

# *NARCOTICS SECTION*

# 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.**

October 2024

## TABLE OF CONTENTS

MISSION AND GOAL STATEMENT	4
JOB DESCRIPTION AND DUTIES	5
DETECTIVE SELECTION PROCESS	7
TRAINING REQUIREMENTS	8
OFFICE PROCEDURES	8
NARCOTICS COMPLAINT PROCEDURES	9
<b>(Deleted – records of security)</b>	10
<b>(Deleted – records of security)</b>	10
CALL OUTS	11
CASE PREPARATION	11
<b>(Deleted – records of security)</b>	11
DRUG ENDANGERED CHILDREN	12
EXPERT TESTIMONY	12
<b>(Deleted – records of security)</b>	13
INVESTIGATIVE FUNDS	14
INSPECTIONS	16
<b>(Deleted – records of security)</b>	16
<b>(Deleted – records of security)</b>	16
<b>(Deleted – records of security)</b>	17
<b>(Deleted – records of security)</b>	17
<b>(Deleted – records of security)</b>	20
<b>(Deleted – records of security)</b>	21

REVENUE SHARING	21
<b>(Deleted – records of security)</b>	21
<b>(Deleted – records of security)</b>	22
<b>(Deleted – records of security)</b>	22
<b>(Deleted – records of security)</b>	23
VEHICLE POLICY	24
<b>(Deleted – records of security)</b>	25

**SAN DIEGO POLICE DEPARTMENT**

***NARCOTICS SECTION***

**MISSION AND GOAL STATEMENT**

The Goal of the Narcotics Section is to employ the most effective law enforcement strategies possible in our efforts to eliminate or reduce illegal drug trafficking and related crime problems within the City of San Diego.

Narcotics Section personnel will conduct pro-active investigations of suspected illegal drug dealers and drug dealing locations. Priority will be given to those persons and locations identified by the community as problems.

Narcotics Section personnel work in partnership with area commands, law enforcement partners, and the community by providing training, expertise, support to special operations, and undertaking problem solving efforts.

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

## JOB DESCRIPTIONS AND DUTIES

### CHAIN OF COMMAND:

- A. Operations Assistant Chief
- B. Investigative Branch Commander
- C. Investigations I Captain
- D. Narcotics Section Lieutenant
- E. Sergeant

### LIEUTENANT

The lieutenant will be responsible for the overall goals and objectives of the Narcotics Section and will provide direction, control and procedural accountability to achieve these goals and objectives. The lieutenant will keep supervisors advised of administrative and operational matters related to the Narcotics Section.

### DUTIES:

The lieutenant will have the following responsibilities:

- A. Provide direction, control and accountability.
- B. Provide supervision to Section sergeants.
- C. **(Deleted – records of security)**
- D. Assist in developing and revising Narcotics Section objectives and priorities.
- E. Keep abreast of developing trends and new enforcement techniques in the narcotics field and provide the chain of command with that information when requested.
- F. Maintain liaison with area commands, communities, other law enforcement agencies, units and local prosecuting agencies on matters of common concern.
- G. Ensure that all required management reports are completed properly and on-time.  
Administer Investigative Funds at the request of the Investigations I Captain.
- H. **(Deleted – records of security)**

- I. **(Deleted – records of security)**
- J. Maintain and promote a workplace environment that encourages and supports the Department’s Vision, Values, and Mission Statement.

**SERGEANT**

Each team Sergeant will be responsible for supervising team investigators and operations, and for performing required administrative functions.

**DUTIES:**

- A. The sergeant will be in the field and supervise Narcotics Section teams on all tactical operations, and other operations as required by Department Procedures.
- B. Review and approve all arrest reports and ensure all District/City Attorney packages are complete.
- C. Keep apprised of current narcotic trends within his or her area.
- D. Ensure accountability for all citizen complaint investigations.
- E. Supervise special investigations as assigned.
- F. Maintain Team Investigative Fund accountability.
- G. Coordinate training needs of the detectives assigned to Narcotics Section.
- H. Evaluate all requests for call back when on-call.
- I. Represent the Narcotics Section at community and area command meetings when requested.
- J. Maintain an inventory list and maintenance of assigned equipment as assigned by the Lieutenant.

**DETECTIVE**

Narcotics Section detectives are responsible for responding to citizen complaints of narcotics activity, street level investigations, and enforcement of narcotics laws using appropriate investigative techniques.

**DUTIES:**

- A. Investigate complaints of narcotics violations and arrest narcotics violators.

- B. Investigate all pharmaceutical prescription forgery cases received by the San Diego Police Department.
- C. Conducts interviews and prepares necessary paperwork for the successful prosecution of narcotics violators.
- D. Investigate citizens' complaints of narcotics related problems.
- E. Assist in the training of uniformed patrol officers in drug law enforcement.
- F. Testify as an expert witness when requested by the City Attorney or District Attorney.
- G. Prepare affidavits for search warrants.
- H. Execute search warrants in a timely manner.
- I. Assist the area commands in special projects.
- J. Recruit and maintain confidential informants.
- K. **(Deleted – records of security)**

Detectives will keep accurate and complete "case files" on all investigations assigned to them. A supervisor will approve all reports. Detectives will not approve reports for other detectives, unless given that authority by a Narcotics Section supervisor. All reports are to be submitted immediately upon completion.

## **DETECTIVE SELECTION PROCESS**

### **PROCESS**

A background investigation shall be conducted by Narcotic Section supervisors on viable candidates. The background will include a review of the candidates Personnel and Divisional files, and In-service Training file. Final selection shall have the concurrence of the Investigations I Captain.

### **TRAINING REQUIREMENTS**

Each new Narcotics Section member shall receive instruction in each of the items listed on the Narcotics Section Orientation Checklist. The process shall be completed during the first 30 working days of his/her assignment to the unit. The employee and supervisor shall initial each item on the orientation list as it is completed.

After completion, the supervisor will sign and submit the form to the Lieutenant for approval. The final document will remain in the divisional file for 2 years or for the duration of the members' assignment to the Narcotics Section whichever comes first. The document will then be sent to Human Resources for inclusion in the employee's Personnel file.

## **NARCOTICS SECTION ORIENTATION CHECKLIST**

Narcotics Section Operations Manual  
Office Orientation and Procedures  
Stand-By and Discretionary Leave procedures  
**(Deleted – records of security)**

**(Deleted – records of security)**

## **OFFICE PROCEDURES**

The clerical staff of the Narcotics Section is budgeted for Admin Aide I. Their responsibilities include answering incoming telephone calls from both within the Department and from the public. They take citizen reports of narcotics activity; take messages for Narcotics Section personnel, transfer calls, and other related duties. Office supplies are ordered on a regular basis as needed. Answering incoming phone calls, take reports of narcotic activity, handle incoming and outgoing mail, logging incoming and outgoing subpoenas, the ordering of supplies for the unit and has unit payroll responsibility.

### **PAYROLL:**

Narcotic Section members shall record all leave time in Redbook. All leave time will be entered in the Redbook and approved by a Narcotics Section supervisor before the time is taken. Leave slips shall be approved by a supervisor and submitted to the unit payroll clerk.

Overtime and Leave Slips are due to the payroll clerk on the Thursday before payday and must be signed by the supervisor before they are submitted. Labor time must be entered into One-SD and approved by a supervisor by payday Friday. Personnel who will be gone on Friday should submit their labor cards into One-SD early.

### **SUBPOENAS:**

Subpoenas shall be managed per DP 1.11 Court Procedures and Subpoenas.



## **NARCOTICS COMPLAINT PROCEDURES**

### **CLERICAL**

The clerical staff has the responsibility of taking all telephone complaints reported to this office. The clerical staff assigns the complaint a drug file number and enters the complaint into the Narcotic Complaint database. The complaint is sent electronically to the assigned narcotic team.

### **SERGEANTS**

Sergeants will review complaints assigned to them from the Narcotic Complaint database and assign each complaint to a detective. If the complaint is more appropriately investigated by another Department Unit or other resource, the Sergeant will forward the complaint to that Unit or resource. Appropriate explanatory comments will be added to the complaint. Sergeants will close complaints in the Narcotics Complaint database when they are satisfied with the disposition given by the detective.

### **DETECTIVES**

The assigned detective will review the information on the complaint and contact the complainant within 5 working days. The detective will be responsible for closing the complaint within a reasonable amount of time using appropriate investigative techniques. Complaints shall be retained for 2 years then destroyed.

**OPERATIONS GUIDELINES**

**(Deleted – records of security)**

**(Deleted – records of security)**

### **CALL OUTS**

Upon receiving a call for assistance, the on-call supervisor will determine whether a Narcotics Section team or detective call out is necessary after conferring with the on-scene supervisor. The Narcotics supervisor will make the appropriate notifications and determine the course of action. The Narcotics Section Lieutenant will ensure a current call-out schedule is provided to the Watch Commander's Office annually. See the Investigative Operations Manual Call-Back Policy for full details.

### **CASE PREPARATION**

Refer to the Investigative Procedures manual for complete details regarding case management and case preparation for adult and juvenile prosecution.

**(Deleted – records of security)**

## **DRUG ENDANGERED CHILDREN**

During the process of investigating narcotics complaints, investigators frequently come in contact with suspects who are arrested and have young children living in the home. It is the policy of the Narcotics Section that the safety and well-being of the children will be paramount. When the parent of a young child is arrested and booked for narcotics violations, the child will be taken to the Polinsky Center for Children. The child will not be left with any other relative or neighbor. If the child is at school at the time of arrest, investigators will go to the school and make arrangements to take the child from the school and transport to the Polinsky Children's Center. The child will be transported in accordance with 27360.5 (b) CVC. If circumstances dictate, a case agent will be assigned by a supervisor to initiate a Child Endangerment crime case.

In all investigations when children are at risk, the Narcotics Section Drug Endangered Children (DEC) case worker will be contacted by appropriate team personnel.

## **EXPERT TESTIMONY**

The Narcotics Section will provide expert testimony for the District Attorney and City Attorney in SDPD criminal cases at the request of the prosecuting attorney. A team supervisor will assign detectives to the court expert calendar and distribute the following to the DA and the Court Liaison Unit: A monthly court expert calendar and a Narcotics Unit roster containing detective's phone #'s and days off. The roster will also include a liaison sergeant for the DA to contact should they have problems or issues with any aspect of the court expert calendar or related protocol.

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

### **INVESTIGATIVE FUNDS**

Procedures regarding Investigative Funds are outlined in the Investigative Procedures Manual.

Supervisors for each team will be responsible for submitting team expense reporting documents to the Lieutenant by the 10<sup>th</sup> of each month. All forms for expense reporting are Word Documents and are found in the F Drive.

Supervisors will personally perform an examination of each detective/officers Investigative Funds at least 2 times a year. That spot check will be documented in the “Notes” portion of the appropriate monthly inspection.

Detectives will never replace investigative funds with their own money to make up for discrepancies. This is comingling of personal and department funds and is prohibited. If there is a discrepancy, a Narcotics Sergeant should be notified, and the proper protocol should be used to

document and correct the discrepancy.

## **Accounting Systems**

### **Investigative Fund Expense Report**

The Investigative Fund Expense Report is used to document receiving and spending of Investigative Funds. Each supervisor and detective/officer are responsible for tracking and reporting Investigative Funds each month.

**(Deleted – records of security)**

**(Deleted – records of security)**

## INSPECTIONS

Narcotics Section personnel shall adhere to the required inspections listed in the Centralized Investigative Commands section of the Inspection Guide to include all monthly, bi-monthly, quarterly, bi-annual and annual inspections.

**(Deleted – records of security)**

Unit Sergeants shall within five days of shift change, inspect the callback roster and report any additions, deletions, or corrections to the clerical staff for inclusion in an updated callback roster.

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**



**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

### **REVENUE SHARING PROCEDURE**

The San Diego Police Department, in compliance with the United States Comprehensive Crime Control Act of 1984, is authorized to receive assets that have been seized in accordance with federal and state seizure laws.

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

**(Deleted – records of security)**

## **VEHICLE POLICY**

### **General Policy**

Vehicles assigned to the Narcotics Section are assigned to the unit as a whole. The supervisor will assign the vehicles to individual detectives for the purpose of accountability. Detectives will not trade assigned vehicles without the approval of the Narcotics Section Vehicle Accountability Sergeant and the Narcotics Section Lieutenant. The Narcotics Section Vehicle Accountability Sergeant may also assign the vehicles according to unit needs.

Take home vehicles will never be used for personal use unless prior authorization is obtained from a supervisor.

Narcotics Section supervisors and detectives who are not on-call or assigned to a pre-approved operation are not authorized to take their vehicles home. The on-call sergeant and teams will be authorized to drive their assigned vehicle on a 24-hour basis during the time they are the assigned on-call team.

Narcotics Section personnel shall not drink intoxicating beverages while on duty, except in the performance of duty and while acting under proper and specific orders from a superior. Under no other condition shall personnel consume intoxicating beverages and drive a police vehicle. Employees are prohibited from using City vehicles at any time when their driving ability has been impaired through the ingestion of drugs, medicines, or alcoholic beverages.

Narcotics Section personnel are responsible for all citations received on the vehicle while it is assigned to them.

Additional guidelines are set forth in the San Diego Police Department Investigative Procedures Manual and Department Procedure 1.16.

### **Maintenance**

It is the responsibility of the detective assigned the vehicle to deliver the vehicle to the garage for scheduled maintenance or when requested by garage staff.

**(Deleted – records of security)**