

**SAN DIEGO POLICE DEPARTMENT
WATCH COMMANDER'S OFFICE**

OPERATIONS MANUAL



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2020

MISSION STATEMENT

The mission of the Watch Commander's Office is to support the Department's commitment to Neighborhood Policing through the provision of the highest quality services that are fair, unbiased and responsive to the needs of the Department and the community. To that end, the Watch Commander's Office is committed to providing the highest level of service in the following areas:

- Enforce the policies and procedures of the Police Department and the Chief of Police;
- Maintain command of the Department's field forces and make knowledgeable, timely and appropriate decisions in assigning resources to manage critical or unusual incidents;
- Review the quality of arrests, provide training and recognize high-quality work performance;
- Be versed in all aspects of Department operations, applicable laws, and act as a resource for all employees;
- Act as liaison with other public and private agencies and organizations;
- Provide appropriate information to the media complying with state law and applicable Department policies and procedures.

STAFFING/ORGANIZATION

The Watch Commander's Office is currently attached to the Patrol Division of the Police Department. Four sergeants assigned to the office report to the four Field Lieutenants who report to the Assistant Chief of Patrol Operations. Each lieutenant has one sergeant assigned to the Watch Commander's Office. The Watch Commander's Office is also responsible for supervising the employees working at the Headquarters and E Street Front Counters. There are four POIIs who are assigned as Watch Commander Aides, each supervised by a Watch Commander Sergeant.

The Watch Commander's Office operates 24 hours a day and has the responsibility of making operational decisions regarding the Department's response to incidents that require a police presence. The Field Lieutenant is generally the highest-ranking officer on duty and, therefore, is in command of all field forces.

The Watch Commander's Office personnel work 12-hour shifts, three days a week. Personnel also work an 8-hour shift every other week. Personnel work one of two shifts: A night shift from 1600 to 0400 hours and a day shift from 0400 to 1600 hours.

On a rotational basis, each area command is required to provide relief personnel when one of the permanently assigned sergeants or POIs is on leave. The assigned area command is responsible for providing relief, regardless of their staffing. A list of the rotational responsibility is maintained in the Relief Schedule Book (Black Book) in the Watch Commander's Office.

RESPONSIBILITIES AND DUTIES OF THE WATCH COMMANDER/FIELD LIEUTENANT

The primary responsibility of the Field Lieutenant is to be in command of all field forces within the City. The Field Lieutenant and Watch Commander monitor waiting calls for service and may reassign units, as required. The Watch Commander is the direct liaison with other agencies and will assist with mutual aid requests.

The Field Lieutenant monitors field activity and responds to serious crime scenes and other incidents having the potential to become critical incidents. The Field Lieutenant does not automatically become the incident commander at incidents he/she responds to; rather he/she is there as a resource to field officers/sergeants in managing incidents. If an incident reaches the complexity where, in his or her judgment, a lieutenant's experience is required, the lieutenant will assume command of the incident.

Another important aspect of the Field Lieutenant's function is to coach and mentor sergeants and officers in the field.

Where required, the Watch Commander is responsible for making notifications to command-level personnel and others to assist in the successful resolution of field incidents. The protocol is dictated by the "Major Incident Checklist" (3-ring binder), located at the Watch Commander's desk. These checklists specify required notifications for specific major incidents.

Another of the principal duties of the Watch Commander is to review and approve all arrests by Department personnel. The purpose of the review is to ensure that all Department arrests are lawful and within policy. The booking slips must be fully completed to assist the Sheriff's Department in maintaining accurate records.

The Watch Commander is the Department's spokesperson to the media, primarily during non-business hours. The Watch Commander is responsible for preparing a log

containing information on significant incidents occurring throughout the City. The log is distributed via e-mail to the news media and to Department personnel.

Since the Field Lieutenant is at the scene of many significant, newsworthy incidents, the Field Lieutenant is authorized to make official media statements to authorized news media representatives. The only exceptions are homicides and officer-involved shootings, as the Homicide Captain or Lieutenant are the only authorized police spokespersons on these matters.

The Watch Commander has many other responsibilities outlined in the Department Procedures Manual. Other responsibilities include, but are not limited to:

ARREST LOG:

All persons arrested and placed in County Jail, Las Colinas, and the Metropolitan Correctional Center will be logged in the CRMS computerized Arrest Log. Juveniles placed in Juvenile Hall will be placed on the Juvenile Log. Logs begin at midnight and are tracked by the event number.

ASYLUM REQUESTS:

Foreign nationals from specified countries requesting asylum will be transported to the Watch Commander's Office. The Watch Commander will notify the Operations Center of the U.S. State Department immediately at (~~Deleted – records of security~~) (DP 4.11).

BADGES:

Badges for PISO's, Reserve officers, and all sworn personnel through the rank of lieutenant are available in the Watch Commander's Office for use during their shift. These "loaner" badges are made available to personnel on a per-shift basis and must be returned at the end of the officer's shift. Officers who break or lose their badge shall be referred to Human Resources to obtain a permanent replacement. All badges will be signed out on the badge log and signed in upon return.

BLOOD DRAWS:

During normal working hours, the Watch Commander's office will contact American Forensic Nurses at (~~Deleted – records of security~~), and a phlebotomist will be dispatched to the sally port. A phlebotomist is on duty in Room 138 seven days a week from 1800 to 0600 hours. If a suspect is injured and is taken to a hospital, the Watch Commander will arrange for the on-call phlebotomist to respond to an area hospital.

ADULT BOOKING APPROVALS:

All arrests where the suspect will be placed in a custodial facility, or juveniles who will be taken to Juvenile Hall, will be reviewed and approved by the Watch Commander. A field booking by the Field Lieutenant is also acceptable. Arrests should be reviewed to ensure that the elements of the crime are present and that the arrest was proper and lawful.

CALLBACKS:

A "Callback" is defined as the contacting of off-duty personnel to return to duty. A callback can also be a test, used to assess personnel readiness. A ranking officer will contact the Watch Commander and request a callback be initiated. The extent of the callback will be advised and whether it is a test. (DP 8.07)

CALLOUTS:

The Watch Commander's Office maintains an updated list of personnel assigned to specialized units who are the primary contact in the event of a callout. Criteria for specialized unit callouts are maintained in a binder in the Watch Commander's Office. The Watch Commander can make the call or have the involved officer call to expedite the response. If a supervisor at a scene requests to speak with an expert from a specialized unit, the Watch Commander will assist in connecting the supervisor with the expert.

CANINE BITES:

On or off-duty dog bites by police service dogs will be reported to the Watch Commander's office (DP 6.16).

CANINE CALLOUTS:

Requests for narcotic and explosive detection dogs shall be made through the Watch Commander to a Canine Unit supervisor. Outside agency requests for detection dogs will be routed through a Canine supervisor or the Watch Commander (DP 6.16).

CHANGE OF CHARGE:

A copy of the Change of Charge form (PD 1136-LA) will be routed by the investigator to the Watch Commander's office. The Watch Commander shall be the only person, other than investigative personnel, authorized to prepare a Release or Change of Charge form (DP 3.21).

CHILD STEALING CASES:

The Watch Commander will ensure that appropriate command personnel are advised of the missing child. All missing children, eleven years or younger, or "at risk" shall be entered on the Watch Commander's Log if still missing at the end of the shift (DP 3.09).

CODE 11/12:

When a field unit broadcasts a PRT Assist, Code 11, or Code 12, the Watch Commander is required to make a variety of notifications to ensure a successful resolution to the incident. The first duty is to notify the SWAT Commanding and Executive Officers. Other required notifications are contained in the Major Incident Checklist book in the Watch Commander's Office. The Watch Commander will make the appropriate notifications in accordance with the Major Incident Checklist matrix.

CODE 100:

The Watch Commander's Office maintains a Code 100 plan for each police facility. In the event of an attack on a police facility, Communications will broadcast a Code 100. The Watch Commander will establish a secure station perimeter in accordance with the (~~Deleted – records of security~~) plan for Headquarters and arrange to move the SEV out of the station, if possible. All area stations will implement their respective (~~Deleted – records of security~~) plans. The Watch Commander will be notified and advised of the situation as soon as possible (DP 8.12).

COMMUNITY COLLEGE DISTRICT POLICE:

The Watch Commander will approve arrests made by the Community College District Police (DP 6.21).

CONTINGENCY PLANS:

Contingency plans are generally provided to the Watch Commander on planned events. The Watch Commander shall ensure the Field Lieutenants are made aware of the contingency plans.

CRITICAL INCIDENT EXPENDITURES:

In those incidents where an unanticipated critical incident requires purchases to be made for items not maintained by the Police Department, the field supervisor will contact the Watch Commander who will make arrangements with the on-call person in the Critical Incident Management Unit (CIMU).

DECEASED PERSONS:

The names of deceased persons shall not be released to anyone until the Medical Examiner has notified the next of kin.

DECLARATIONS:

The Watch Commander will review and approve the Declaration and Determination form prepared by officers justifying their arrest. The Declaration should have the complete basic elements of each crime and how it was determined that the person arrested was responsible, including verification of the suspect's identity. It should also state the reason for the contact that led to the arrest of the suspect. Declarations are intended to be very brief and are not intended to replace a carefully drafted report.

DIPLOMATIC IMMUNITY:

The Watch Commander will process field inquiries regarding diplomatic immunity. The Watch Commander maintains a current manual from the U.S. State Department outlining the rights, immunities and responsibilities of those asserting diplomatic immunity. The office maintains a current list of State Department phone numbers to evaluate the current status of those asserting immunity. All relevant information is retained in a folder at the Watch Commander's desk.

EMERGENCY NEGOTIATION TEAM (ENT):

When requested by the Field Lieutenant, the Watch Commander's office will notify the on-call ENT team sergeant. ENT will be called to the scene of all SWAT incidents involving a hostage or barricaded suspect. The ENT sergeant will have the Watch Commander send a group text to the ENT unit (DP 8.05).

EMERGENCY PLAN FOR HEADQUARTERS BUILDING:

The emergency plan for the Headquarters facility is maintained in the Watch Commander's Office. This plan covers fire alarms, fires, medical emergencies, bomb threats, found bombs, other suspicious items and earthquakes. The following actions are the responsibility of the Watch Commander:

Fire Alarm-

When the fire alarm activates, a Watch Commander team member will identify the origin of the alarm by checking the alarm sensor station. The origin of the alarm will be noted on the panel. The team member is also responsible for physically checking that location to see if there is a real fire or if it is a false alarm. If the alarm is in Communications, they will evacuate with the alarm, and not return until it is confirmed there is no fire. It is the responsibility of the Watch Commander team member to either call the Fire Department or FM&D (if equipment malfunctions). If the Field Lieutenant is not assigned to an incident, he/she shall respond back to HQ to evaluate if assistance is needed. The Watch Commander will ensure all officers in the sally port have been directed to leave the sally port with their prisoners. **The Fire Department is not automatically called when there is an alarm. The Watch Commander must verify that the Fire Department is notified if there is an actual emergency.**

Fire-

In addition to the above, Watch Commander personnel will advise over the building PA system to evacuate and relocate the Watch Commander's Office to Central Division.

Medical Emergency-

In the event of a medical emergency, Watch Commander personnel will deliver first aid to the location of the injured and ensure that medical assistance has been requested, if appropriate. The Watch Commander's Office maintains one of four Automatic External Defibrillator (AED) devices in the Headquarters building. Personnel assigned to the Watch Commander's Office have been trained in the use of the AED.

NARCAN-

Naloxone (trade name "Narcan") is a prescription medication used for decades as an antidote to reverse the effects of opiate overdoses. California legislation allows private persons and first responders to possess Naloxone and administer the antidote medication in cases of opiate overdoses. Personnel

assigned to the Watch Commander's Office have been trained to administer Narcan. Operations Support maintains a supply of Narcan which is kept in the Field Lieutenants desk drawer in the back office of the Watch Commander's office.

Bomb Threats-

In the event of a bomb threat, Watch Commander personnel will coordinate a search process of the Headquarters building, notify the Chief's Office and evacuate the building, if appropriate;

Found Bomb-

In the event of a found bomb, Watch Commander personnel will coordinate with the Fire Department's EDD team and notify the Chief's Office. If the building is to be evacuated, the fire evacuation plan will be followed;

Earthquake-

In the event of an earthquake, Watch Commander personnel will determine whether evacuation is necessary and follow the fire evacuation plan.

EQUIPMENT:

The Watch Commander maintains a limited supply of equipment for field units. The equipment will be distributed per the Ops Support guidelines. Available equipment includes; BWC, OC Spray, Taser cartridges, handcuffs and radio antennas.

FEDERAL LAW ARRESTS:

The Watch Commander must approve all arrests for violations of Federal Codes where the prisoner will be taken to MCC. A phone call to the Metropolitan Correctional Center (MCC) at (~~Deleted – records of security~~) is mandatory to obtain a booking time.

FIELD LIEUTENANTS:

Field Lieutenants are in the field 24 hours a day. When the assigned Field Lieutenant is going to be unavailable, it is their responsibility to find a replacement Lieutenant.

FIREARM IMPOUNDS:

During the hours the Property Room is closed, the locked metal cabinet in the Watch Commander's office is equipped to store loaded weapons, if they must be impounded loaded, or long guns, if they cannot be impounded in the Property Room. Laboratory personnel will remove all firearms impounded in the metal cabinet (DP 3.02). Loaded weapons should be clearly marked for safety reasons.

FOUND PROPERTY:

The Watch Commander's Office is not a depository for found property. All found property must be impounded in accordance with DP 3.02.

FORCED BLOOD DRAWS:

Officers needing a forced blood draw for 23152 VC or 11550 H&S arrests must now obtain a search warrant. The exception to this is if the person is currently on parole or probation with a valid 4th waiver so long as: (1) the officer is aware of the parolee's status or probation condition prior to the taking of the blood; (2) the search is pursuant to a valid DUI stop/11550 arrest; and (3) the blood draw is performed in a reasonable manner. A forced blood draw conducted according to existing Department procedures would be considered reasonable.

Officers must also obtain the Watch Commander's approval for all forced blood draws. All forced blood draws must be witnessed by a supervisor and documented in the Blood Draw Log located in the Watch Commander's Office. Blood draws will normally be performed with the suspect seated in the chair anchored in the sally port outside the Watch Commander's Office. The only force appropriate should be restraint of movement. Pain compliance holds will not normally be used, unless the safety of the phlebotomist or the officers is threatened.

HATE CRIMES:

The field supervisor at a potential hate crime scene will notify the Watch Commander as soon as possible and provide a brief synopsis of the nature of the incident. The Watch Commander will make the appropriate notifications in accordance with the Major Incident Checklist matrix.

HAZARDOUS MATERIAL INCIDENTS:

Police personnel exposed to the possibility of hazardous material contamination shall complete the appropriate Occupational Injury/Illness or minor injury forms. A copy of these reports will be forwarded to Medical Assistance. The Watch Commander will maintain a computer-generated incident report for 72 hours.

HOSPITAL VIOLENT CRIME REPORT:

The nearest available unit will be dispatched to the hospital where the victim of a violent crime that occurred in the City of San Diego is located. The unit at the hospital will take the report and notify a supervisor in their area who will notify a supervisor in the area where the crime occurred. The responding area supervisor is responsible for coordination with a supervisor in the area where the crime occurred. The Watch Commander will only become involved if smooth coordination cannot be accomplished. In these instances, the Watch Commander will make the final decision on how to proceed (DP 2.01).

INSPECTIONS:

Inspections shall be done by the Field Lieutenants on the Watch Commander. The Watch Commander performs inspections on his/her staff in accordance with the Department Inspections Guide.

INTERNAL AFFAIRS CALLOUT:

In any situation or incident of a critical nature, especially where officer misconduct has been or may be alleged, the Watch Commander will notify the Field Lieutenant of the allegation and may request the assistance of Internal Affairs. If Internal Affairs personnel respond, the Watch Commander will follow the checklist notification guide. **The Professional Standards Unit (PSU) Lieutenant should be contacted by the Field Lieutenant or Watch Commander on all criminal allegations.**

JUVENILE HALL PLACEMENT:

The Watch Commander must approve all Juvenile Hall placements. Officers must complete a Declaration and Determination form in order to place a juvenile suspect in Juvenile Hall.

KIDNAPPING/ABDUCTION INCIDENTS:

In the event of an active or in-progress kidnapping/abduction, the Robbery Unit will be notified as soon as possible during normal working hours. After normal working hours, the Watch Commander will coordinate the response by Robbery Unit personnel through their callout procedure.

LOCKED SAFE:

During normal working hours, a supervisor must contact the City's contract locksmith. After normal working hours, the Watch Commander will evaluate the request and contact the contracted locksmith, where appropriate (DP 3.02).

MASS ARRESTS:

The County Jail will provide field personnel at a Department command post to assist with proper booking procedures. The Watch Commander can make these arrangements through the Undersheriff, Chief Deputy or the Jail Captain (DP 6.02).

MEXICAN LIAISON:

The Department's liaison officer with Mexican law enforcement authorities is available for law enforcement agencies where our Department has an interest in the incident. Other agencies requesting Mexican Liaison assistance where our Department has no interest should be referred to U.S. Customs or the Mexican Consulate.

MILITARY JURISDICTION:

Military properties in the City of San Diego can be classified as "exclusive jurisdiction," "partial jurisdiction," or "proprietary" in nature. Most military properties are a combination of several classifications.

Exclusive Jurisdiction (Federal Enclave):

The Federal Government possesses the sole authority for enforcing laws.

Partial Jurisdiction:

The Federal Government retains the authority to enforce the laws either solely or concurrently with the state.

Proprietal Interest:

Property where the Federal government has some right or title to the property but has no jurisdiction.

Military authorities are very familiar with the jurisdictional classifications and should be consulted for determination of the type of jurisdiction in specific cases.

MISDEMEANOR ARRESTS:

When a suspect cannot or should not be released with a misdemeanor citation, officers will transport the person to the Headquarters sally port. The Watch Commander must approve the booking prior to the suspect being transported to County Jail or Las Colinas.

MISSING ADULTS (AT RISK):

A field supervisor and the Field Lieutenant will be notified when an adult is missing and deemed to be "at risk." If the missing person has not been located after an initial search, a Crisis Intervention volunteer may be requested. The volunteer will assist the family as a resource and referral aid. Crisis Intervention volunteers will generally not be called if the person is missing from a mental health facility or a board and care home.

If an extensive search is required, a field supervisor may request RSVP units from various commands to be mobilized as the primary search units. If the units are not on duty, they may be called back at the discretion of the Watch Commander. The Watch Commander will contact the Volunteer Services Supervisor for personnel. If needed, the Watch Commander's staff will assist patrol officers with the preparation of a flyer and forward a copy to the media.

MISSING JUVENILES (UNDER 12 OR "AT RISK"):

Communications personnel will notify the Watch Commander of the circumstances at the time the unit is dispatched. The Watch Commander shall ensure that appropriate command personnel are advised of the missing child when it appears that the search will consume significant command resources. All missing children in this category shall be placed in the Watch Commander's Log if they are still missing at the end of the shift. Emergency Teletype requests to check on runaways after normal hours shall be authorized by the Watch Commander.

MOBILE FIELD FORCE (MFF) ACTIVATION:

In the event of an MFF notification, whether actual or training, the Watch Commander will make a series of notifications to ensure a successful activation. Refer to the Major Incident Checklist for details of who to notify.

MOBILE FIELD COMMAND POST REQUESTS AND ACTIVATION OF THE DOC:

A Chief or the Watch Commander can activate Mobile Command Posts and/or the

Department Operations Center by contacting the Operational Support Captain who will direct the Watch Commander to contact CIMU personnel and begin the process.

MONEY IMPOUNDS:

When the Headquarters Property Room is closed, money up to \$500 can be impounded in the Property Room. All cash impounds over \$500 must be impounded at the Watch Commander's Office. All money impounded must be counted and verified by the Watch Commander prior to placement in the safe.

MORALE FUND:

A Watch Commander is responsible for the morale fund and will maintain records of income and expenses in accordance with the Department Inspections Guide. One of the Watch Commander sergeants will keep records and manage the fund.

MUTUAL AID:

Field Commanders who need or anticipate the need for outside law enforcement personnel should advise the Watch Commander. The Watch Commander will contact the Operational Support Captain. If Mutual Aid is requested, the DOC (Department Operations Center) may be activated.

LAW ENFORCEMENT COORDINATION CENTER (LECC):

It is mandatory that the LECC system be checked prior to any narcotics investigation. During normal working hours, officers can check LECC through the Narcotics Section. After normal working hours, officers shall contact the Watch Commander prior to any activity being conducted. The Watch Commander will, in turn, contact LECC. If there are no "hits", the Watch Commander will advise the officers, who can continue with their investigation. If there is a "hit", the Watch Commander will notify the agency/person listed on the LECC entry. If the person/agency listed on the LECC "hit" cannot be reached, the on-call Narcotics Section sergeant will contact the officer and advise how to proceed with the investigation.

NARCOTICS INVESTIGATIONS:

Involvement in narcotics investigations that will take the officer out of service for an extended period of time shall not be initiated without the approval of the officer's immediate supervisor or the Watch Commander. If a narcotics lab is discovered, the scene should be isolated and the Watch Commander notified. The Watch Commander has the responsibility to notify the appropriate narcotics unit.

Misdemeanor narcotics offenders should be booked in jail only when they meet the criteria for booking misdemeanors per 853.6(i) PC.

Prior to impounding a vehicle for a narcotics seizure, approval must be received from a member of the Narcotics Task Force Asset Removal group.

OPCON IMPLEMENTATION:

The Department has adopted a set of guidelines called "OPCONS", or Operational Conditions, for deploying resources, implementing security measures and establishing

appropriate enforcement postures during critical incidents or major events. OPCODES are phased increases in operational readiness levels and security. OPCODES may be initiated for terrorist threats and/or attacks, violent protests, riots, natural disasters, major accidents, and other emergencies. OPCODES are divided into four response levels: ALPHA, BRAVO, CHARLIE, and DELTA.

Normally, the duty chief is responsible for determining when an OPCODE level should be implemented. If the duty chief is not available, the duty captain has the authority to implement any OPCODE level. In an emergency, the Watch Commander can declare an OPCODE level. Once the determination has been made to implement an OPCODE level, the Watch Commander will initiate implementation and make initial notifications. Only the Chief or his designee can cancel or modify an OPCODE once it has been initiated. The binder on the Watch Commander's desk contains details for required notifications.

PAGERS/CELL PHONES:

The Watch Commander is responsible for maintaining a list of Department-issued pagers/cell phones assigned to Department members. Pager and cell phone numbers assigned to Department members can also be found in the MPS computer system under Menu, Search, Find Operator, enter the member's last name, Submit Form and retrieving the message.

Centralized investigative units will submit a list to the Watch Commander's Office. The list will include the assignment, the person's name and pager/cell phone number. These units are responsible for keeping their lists updated and current.

PAROLED PRISONERS:

On 3056 PC arrests, the Watch Commander can contact a Parole agent to provide necessary documents to place a parole hold on a prisoner.

PERSONNEL FILES:

Personnel files for officers and sergeants assigned to the Watch Commander's Office and the front counter positions are retained in the Watch Commander's office.

PHONE NUMBERS:

Personnel assigned to the Watch Commander's Office shall not give out Department members' home phone numbers or addresses by telephone without first authenticating the person making the query.

PHONES:

The Watch Commander's Office has seven phone lines. One of these lines, (~~Deleted – records of security~~), is the tape-recorded media line. This is the only line media representatives may use. Since only two people staff the Watch Commander's Office, a critical incident or other significant matter where events unfold rapidly can tax the ability to handle the phones and monitor the incident. During such situations, the officer's first responsibility is to manage the incident and ensure that adequate support

is given to field units. Therefore, it is permissible to turn off the media line until such time as the incident has stabilized. The media phone line will be turned back on at the earliest possible opportunity. None of the Watch Commander's phone lines are to be given to the public.

Additionally, there is a "bat phone" that is a direct link from the Lead Dispatcher in Communications to the Watch Commander. This line is only used to convey relevant information to and from Communications when time is of the essence.

The primary phone number to the Watch Commander's Office is **(Deleted – records of security)**. In the event of power or Network outages, a secondary (analog) phone number is **(Deleted – records of security)**.

PHOTOGRAPHS OF SUSPECTS:

Mug shots or file photos of adults may be released ONLY to aid in the capture of, or to warn the public of, dangerous wanted persons or if the responsible investigative unit lieutenant has authorized the release.

Media representatives shall not be granted access to the sally port for the purpose of photographing, videotaping, observing or talking to suspects, except when requested by the responsible investigations supervisor or Media Relations personnel. The Watch Commander must approve all such requests. If the request is granted, the media personnel shall be escorted at all times by the requesting supervisor or Media Relations personnel. The Watch Commander shall designate what may be photographed and what is restricted.

POLICE EQUIPMENT ACCIDENTS:

The Watch Commander is to be notified of all police equipment accidents as soon as possible. The appropriate notifications for injury collisions will be handled according to the matrix found in the Major Incidents Checklist binder. Accidents in the sally port where a police car hits a pole are Industrial Accidents only and the appropriate forms need to be completed.

POLICE INVOLVED SHOOTING INCIDENTS:

Officers and members of the Department who accidentally or intentionally discharge a weapon will report the incident immediately to the Watch Commander who will initiate an investigation.

If a weapon was discharged accidentally or was intentionally fired at an animal, the Watch Commander will direct a field supervisor to conduct the preliminary investigation.

If a weapon was fired and injury or death results, the Watch Commander will notify the on-call Homicide lieutenant.

If a weapon was intentionally fired at a person and no injury or death resulted, the Watch Commander will notify the on-call Homicide lieutenant.

In any officer-involved shooting incident, many critical notifications must be made in a timely manner. The complete list of notifications, depending on the nature of the shooting incident, is contained in the matrix found in the Major Incidents Checklist binder.

PREFERENTIAL TREATMENT:

Persons arrested are not to be given preferential treatment due to their status in the community or their occupation. Established procedures will be followed at all times when processing arrestees. If, for example, a police officer is arrested for driving under the influence, the officer shall be placed in County Jail. The Watch Commander will notify the Jail Watch Commander to ensure the safety of the officer who was arrested. The Department is not required by any policy to notify the employing agency of any federal, state or local law enforcement officer. Generally, the employing agency is notified as a courtesy.

PRESS RELATIONS:

The Watch Commander's Office is responsible for releasing information to the press outside of the normal business hours of the Media Relations Unit. The Watch Commander shall provide factual, accurate and timely information to all news media in a fair and impartial manner without jeopardizing the rights of crime victims or criminal suspects, and without compromising the security of any investigation or breaching any confidential relationship.

The Watch Commander has the responsibility to disseminate information and available press releases to authorized news media regarding all major incidents, significant crimes or other newsworthy events. The Watch Commander will seek out relevant information from field units and all members of the Department will communicate such information to the Watch Commander's Office as soon as practical.

The Watch Commander will disseminate news releases prepared by other Department divisions. The Watch Commander is also responsible for disseminating press releases and other items that are of particular interest and importance to field personnel.

The Watch Commander's Office only provides information on current incidents being handled in the field. Follow-up inquiries by the news media regarding incidents should be referred to the investigative unit responsible for the investigation or the Media Relations Unit.

PRIMARY RESPONSE TEAM (PRT):

A copy of the daily PRT schedule is maintained in the Watch Commander's Office. The PRT list for each shift is kept in the office. At the beginning of each watch, PRT

officers and sergeants are required to contact the Watch Commander to be placed on the daily PRT list.

PRISONERS REQUIRING MEDICAL TREATMENT:

All “in custody” prisoners being placed in a County detention facility who require immediate medical treatment should be taken to the nearest hospital. Officers must obtain Watch Commander’s approval prior to obtaining medical treatment for any prisoner. Misdemeanor prisoners requiring treatment will normally be issued misdemeanor citations or have Notify Warrants requested. Under unusual circumstances, the Watch Commander may approve treatment of misdemeanor prisoners at the nearest hospital emergency room. The Watch Commander is the final authority for determining whether a prisoner receives medical treatment or is released pending medical treatment.

As of July 1, 2003, the Sheriff’s Department no longer provides guards for San Diego Police arrests where suspects have been admitted into the hospital. As a result, the Police Department must provide pre-arraignment security for arrested prisoners who have been admitted into hospitals. After the suspect’s arraignment, the Sheriff will assume responsibility for the suspect’s security.

In the Watch Commander’s Office, there is a 3-ring binder containing specific procedures for hospitalized prisoners. The following is a brief overview of the relevant procedures for handling hospitalized prisoners:

MISDEMEANOR ARRESTS –

Except in unusual circumstances, a citation or a Notify Warrant should be issued.

FELONY ARRESTS –

And some misdemeanors (depending on the incident and the suspect’s criminal history) require the Watch Commander to consult with the responsible investigative unit’s on-call supervisor.

ALL hospitalized Domestic Violence arrestees require the notification of the on-call Domestic Violence sergeant to determine the appropriate disposition.

WARRANT ARRESTS –

The SDSO shall be called immediately to transfer custody if the arrestee has a Commit Warrant (e.g. violation of probation, parole).

RESPONSIBLE COMMAND-

The responsible command is defined as the command that has the responsibility for providing a guard at the hospital. That command will likely be the one where the crime and/or arrest occurred. If the responsible command is not able to provide a guard due to staffing, the Watch Commander will direct

another patrol command to assume the responsibility for that shift. The responsibility to post a guard returns to the original patrol command at the next shift change.

RELEASE DATE-

The Watch Commander is responsible for calculating the mandatory release date and time. (See the 3-ring binder for the calculations.)

NO ARRAIGNMENT-

If no arraignment occurs, and the arrestee is released from our custody, the Watch Commander will ensure that all related paperwork is delivered to the responsible investigative unit.

WATCH COMMANDER'S HOSPITAL BOOKING LOG-

The Watch Commander shall maintain the Hospital Booking Log. Upon transfer of custody to the Sheriff's Department, or release, the Watch Commander will forward the original log to the investigative command and one copy to Operational Support at (~~Deleted~~ – records of security).

THERE IS NO CONTRACT HOSPITAL. The arrestee can go to any hospital at the direction of a treating physician.

If a juvenile is to be admitted and a guard is required, the officer should contact the Duty Supervisor at Juvenile Hall. The Duty Supervisor will arrange to have a guard relieve the arresting officer.

PROBATION DEPARTMENT:

Probation Department officers are not trained to write arrest reports and do evidentiary impounds. The MOU signed with San Diego County Probation states that SDPD officers will prepare crime and arrest reports for any new cases discovered by Probation officers. (See Attachment One at the back of this Operations Manual for more details.)

PUBLIC INEBRIATES:

If a person is rejected by the Inebriate Reception Center (Detox), the arresting officer will contact the Watch Commander and obtain approval for jail booking.

PUBLIC INFORMATION OFFICER (PIO):

The PIO will be called out by the Watch Commander to provide liaison with the news media anytime a command post is activated to handle a large incident, a SWAT operation, upon the death or serious injury of a San Diego Police officer and for any incident other than an officer-involved shooting that results in the death or critical injury of a citizen as a result of a police action. The Watch Commander will call the PIO on newsworthy arrests, lifesaving acts and crime series information. All requests for a PIO must be coordinated through the Watch Commander's Office. The PIO shall

maintain contact with the Watch Commander, advising of relevant information from the PIO's location.

RADIO DESIGNATOR FOR WATCH COMMANDER'S OFFICE:

The Watch Commander Sergeant is assigned radio designation "WC01"; the Watch Commander's Aide is "WC02."

RESTRAINT CHAIR:

The restraint chair located in the sally port is to be used only for controlling persons who are violent, maximally restrained, experiencing a medical problem or for treatment following the use of OC spray. Officers must notify Watch Commander personnel when placing a person in the restraint chair. Use of the restraint chair must be documented in officers' reports.

RIDE ALONG INJURY:

If a ride along is injured, the Watch Commander must be notified immediately. The Watch Commander shall call City Claims personnel and notify the area captain as soon as possible.

SALLY PORT ACCESS:

The sally port is under direct control of the Watch Commander and it is considered a secure area. The Watch Commander must approve access to the sally port by non-police personnel. Non-police personnel must be escorted at all times.

SEXUAL ASSAULT EXAMS:

Palomar Health is the designated provider for all adult victim and SART exams. Sexual assault evidentiary exams are to be conducted at a contract SART Facility: Palomar Health (~~Deleted – records of security~~).

If the victim requires medical attention in addition to the evidentiary exam, the victim will be transported to the nearest emergency treatment facility. An Investigative sergeant shall be contacted prior to having a contracted SART nurse respond to hospitals or medical facilities not contracted to conduct the SART exam. The Sex Crimes Unit on-call sergeant will designate the location for the exam. Juveniles will be examined at (~~Deleted – records of security~~) and will be authorized by the on-call Child Abuse or Sex Crimes sergeant. If the victim is admitted to the hospital, the contract SART nurse will be dispatched to the hospital of admittance, as per instructions from the Sex Crimes Unit on-call sergeant. The original responding officer should ensure that the victim has, or will have, a private room in which the exam can be performed.

If the victim is released after receiving medical attention at any hospital, and the victim has not received a SART exam, the officer should then transport the victim to one of the above contracted locations for an evidentiary examination per DP 6.11.

During normal working hours, a Child Abuse or Sex Crimes sergeant must authorize all exams at Children's Hospital. The officer/sergeant will be directed to call the "Charge Nurse" at **(Deleted – records of security)** to inquire if SART personnel are present, and if a SART exam can be performed.

Adult suspects in all sex crimes and child abuse cases who require a forensic exam will be examined at the Headquarters sally port SART exam room, next to the Watch Commander's Office. Requests for the contract company are to be made through Communications. The contract company can respond directly to a hospital if the suspect is injured, but the Watch Commander, the duty detective, or the duty Sex Crimes sergeant must approve it first.

Current SART Provider: **(Deleted – records of security)**

SICK CALLS:

During non-business hours, department personnel are required to call the Watch Commander's Office to report illness/injury that will make them absent from duty. The person taking the call must complete a Redbook entry for the appropriate command. Employees who are ill, or for any other reason cannot appear in court the day of trial, are responsible for contacting the Watch Commander by 0600 hours.

SPECIAL EQUIPMENT VEHICLE (SEV):

The SWAT SEV will be made available to all law enforcement agencies in the region. Regional agencies will make the request to the Watch Commander who will relay the request to the SWAT Commanding Officer.

TRAFFIC FATALITIES:

The commanding officer of Traffic Division, or designee, will be responsible for all news releases involving fatal traffic collisions.

TROLLEY (MTDB) ARRESTS:

The San Diego Metropolitan Trolley employs a full-time security force whose primary responsibility is to police the trolley lines and stations. The San Diego Police Department will handle Trolley Security arrests and process them in the normal manner. Trolley Security personnel will be listed as witnesses on arrest report documents. Trolley personnel will handle warrant arrests completely.

USE OF FORCE:

Whenever an officer uses physical force that results in an injury necessitating medical treatment of a suspect, a field supervisor will respond and evaluate the circumstances surrounding the incident. The supervisor will determine whether the actions taken by the officer were within Department guidelines or of a reasonable nature and then notify the Watch Commander of the findings. If the Watch Commander deems the incident to be of a significant magnitude, the Watch Commander will notify the Field Lieutenant and Internal Affairs will be notified. If Internal Affairs personnel respond, the Watch Commander will notify the POA immediately and report the general nature of the incident.

VEHICLE PURSUITS:

Only two units shall be actively involved in a pursuit unless a field supervisor or the Watch Commander approves additional units (DP 1.03). The Watch Commander will monitor the pursuit and may order termination of the pursuit, if warranted. Upon notification of a pursuit, the field supervisor and/or the Watch Commander should verify that no more units than necessary are involved and direct additional units to discontinue the pursuit.

The Watch Commander has the authority to cancel a pursuit when the potential safety risks outweigh the need for apprehension. Barricading a roadway is prohibited unless approved by a field supervisor or the Watch Commander.

VEHICLE IMPOUNDS:

Vehicles shall not be impounded at a police facility without prior approval of the Watch Commander. Only those vehicles needed for evidence in homicides, robberies, kidnappings or sexual assaults are allowed in the locked vehicle impound building.

The only vehicles that will go to the Northwestern Division secured impound facility for processing are vehicles that were involved in OIS's, Sex Crimes and Homicides. The SDPD Lab personnel are responsible for processing the vehicles that are impounded there.

VEHICLE SEIZURES:

Vehicle seizures will only be authorized by the NTF Asset Removal group or the Watch Commander. Seized vehicles will be taken to the Western Division area station.

WARRANTS:

If, after an arrest warrant has been confirmed by a field officer, the suspect is not booked into County Jail, the officer must immediately notify the Watch Commander's Office so that the abstract can be destroyed and the warrant reactivated. In most cases, the warrant abstract will be picked up at the Watch Commander's Office. If the Watch Commander's printer is not working, abstracts can be picked up at the Sheriff's Warrant Office. In situations where the validity of the warrant cannot be verified, the Watch Commander shall decide whether the suspect should be booked.

WATCH COMMANDER'S LOG:

The Watch Commander's Incident Log is a brief factual synopsis of significant events that have occurred during any 24-hour period. The log frequently has incidents of interest to the news media.

The log is distributed daily throughout the Police Department and to various outlets of the local news media. Entries should be reviewed by the Watch Commander for appropriateness of release to entities outside the Department. There is "SDPDMedia" in the "All Groups" list in Outlook. Informational Services maintains this list so anyone

department wide can use it. This list should be used to send the Incident Log or Missing Person flyers to the news media.

Each log entry will contain the MPS Event number, date and time of occurrence, the Service Area and neighborhood where the incident occurred, the location of the incident, type of incident and the Watch Commander's name. The type of incident should also include a description in addition to the radio or penal code designation (e.g. 11-80/11-44 fatal accident; 211PC commercial robbery).

The log should also contain a brief synopsis of the incident.

INCIDENTS TO BE INCLUDED ON THE LOG

All homicides:

Which Homicide Team responded and that Homicide will issue a press release;

All traffic fatalities:

Traffic Division will provide a news release;

Missing persons at risk:

Missing persons at risk will be entered on the log if still missing at the end of the shift;

Missing juveniles:

Missing juveniles will be entered on the log if still missing at the end of the shift;

All officer-involved shootings (other than animals):

Which Homicide Team responded and that Homicide will issue a press release;

Serious Injury Vehicle Accidents:

Including police vehicles;

Police Vehicle Pursuits:

Only those resulting in serious injury or death;

All SWAT Incidents

All Aviation Crashes/ emergency landings (other than at airport)

All Commercial Robberies;

Significant Street Robberies and/or Sexual Assaults in high pedestrian areas:

For example, shopping malls, trolley stops, parks, and beaches; (Consideration should be given to events where the media could help us locate the suspect and warn people in the area.)

All Significant Assaults with Deadly Weapons;

All Civil Disturbances:

Those where MFF is activated or significant property damage or injuries occur;

Significant Arrests;

All Evacuations;

Major Hate Crimes;

Kidnappings;

Found Explosive Devices/ Bombings

Other significant incidents as deemed by the Watch Commander.