

OPERATIONS

MANUAL



TRAFFIC SPECIAL INVESTIGATIONS UNIT

San Diego Police Department

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TRAFFIC SPECIAL INVESTIGATIONS UNIT

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I. MISSION STATEMENT

The mission of the Traffic Special Investigations Unit is to reduce or eliminate criminal behavior associated with street racing, sideshows, and unsanctioned car meets or related events. The unit will also assist area commands and the Traffic Investigations Unit with investigations that identify organized traffic-related crimes, such as vehicle insurance fraud, court fraud, registration fraud, smog fraud, vehicle component theft and tampering (10751), and organized car clubs known to participate in criminal activity and civil disobedience.

A. UNIT OVERVIEW

The Traffic Special Investigations Unit (TSI) will accomplish this mission by thoroughly investigating crimes and preparing cases for prosecution, providing expert testimony when requested by prosecuting agencies, and reducing criminal opportunities for participants of these activities through direct enforcement, community engagement with business owners and residents, partnerships with state, county, city and military law enforcement and government agencies, and crime prevention through environmental design. TSI will:

1. Identify, investigate, and apprehend suspects, work with prosecution agencies, and monitor social media for potential events occurring in the city.
2. Implement and manage the Department's court-order seizure program pursuant to Vehicle Code Section 14602.7. This includes reviewing all affidavits, submission to the court, and managing court appeals and challenges.
3. Implement and manage the municipal and vehicle code forfeiture process pursuant to Vehicle Code Sections 10751, 14607.6(a), and Municipal Code Section 52.53.
4. Establish intel-based saturation traffic enforcement of related violations.

B. UNIT PERSONNEL

The Traffic Special Investigations Unit will consist of a Unit Lieutenant, a Detective Sergeant, two Detectives, and two non-probationary Officers.

II. DESCRIPTION OF DUTIES

A. LIEUTENANT

1. Provide direct supervision to the TSI Detective Sergeant.
2. Ensure unit goals and objectives are being pursued.
3. Maintain awareness on unit operations.
4. Monitor overtime usage.
5. Conduct required monthly personnel and unit inspections.
6. Address the equipment needs of the unit.
7. Ensure all Department Policies and Procedures are followed by Unit members.
8. Overall administrative responsibility for TSI.

B. DETECTIVE SERGEANT

1. Review incoming correspondence, crime cases, and investigative reports.
2. Determine which cases the unit will investigate.
3. Assign work to investigators.
4. Prepare weekly and quarterly reports.
5. Oversee proactive investigations and enforcement operations.
6. Supervise and advise detectives in conducting criminal investigations.
7. Manage TSI staffing.
8. Inspect personnel and equipment assigned to the unit.
9. Establish and maintain relationships and meet regularly with vertical prosecutors from the City and District Attorney's Office.
 - a. City Attorney's Office – Street Racing Task Force
 - b. District Attorney's Office – Vertical Prosecutor
10. Serve as the coordinator between the unit, Traffic Division, area divisions, allied law enforcement agencies, state agencies, and prosecution agencies.
11. Serve as Incident Commander for multi-agency enforcement operations.
12. Supervise the use of Unit equipment.
13. Train newly assigned personnel.
14. Coordinate Department and POST training courses.
15. Enter detectives' stand-by time into OneSD for tracking.
16. Determine which off-duty personnel will respond to required investigations.
17. Construct and implement strategies to investigate and apprehend perpetrators, accomplices, and spectators involved in illegal street racing, sideshows, and unsanctioned car meets.
18. Implement and present educational information for prevention through community outreach, social media, engineering, and enforcement strategies.

C. DETECTIVES

1. Conduct thorough and complete investigations assigned.
2. Prepare accurate reports and serve search warrants.
3. Serve arrest warrants and make probable cause arrests for assigned cases.
4. Conduct follow-up investigations from other jurisdictions as applicable.
5. Collect and impound evidence and arrange laboratory examinations if needed.
6. Prepare, submit, and present investigative reports for prosecution.
7. Testify in court on cases investigated and as an expert witness for other cases when required.
8. Maintain high proficiency in photograph and video documentation equipment.
9. Follow established guidelines for handling digital evidence per DP 1.49.
10. Assist the Traffic Investigations Unit with parallel investigations when requested.
11. Participate in a uniformed enforcement role during specialized details.
12. Perform additional duties as assigned by the Unit chain of command.

D. UNIFORMED OFFICER(S)

1. Serve as the arresting and transporting officer for arrests made by the Unit.
2. Primary enforcement of traffic violations associated with street racing, sidschows, and illegal vehicle modifications.
3. Work directly with detectives in an investigative role.
4. Conduct investigative follow-ups in a uniformed or plain-clothes role as needed.
5. Conduct VC 10751 and VC 2806 vehicle inspections.
6. Provide training to Department members through menu classes, lineup training, and scheduled POST classes.
7. Available as a resource for patrol officers during enforcement contacts.
8. Participate in high visibility patrol operations that will be conducted during events known to the Unit either in a specialized detail or assisting area commands.
9. Identify criminal activity associated with street racing, sidschows, and illegal vehicle modifications and present information to unit detectives for evaluation.
10. Assist vehicle inspection officers with forensic analysis of vehicles and components.

III. OPERATION GUIDELINES

A. UNIT SELECTION PROCESS

The selection process may be conducted formally or informally based on Department needs. Interested candidates should submit a PD-599 Transfer Request according to Department Procedure 5.07 - Transfers within the Department.

B. ORIENTATION AND TRAINING

Once selected, new personnel shall receive instruction from the unit sergeant on each item listed on the DRAGNET Orientation Checklist. The process shall be completed during the first thirty working days of their assignment to the Unit. The supervisor shall initial each item on the Orientation Checklist as it is completed.

Upon completion, the unit sergeant will endorse and submit the Orientation Checklist to the Unit Lieutenant for initialing. A copy of the orientation checklist will be placed in the personnel divisional file for one year, and the original will be sent to Human Resources to be placed in the employee's Personnel File. The Orientation Checklist is located in the Traffic DRAGNET Unit G drive.

1. Recommended POST Training Courses:
 - a. Street Racing and Modified Vehicle Enforcement (8 hours)
POST CCN 1270-30252
 - b. Traffic Collision Investigation - Intermediate (40 hours)
POST CCN 2970-33630
 - c. DUI Detection - Field Sobriety (24 hours)
POST CCN 1270-20290
 - d. Advanced Roadside Impaired Driver Enforcement (16 hours)
POST CCN 1270-20272
 - e. Vehicle Theft Investigations (40 hours)
POST CCN 1270-30190
 - f. Search Warrant Fundamentals [WEB] (3 hours)
POST CCN 9181-25575

C. APPEARANCE AND GROOMING

The Detective Sergeant, Detectives, and Officers (not in a direct enforcement role) will wear plain clothing appropriate to this assignment. Attire must be neat, clean, and in good repair unless there is an operational need to deviate from this standard.

The TSI sergeant will ensure all appearance standards are in accordance with Department Procedure 5.10.

D. EQUIPMENT ISSUANCE AND MAINTENANCE

The TSI Sergeant will be responsible for issuing and tracking unit-specific city equipment to team members. Each team member will be responsible for the upkeep and maintenance of their assigned equipment. Any lost, stolen, misplaced, or damaged equipment will be reported immediately to the TSI Sergeant. When a team member transfers out of the unit, all assigned equipment will be returned to the TSI Sergeant. See Department Procedure 1.23 Department Equipment Accountability for complete details.

E. OPERATIONS PLANNING

Per Department Procedure 4.15, an Operation Plan (PD-1195) will be completed prior to any knock-and-talk search, parole or probation search, high-risk entry, or search warrant service.

An Operation Plan will also be required for any pre-planned operation in which an undercover detective or operative will come into contact with a potential suspect, any pre-planned surveillance where the anticipated purpose of the surveillance is to effect an arrest, search, or to interrupt a crime, or any other operation at the discretion of a unit supervisor.

A supervisor shall be present during the briefing and execution of the following: search warrants, arrest warrants, probation/parole searches and knock and talks, operations wherein police officers and/or informants will be working in an undercover capacity, service of a court-ordered seizure (Vehicle Code Section 14602.7), and any investigation/operation involving the need for coordination between the Department and outside agencies.

The case agent will be responsible for completing the Operation Plan. The Operation Plan must be completed and approved by the TSI supervisor or designee before the operation. See DP 4.15 for procedures regarding the listed operations.

A briefing with ALL assigned personnel prior to the operation is required in all cases. The case agent will conduct the briefing prior to the operation. The Operation Plan will be read at the briefing, and all other relevant information will be shared with participants. If copies of the Operation Plan are distributed at the briefing, the case agent will collect and destroy all unneeded copies. Hard copies or emails of all Operation Plans will be given to the TSI Lieutenant prior to the execution of the operation.

The TSI Lieutenant will maintain copies of all Operation Plans for two years.

Planned forced entries provide an added level of risk to law enforcement officers. In an effort to mitigate this risk, a standardized assessment of each operation is

necessary to ensure safety for all involved, as outlined in the San Diego County Regional High-Risk Entry Checklist. This checklist will be used when a high-risk entry is anticipated. The case agent will be responsible for completing the checklist. The case agent and supervisor will contact SWAT and discuss the appropriate tactical response. If SWAT conducts the entry, the case agent will attend the SWAT briefing and share relevant information with the case supervisor and personnel assigned to the operation. All planned force entries MUST be reviewed and approved by the TSI Lieutenant prior to commencing the operation.

F. OPERATIONS OUTSIDE CITY LIMITS

The TSI Lieutenant will be notified prior to any pre-planned operation outside the city. The TSI Lieutenant will notify the TSI Captain before any pre-planned operation outside San Diego County. When working outside the City of San Diego, the operation supervisor will advise the concerned law enforcement agency of their location and provide a brief synopsis of their investigation.

Personnel will attempt to use uniformed personnel from the allied agency for assistance when possible. The San Diego Police Department Watch Commander and Communications Section will be notified prior to the execution of all search warrants and arrest operations.

G. CALL BACK AND ON-CALL PROCEDURES

Stand-by and Call-back procedures are detailed in Department Procedure 1.20 – Overtime Compensation.

The TSI Sergeant and Detectives are subject to callouts as determined by the TSI Lieutenant or TSI Sergeant. Assigned personnel will monitor their cell phones unless they are approved otherwise. Assigned personnel will notify a supervisor immediately if they cannot respond to a callout.

The TSI sergeant will be responsible for making an on-call schedule. Generally, there will be one Sergeant and one Detective on call. Uniformed officers may serve as on-call detectives if designated by the TSI Sergeant.

On-call personnel subject to investigative callback are eligible to take the unit's assigned city vehicle home per Department Procedure 1.16 – Off-Duty Use of Department Take Home Vehicles.

H. WORK SHIFT SCHEDULE

All TSI personnel will primarily work first watch investigative hours (0600-1600) Monday through Thursday. The TSI Unit is tasked with providing expertise and enforcement action in operations involving street racing, sideshows, and unsanctioned car meets. Due to these activities' unpredictability and untimely

notice, all TSI personnel must be available to extend or adjust their work schedules.

I. PAYROLL PROCEDURES

Payroll for TSI personnel will be routed through the Traffic Division's Payroll Clerk. Department Payroll Procedures are outlined in Department Procedure 1.18 – Payroll Procedures and Department Procedure 1.20 – Overtime Procedures.

J. OVERTIME

All overtime must have the prior approval of a supervisor. Overtime Authorization Request Forms shall be completed and submitted for approval the next scheduled workday following the overtime worked. Employees shall adhere to Department Procedure 1.20 – Overtime Compensation.

K. RADIO DESIGNATORS AND FREQUENCIES

Unit call signs are as follows:

Lieutenant	3910L
Detective Sergeant	3980S
Detectives	3980D, 3981D
Uniformed Officers	3980T, 3981T

The primary radio frequency is the primary area command frequency unless a specific encrypted tactical frequency has been designated.

L. SUBPOENAS

The Traffic Unit's Subpoena Clerk will manage telephonic subpoenas. The subpoena clerk will log them and give them to the appropriate supervisor. The supervisor will sign and date the 'served by' portion of the subpoenas and then distribute the subpoenas to the appropriate recipients.

Personnel will sign and date subpoenas when they are received. Personnel will keep one copy and return the signed subpoena to the subpoena clerk, who will enter them into the computer and mail them to the proper location.

Personnel will contact the assigned prosecuting agency upon receipt of the subpoena and will make arrangements to discuss their involvement in the case as required. Personnel will appear when needed and will be prepared to give testimony. When appearing in court, male employees dress in a coat and tie, and female employees in professional business attire. A supervisor must approve any deviation in dress. See Department Procedure 1.11 - Court Procedures and Subpoenas for additional information.

M. SAN DIEGO LAW ENFORCEMENT COORDINATION CENTER – SDLECC

The SDLECC is a collaborative partnership among federal, state, and local law enforcement/public safety agencies focused on enhancing coordination, information sharing, regional preparedness, training, and investigative support/analysis for first responders and other regional public and private partners.

SDLECC provides several services critical to the investigative process and safety of operations. This procedure is intended to address those services and not the full extent of the services available under the umbrella of SDLECC.

The SDLECC notification process intends to eliminate or “de-conflict” unforeseen parallel investigations between agencies to prevent the possibility of agencies inadvertently investigating the legitimate activities of each agency and help provide for the safety of law enforcement personnel.

The unit case agent will contact SDLECC during the beginning phases of all investigations and serve as the point of contact for inquiries. Investigators must also contact SDLECC and complete appropriate reporting information on any operations or investigations. Deconfliction via SDLECC is mandatory. Failure to follow the notification procedures could jeopardize another Department unit or outside agency's investigation and, most importantly, jeopardize the safety of law enforcement personnel.

SDLECC operates seven (7) days a week, 0700 to 2300 hours, and can be contacted at (858) 495- 7200. After-hours inquiries can be made by calling the Western States Information Network (WSIN) toll-free at (800) 952-5258.

N. VEHICLE ASSIGNMENTS

1. Detective Sergeant
 - a. TBD
2. Detectives
 - a. TBD
3. Uniformed Officers
 - a. Uniformed Officers will be assigned a marked patrol unit for operational purposes.

O. VEHICLE POLICY

Unit personnel shall not drink intoxicating beverages and operate a city vehicle while on duty or off duty. 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.

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

**TRAFFIC SPECIAL INVESTIGATIONS
ORGANIZATIONAL CHART**

