1730. During non-business hours, weekends, and holidays, contact the Watch Commander's Office at (**Redacted – record exempt**), and request to have Building Maintenance On- Call person paged.

For non-emergency repairs and/or requests for maintenance of keys, email the Maintenance Request Form to Facilities Management and Development (**Redacted – record exempt**) or send through interoffice mail, MS 770.

PATROL ORGANIZATION AND PROCEDURES

Patrol Organization

- A. The San Diego Police Department currently works a 4-day, 10 hour rotating shifts (4/10 plan) with 3 days off for lieutenants, sergeants, and officers.
- B. Days off are decided upon at shift change. Staff considerations are used to decide the appropriate days off of each watch.
- C. Mid-City Division consists of 3 patrol shifts and a "C" squad. The hours for each shift are as follows:

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- a. 1st watch 0600 - 1600 hours
- b. 2nd watch 1400 - 2400 hours
- c. 3rd watch 2100 - 0700 hours
- d. C-Squad 1700 - 0300 hours
- e. Bike Team 1700 – 0300 hours (**currently not operational**)

Patrol Procedures

Reporting for Duty:

- A. Each officer will report for line-up at the specified time. Officers will be present in the line-up room for the start of conference, in complete working uniform, and prepared to participate.

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- B. The line-up should be used to discuss area problems, crime trends, incidents involving officer safety, department policies and procedures, department announcements, and department Orders.
- C. Immediately following the conference, all officers will depart the station or be clear to answer radio calls.

Accountability

- A. The division endorses the policy of proactive policing. Accountability for problems in the service area rests with patrol officers.

Police Vehicles

- A. All personnel will strictly adhere to Department Procedure 1.12.
- B. Assigned Vehicles: The Commanding Officer, Service Area Lieutenants, Detectives, second watch patrol, field evidence technicians (FET), and SWAT has specific vehicles assigned. Patrol officers will utilize all other marked patrol vehicles as appropriate to the corresponding shift.

CITIZEN COMPLAINTS / BLUE TEAM ENTRIES

All CCF's will be entered into Blue Team and routed to the Service Area Lieutenant. The Lieutenant will review the Blue Team entry and forward it to the Captain. Once the Captain reviews the Blue Team entry, it will be forwarded to Internal Affairs.

If the CCF is an informal investigation, the assigned sergeant will complete a memorandum and forward it to his or her Lieutenant who will review it and forward it to the Captain. Once the Captain signs the memorandum, it will be given back to the Sergeant who will then scan the memorandum into Blue Team. The Sergeant will then forward the Blue Team entry with all attachments to the Lieutenant who will then forward it to the Captain. Once the Captain reviews the Blue Team entry, it will be forwarded to Internal Affairs.

If the CCF is a formal investigation, the Captain will assign it to a Lieutenant. The Lieutenant will determine who will be assigned the investigation and forward the Blue Team entry to that Sergeant.

In the event an extension of the due date is deemed necessary, the assigned Lieutenant will notify the Captain of the reason for the desired length of extension.

Once the formal investigation is completed, the Sergeant will forward the investigation to the Lieutenant who will review it. Once it has been reviewed, it will be forwarded to the Captain for review. Once the Captain approves the investigation and signs it, all supporting documentation will be placed in an envelope. The envelope will be marked

“CONFIDENTIAL” and sealed with tape. The Captain will route the envelope to the Service Area Lieutenant. The Service Area Lieutenant will enter the date forwarded and hand carry the CCF to the Internal Affairs office.

RIDE-ALONG PROCEDURES

Department Procedure 6.15 establishes Procedures for the ride-along program. The following procedures will be followed at Mid-City Division.

- A. Complete the ride-along request in its entirety.
- B. Your immediate supervisor will initial the request and forward the form to the Ride-Along Coordinator.
- C. The Ride-Along Coordinator will input all information into the ride-along database, which is maintained by Operational Support.
- D. The Ride-Along coordinator will conduct the computer checks.
- E. The Ride-Along Coordinator will contact the ride-along and advise them of the date and time of the ride. The supervisor or officer can put the requested date on the form.
- F. The completed ride-along form will be placed in the patrol schedule book, which is located in the Sergeants office.
- G. The ride-along's name and telephone number will be placed on the daily schedule.
- H. The ride-along's information will be entered on the MCT.
- I. Prior to entering the field, the ride-along will sign the waiver portion on the ride-along form.
- J. At the completion of the ride, place the completed form on the Ride-Along Coordinator's desk.
- K. Give adequate time to process the ride-along. The Ride-along Coordinator works 2-3 days a week.

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Citizen Requested Ride-Along:

- A. Citizens requesting a ride-along will be given the Ride-along Coordinator's telephone number.
- B. The Ride-Along Coordinator will complete the computer checks.
- C. The Ride-Along Coordinator will call the ride-along and advise them of the date and time of the ride. The supervisor or officer can put the requested date on the form.
- D. The completed ride-along form will be placed in the patrol schedule book, which is located in the Sergeants office.
- E. The ride-along's name and telephone number will be placed on the daily schedule.
- F. The ride-along's information will be entered on the MCT.
- G. Prior to entering the field, the ride-along will sign the waiver portion on the ride-along form.
- H. At the completion of the ride, place the completed form on the Ride-Along Coordinator's desk.
- I. Give adequate time to process the ride-along. The Ride-along Coordinator works 2-3 days a week.

A Ride-along generated by Recruiting, Academy, Chief's Office, or the storefront will go to a lieutenant.

Cadets and dispatchers do not require a ride-along form. They need to be entered on the daily schedule and on the MPS.

A ride-along will remain in the lobby until after line-up. Due to security reasons, a ride-along will no longer be left in the lunchroom.

A non-departmental ride-along will not attend line-up without the Captain's express permission.

Any ride-along who do not live, work, or attend school within the boundaries of Mid-City Division will require a Captain's waiver, PRIOR to the ride-along.

MISCELLANEOUS PROCEDURES

Vehicle Repossession Fees Procedure

Mid-City Divisions no longer process vehicle repossession.

VIN Verification Process

Persons needing verification of vehicle identification numbers (VIN) for registration purposes are directed to call CHP. SDPD no longer conducts VIN verifications.

STATION SECURITY

Key Issuance Procedure

The following will be the key control system for the Mid-City Area Station:

- A. All Mid-City personnel are assigned a magnetic security access card for entry into the Mid-City facility and radio room.
- B. It is the responsibility of each employee to immediately report the loss of or damage to any magnetic card to the Area Lieutenant.
- C. Standard SWAT keys have been assigned to all SWAT personnel for entry into the SWAT armory.
- D. Standard master keys are assigned to the following personnel only:
 - 1. Captain
 - 2. Lieutenant
 - 3. Staff Sergeant
- E. Personnel upon being assigned to another command are to return any standard keys to the payroll clerk (WPO). Magnetic card entry keys are programmable for other commands utilizing the card system. Human Resources will be responsible for the reprogramming.

Station Security

The following are measures designed to enhance security of our facility.

- A. During regular business hours, only the public entrance shall remain unlocked.
- B. All doors to the Area Station are to remain locked outside of normal business hours and holidays.

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- C. Entrances other than the public entrance shall be designated as employee entrance and shall always be locked.
- D. All employees, while on station premises, shall wear visible identification. Employees are directed to enforce all phases of this program and shall challenge any person not properly identified in any of the San Diego Police facilities.
- E. Any person not a Police Department employee shall enter the facility building through the public entrance and shall:
 - 1. Sign a log giving the visitor's name, address or agency, visitors pass number, reason for visit, date, time in and time out.
 - 2. Be issued a visitor pass, which shall be worn at all times while in the facility, on the outermost garment over the area of the left breast.
 - 3. Persons exempt from wearing a visitor's pass shall be groups of people with a Police Department guide. The guide shall sign the group in as a group, giving the group name and number in the name columns.
- F. **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 Sergeant's Office and on the front door leading into the station from the front lobby.

Garage Security

The following are measures designed to enhance security of the garage facility at Mid-City:

- A. Only garage personnel assigned to Mid-city have keys to the garage. A spare key will be maintained in the key box.
- B. The garage is open between the hours of 0600 and 1700.
- C. At the end of each workday the service technician will close and lock all exterior doors, shut off the compressor, and turn off all lights except one interior light.
- D. All garage personnel are to wear I.D. while inside the area station.

Enforcement of Security Regulations

With the advent of increased security measures, security awareness is the responsibility of all personnel. Supervisory personnel have a responsibility to ensure security regulations are adhered and in accordance with the guidelines as follows:

- A. Doors will not be blocked open.
- B. Remind personnel who are in violation by not displaying their ID/badge, to comply.
- C. Remind custodial personnel to display their ID cards.
- D. Encourage officers to advise citizens to come and go through the lobby entrance.
- E. Notify a lieutenant as soon as practical of unserviceable doors, locks, or other possible security breaches.

The support of supervisory personnel is critical. The success of station security is dependent of everyone that have access to Mid-City.

AREA STATION PARKING

The north parking lot of the Mid-City Division is reserved for police vehicles, with a few exceptions. The south lot is for private vehicle parking.

Parking of personal vehicles in the north parking lot is allowed only to accommodate overflow parking from the south lot, during shift overlaps. Personnel who park their private vehicles in the north lot are to move them to the south lot as soon as possible. This will allow the previous shift ample space to park incoming police cars.

The north lot is an open parking area (non-assigned spaces) for police vehicles. The exceptions are the space reserved for the Captain, the three spaces reserved for the Mid-City Lieutenants, and the spaces marked for patrol Sergeants. Police vehicles are not to be parked in front of the gas pumps and are to be turned off when unoccupied.

There is also a separate space marked for the property van. Property room hours are posted on the “No Parking” signs on the property room doors. These doors are not to be blocked during the posted hours.

Vehicles are not to block access to the facility, workstation, or right of way. Any staff member seeking access shall move the violating vehicle.