

WESTERN DIVISION OPERATIONS MANUAL



SAN DIEGO POLICE DEPARTMENT

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MISSION STATEMENT WESTERN DIVISION

The employees of Western Division are committed to providing quality police service to the citizens who live or work within its borders and visitors to our area. The service shall be provided in a fair and friendly manner, keeping within the guidelines of the Department Vision, Value and Mission Statement. We will embrace the concept of Neighborhood Policing and Problem Solving and apply them in everything we do.

This Operations Manual is a living document. It is to be reviewed on an annual basis or whenever a significant change is made in Division operations. It will be the responsibility of the Staff Sergeant to review the manual every August, giving different sections to the appropriate units for review.

DIVISION CAPTAIN

Duties and Responsibilities

The Captain heads the Division and reports directly to the Assistant Chief of Patrol Operations. The Captain is responsible for all phases of day-to-day operations of the Division. They establish Operational Policies and set guidelines to support the Department's Mission.

Following are the duties of the Captain:

Supervise the work of the Service Area Lieutenants. Evaluate their performance and oversees career development.

Assign job responsibilities, set performance standards, and work priorities.

Ensure proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines.

Establish direct communication with community leaders, including City Council representatives.

Appoint community members to serve on an Advisory Board to the Division.

Responsible for Strategic Planning and maintaining E.E.O. standards.

Promote problem solving at all levels and encourage community participation to maintain a strong partnership.

Coordinate the recruitment and expanded use of Volunteers in Policing (VIP's) and Retired Senior Volunteer Patrol (RSVP).

Conduct periodic supervisors' meetings and attend periodic patrol line-ups and detective briefings.

Participate in key community meetings and maintain liaison with area agencies.

Approve assignment changes and temporary assignments of personnel in specialized units within the Division.

Review personnel evaluations, citizens' complaints, discipline reports, pursuit forms, injury forms, transfer requests, and other administrative reports.

Conduct discipline review hearings, such as "Skelly" and other types of appeals.

Serve on or chair Department committees.

Manage Community Service Staff.

INVESTIGATIONS LIEUTENANT
(Currently collateral duty of Service Area Lieutenants at Western)
Duties and Responsibilities

The Investigations Lieutenant reports directly to the Division Captain.

Following are the duties of the Investigations Lieutenant:

Manage area station administration and command investigations.

Liaison with service area Lieutenants.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate Detective Sergeants and Senior Clerk Typist.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate implementation of problem-solving projects.

Prepare and coordinate staff reports, including quarterly reports and discipline reports.

Monitor personnel and equipment needs, recommend resource allocation, and provide annual budget documentation.

Identify training needs, coordinate In-Service Class assignments, and review application process for course attendance.

Assign tasks and supervise Citizen's Complaints, Route Slips, and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by supervisors and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspections Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Evaluate and recommend personnel for specialized assignments and promotions.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Participate in key community meetings.

Maintain liaison with the department's specialized investigative units, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.

Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.

Oversee participation of Sergeants and Officers at certain community meetings.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports and staff work prepared by sergeants.

Manage Division Investigative Funds and Informant Files.

Liaise with Reserve Services, Volunteer Services, and Retired Senior Volunteer Patrol.

Assume on call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

SERVICE AREA LIEUTENANT Duties and Responsibilities

The Service Area Lieutenant reports directly to the Division Captain.

Following are the duties of the Service Area Lieutenants:

Manage daily operations of the Service Area.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate assigned Patrol/Specialized Unit Sergeants.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate problem solving to address area problems.

Preparation and coordination of staff reports including quarterly reports and discipline reports.

Monitor personnel and equipment needs and recommend resource allocation and provide annual budget documentation.

Prepare shift change schedule and monitor personnel staffing.

Identify training needs, coordinate In-Service Class assignments and review application process for course attendance.

Assign tasks and supervise citizens' complaints, Route Slips and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by Sergeants and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspection Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Prepare termination packages of unsatisfactory employees.

Evaluate and recommend personnel for specialized assignments and promotions.

Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Maintain liaison with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards. Oversee participation of Sergeants and Officers at certain community meetings.

Participate in key community meetings when necessary.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, pursuit forms, and staff work prepared by sergeants.

Assume on-call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

PATROL SERGEANT Duties and Responsibilities

The Patrol Sergeant reports directly to a Service Area Lieutenant. Patrol Sergeants supervise the daily activity of Patrol Officers and other personnel in the field.

Coordinate squad activities with investigative personnel and other patrol squads in the Division.

Conduct meetings and briefings to identify crime trends and evaluate the status of POP projects.

Keep the Service Area Lieutenant informed of any significant field problems, community activities and staffing and personnel issues.

Make recommendations to the Service Area Lieutenant regarding work priorities and training needs.

Evaluate problem solving activities initiated by officers.

Review current crime statistics and Division incident logs.

Review POP projects, assist officers with problem solving efforts and approve project closures.

Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.

Maintain liaison with community groups and participate periodically in key community meetings.

Assist officers with career counseling and recommended training classes for career advancement.

Monitor and evaluate officer safety techniques.

Ensure service and return of Random Drug Tests assigned to their officers.

Oversee participation of patrol officers in community meetings.

Use VIP's and RSVP's where appropriate.

Make appropriate entries on the "Incident Log" regarding significant incidents.

Maintain liaison with the Watch Commander and request assistance from specialized units when necessary.

Manage overtime, monitor staffing and assign personnel accordingly.

Ensure timecards are complete, and approved prior to the payroll-closing period and submitted through ONE-SD.

Monitor radio traffic, including all vehicle pursuits, and evaluate field incidents.

Conduct squad conferences, issue subpoenas, review crime information, and obtain officer input during lineups.

Conduct personnel and equipment inspections.

Investigate CCF's, Route Slips, Citizen Request Forms, and prepare related reports.

Prepare performance evaluations.

Prepare disciplinary package when necessary and administer discipline.

Evaluate and recommend appropriate personnel for specialized assignments and promotions.

Complete staff assignments as directed by the Service Area lieutenant.

Investigate and prepare Police Equipment Accident Reports, Injury Reports and Vehicle Pursuit Forms. Inform the Staff Sergeant about the medical status of injured officers.

Provide oral and written expectations to field personnel regarding Department Vision, Values and Mission Statement, Diversity, POP, Neighborhood Policing, and daily patrol activities.

Review and approve requests for time off based on staffing needs. Document date and time when officer requests time off on the leave slip, and in the Electronic Red Book.

The Line-up Sergeant's shift starts 30 minutes prior to the beginning of line-up and ends 10 hours later.

Field and Late Report Sergeants work regular shift schedules.

The Late Report Sergeant is responsible for ensuring all Stop Card information is completed on the daily patrol schedule.

The Late Report Sergeant is responsible for ensuring all officers are accounted for at the end of each shift. The Late Report Sergeant is the only person to release people at the end of shift.

All Sergeants are responsible for ensuring officers do not return to the station or gas pumps more than 30 minutes prior to the end of their shift.

POLICE OFFICER Duties and Responsibilities

Field officers will report to a sergeant and are assigned to patrol a designated service area. Officers will respond to calls for service and take appropriate enforcement action. Officers will employ problem solving techniques implementing neighborhood policing strategies, during uncommitted time.

Exercise self-discipline on pursuits.

Identify crime trends and initiate appropriate responses.

Develop community partnerships and encourage their assistance in problem solving.

Keep sergeants informed of any significant incidents and crime issues.

Dedicate "uncommitted time" to work on problem solving efforts.

Respond to radio calls and submit related written reports.

Provide testimony during court proceedings when needed.

Alert supervisors of possible citizen complaints.

Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity.

Enforce city, state and traffic laws as required.

Educate citizens and the business community on crime prevention techniques.

Act as a Field Training Officer when selected for the position.

Carry out assignments delegated by a sergeant.

Seek knowledge of community leaders/groups and attend community meetings/forums in assigned service area.

Address traffic problems/issues in assigned service area and take appropriate action.

Share crime information and knowledge with other officers during lineups and on an individual basis to enhance teamwork, efficiency and safety.

Attend mandated training and quarterly Department qualifying shoots.

Officers requesting time off, either compensatory or vacation time, shall do so in writing through their supervisor. Staffing shall be checked, and the officer's name placed in the "Electronic Red Book" by a supervisor upon approval.

BEACH ENFORCEMENT TEAM

Duties and Responsibilities

The Beach Enforcement Team is assigned to the 610's service area and reports to the Beach Enforcement Team Sergeant. Officers respond to Division wide issues, but primarily patrol the Ocean Beach area.

Officers monitor the radio and assist in handling radio calls when needed.

Officers receive training and are certified to operate the prisoner van, 4X4 beach wagon, bicycles and quads.

Officers work closely with the merchants in the 610's area and frequently attend the monthly Merchants Association meetings.

Officers utilize the bi-weekly S.T.A.T. reports for crime trends and direct their activities toward the problem areas.

Officers are frequently requested to assist the other service areas when events occur that require extra staffing.

Officers are expected to properly maintain and track the necessary maintenance for the bicycles, 4X4 and quads.

Officers are expected to develop a working relationship with other law enforcement units. (i.e. Narcotics Section, Parole, Probation, D.A.R.T., County Marshal's and the City and District Attorney)

Refer to the Beach Enforcement Team Operations Manual for additional information.

Maintain a liaison with the CRO in the service area and attend community meetings when requested.

CRIME SUPPRESSION TEAM

Duties and Responsibilities

The Street Crimes Unit is staffed with up to six (6) Patrol Officers and a Sergeant. Officers may be utilized throughout the Division, as needed, to assist with series crime investigations or other special projects.

Monitor the radio and assist in handling calls when needed.

Reduce crime through aggressive street narcotics and general law enforcement (i.e. 11550 arrests and Parole & Probation searches.)

Prepare and submit felony arrest packages to the District Attorney's Office for prosecution.

Identify crime trends and initiate appropriate responses.

Maintain partnerships with patrol and investigative units, working closely with service area investigators to identify and apprehend suspects.

Maintain a liaison with the CRO and attend community meetings.

Maintain liaisons and network with other specialized units and law enforcement agencies (i.e. Narcotics, Gangs, Vice, Robbery, SIU, RATT, Probation and Parole).

Be available to provide training and assistance to other officers, in all service areas, with 11550/narcotic arrests and preparation of telephonic search warrants.

Assist in other service areas when events occur which require extra staffing or special skills.

Refer to the Crime Suppression Team Operations Manual for additional information.

POLICE INVESTIGATIVE SERVICE OFFICER I

Duties and Responsibilities

A Police Service Officer I performs the more routine community service and non-hazardous police functions and is assigned to a 3rd watch patrol sergeant. The primary function of the PISO is the enforcement of the OVO Program. The PISOs may also assist with the following:

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 collision 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.

**PSYCHIATRIC EMERGENCY RESPONSE TEAM
P.E.R.T.**

Duties and Responsibilities

To provide rapid response for mental health emergencies.

To provide de-escalation techniques and management of individuals displaying mentally disordered behavior.

Enabling the release of additional uniformed officers from scenarios involving mentally disordered persons, once the scene is secure.

Reduction of out-of-service time for uniformed officers on calls for mentally disordered persons.

(The PERT team may transport to mental health facilities without the escort of a second uniformed officer. If the situation dictates, however, the PERT officer may request back up from uniformed officers for the transport.)

PERT teams can transport to various facilities as client needs dictate. (PERT teams can transport patients to ANY appropriate mental health facility within San Diego County.)

To provide referral services.

To establish a collaborative working relationship between the San Diego Police Department and the Department of Mental Health.

PERT team referrals to County Mental Health will have admission priority.

If an individual does not qualify for commitment into a psychiatric emergency room or acute care facility, the PERT team will make reasonable efforts to find an appropriate disposition for the individual.

Handle calls from concerned citizens, businesses or family members for persons needing intervention/assessment for mentally disordered behavior who pose a minimal threat to the PERT team.

COMMUNITY RELATIONS OFFICER Duties and Responsibilities

The Community Relations Officer reports to the Division Captain.

Coordinate liaison with Neighborhood Watch and Nextdoor Groups.

Provide community-based data to the Division Captain.

Coordinate training to assist uniformed officers.

Maintain liaison with the area Advisory Board.

Maintain liaison with community and business groups.

Residential and commercial security advisors.

Public and press information officers.

Liaison for community problems.

Area Command Coordinator for speaker requests.

Coordinator of the R.S.V.P. Program.

Coordinate training for the Citizens Patrol Program.

Accept citizen complaints.

Supervise and maintain their area Storefront.

For complete details of job assignment, see the Department issued Storefront Community Relations Officer Operations Manual.

NEIGHBORHOOD WATCH PROGRAM

The Community Relations Officer (CRO) will coordinate the Neighborhood Watch Program for the entire Division.

Requests for Neighborhood Watch Meetings will be handled in the following manner:

Any requests for meetings or information should be submitted on an interoffice memo and forwarded to the area storefront.

The CRO will contact the requesting party and set up a date and time for the meeting. The CRO will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons or if the CRO sees a need, they should contact the area Lieutenant.

The CRO will make out a Group Control Form and enter the information in the master log located on the LAN computer at Western Division.

The CRO will indicate in the master log that the meeting was handled. The Block Captain's name will be added to the Block Captain(s)' roster for the appropriate beat. This updated information is added to the Block Captain's list on the LAN system at Western Division.

RETIRED SENIOR VOLUNTEER PROGRAM (R.S.V.P)

Duties and Responsibilities

The San Diego Police Department's Retired Senior Volunteer Program is committed to maintaining a spirit of cooperation and partnership with the community. The services provided by the Retired Senior Volunteer Patrol (RSVP) shall not consume public funds. Virtually all funding for operating RSVP is obtained through donations by local councils, citizens, businesses, foundations, service clubs and the like.

The objectives of the RSVP program are to provide an increased level of crime prevention programs, promote community awareness and acceptance of the RSVP program and provide additional resources to the SDPD area stations.

The RSVP Administrator reports to the Investigations Lieutenant (or designated Service Area Lieutenant).

- Vacation house security checks.
- "You Are Not Alone" (YANA)- shut-in checks.
- Drive-through problem areas.
- Business and citizen contacts.
- Walking patrol in shopping centers and schools.
- Financial institution and library security checks.
- Abandoned vehicle warning notices.
- Disabled parking citations.
- Deficiency reports.
- Recruiting.

NOTE: For additional information, refer to the RSVP Operations Manual, located in the RSVP Office.

**WESTERN DIVISION
Volunteers In Policing
(V.I.P.)**

Area Station V.I.P. - Assist area station by conducting follow up research, telephone calls to witnesses and victims, answering phones, filing and other office tasks.

Storefront V.I.P. - Help police staff in community relations office by answering phones, handling walk-in inquires, distributing information on police services.

Hours: Varies, depending on assignment

Location: Varies

Minimum Age: 18; Court Referrals: No

Volunteers must pass a Police Background check. (No persons with felony or misdemeanor convictions accepted)

DETECTIVE SERGEANT Duties and Responsibilities

Reports directly to the Investigations Lieutenant. Supervises detectives assigned to a service area.

Sergeants are responsible for the following:

- Assign incoming reports for follow-up through the (NetRMS) electronic report system.
- Serve as the contact person for patrol supervisors requesting an investigator for call out to an incident.
- Conduct periodic case biopsies and review written work of investigators to ensure all reports are complete, accurate and factual.
- Apprise the Captain and Lieutenants of crime problems and incidents affecting the Division.
- Assure detectives are properly prepared to perform their duties. This applies to attire, equipment, mental attitude and training.
- Promote teamwork among detectives, patrol officers and other Division staff for effective crime fighting.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney's Office.
- Assign and track C.R.E.'s from the District Attorney's Office and the City Attorney.
- Supervise Investigative Aides.
- Conduct Division investigations briefings as needed.
- Support the concepts of Neighborhood Policing and Problem Solving.
- Manage Investigator standby callback availability
- Manage investigative vehicle assignments.

DETECTIVE Duties and Responsibilities

Western Division Detectives report to a Detective Sergeant. Detectives investigate general crimes in their service areas. Their duties include the following:

Review assigned crime and arrest reports for completeness and accuracy.

Conduct follow-up investigations in accordance with the Investigative Procedures and Inspections Manual, and other established Policies and Procedures.

Conduct background investigations on victims, witnesses and suspects.

Conduct interviews of witnesses, victims and interrogations of suspects.

Conduct live lineups and show photo line-ups when necessary.

Evaluate impounded physical evidence.

Complete needed follow-up work including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.

Prepare investigative reports, District Attorney Packages, Follow-up Summaries and Case Cancellations.

Disseminate suspect information to patrol and other investigative personnel.

Release impounded property (when no longer needed as evidence).

Provide testimony during court proceedings.

Address crime issues, long and short term, affecting their assigned Service Areas.

Keep current on community issues in their assigned Service Areas and assist in enhancing community relations whenever possible.

Include the concepts of Neighborhood Policing and Problem Solving in all investigations.

Accept standby call-back duty as assigned.

Conduct other duties as assigned.

Juvenile Services Team (JST)

Duties and Responsibilities

The Juvenile Service Team (JST) consists of a Detective Sergeant, two Juvenile Investigators and three Juvenile Service Officers. The Juvenile Service Team has responsibility for juvenile related follow-up, 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.

JST Detective Sergeant Duties and Responsibilities

The Juvenile Service Team Sergeant is a Detective position that also supervises a uniformed component to handle school and juvenile related crime problems within Western Division.

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-aways, diversion programs, crime cases and arrests.

The JST Sergeant is also responsible to monitor the 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 that are caused by juveniles

The sergeant will assure 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 that training and programs are handled in accordance with Policies and Procedures of the Department. The sergeant or their designee will meet once month 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 Detective Duties and Responsibilities

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 from throughout the City and County. They work closely with Juvenile Service Officers 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 Duties and Responsibilities

SCHOOL SAFETY PROGRAM

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

The Juvenile Service Officer is to be 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 function by handling juvenile related issues such as:

- Liaison with primary and secondary schools
- Daytime loitering issues
- Truancy issues
- Teaching ESSP
- 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 Officer enforces the law on and around Middle School and High School campuses. The officer acts as a liaison to the school administration and staff daily. JST Officers investigate crimes, apprehend truants, arrest daytime loiterers and conduct field interviews of school-aged youth.

RESOURCES

SCHOOL	ADDRESS	BEAT	YorT
610 Service Areas			
Barnard Elementary	2930 Barnard St.	613	(T)(619) 224-3306
Cabrillo Elementary	3120 Talbot St.	615	(T)(619) 223-7154
Correia Middle	4302 Valeta St.	613	(T)(619) 222-0476
Dana (5 th /6 th)	1775 Chatsworth Blvd.	612	(T)(619) 223-1300
Dewey Elementary	3251 Rosecrans Pl.	611	(T)(619) 222-6808
High Tech High	2861 Womble Rd.	615	(T)(619) 243-5000
Loma Portal Elementary	3341 Browning St.	614	(T)(619) 223-1683
Ocean Beach Elementary	4741 Santa Monica Ave.	613	(T)(619) 223-1631
Point Loma High	2335 Chatsworth Blvd.	613	(T)(619) 223-3121
Sacred Heart	4895 Saratoga Ave.	614	(T)(619) 222-7252
St. Charles Borromeo Acad.	2808 Cadiz St.	611	(T)(619) 223-8271
Silver Gate Elementary	1499 Venice St.	613	(T)(619) 222-1139
Sunset View Elementary	4365 Hill St.	618	(T)(619) 223-7156
High Tech Middle School	2861 Womble Road	615	(T)(619) 814-5060
Warren Walker	4605 Point Loma Ave.	618	(T)(619) 223-3663
620 Service Areas			
Birney Elementary	4345 Campus Ave.	627	(T)(619) 293-4400
Chesterton Elementary	7335 Wheatley St.	621	(T)(858) 496-8070
Florence Elementary	3914 1 st Ave.	621	(T)(619) 293-4440
Francis W. Parker (Lower)	4201 Randolph St.	626	(T)(858) 571-7800
Francis W. Parker (Middle/Upper)	6501 Linda Vista Rd.	621	(T)(858) 569-7900
Grant School	1425 Washington Pl.	626	(T)(619) 293-4420
Holy Family	1945 Coolidge St.	621	(T)(858) 277-0222
Kearny High School	7651 Wellington St.	621	(T)(858) 496-8370
Kit Carson Elementary	6905 Kramer St.	622	(T)(858) 496-8060
Linda Vista Elementary	2772 Ulric St.	621	(T)(858) 496-8196
Montgomery Middle	2470 Ulric St.	621	(T)(858) 496-8330
Montessori School of San Diego	1323 W. Spruce St.	626	(T)(619) 295-7591
New Alternatives	4309 3 rd Ave.	627	(T)(619) 692-0777
Twain High	6402 Linda Vista Rd.	621	(T)(858) 496-8260
St. Vincent's	4061 Ibis St.	626	(T)(619) 299-3880

CLERICAL - SENIOR TYPIST

Duties and Responsibilities

The Senior Typist works directly for the Investigations Lieutenant (or designated Service Area Lieutenant).

Following are the duties of the Senior Clerk:

Supervision of clerical staff and assignment of clerical tasks.

Training, assessing and reviewing employee performance.

Handling of sensitive and/or confidential material.

Delegate typing to Word Processing Operator. The WPO maintains a log on all requests for typing: requestor, type of work to be done, due date and any other pertinent information.

Development of new policies and procedures for the clerical staff.

Maintain an adequate inventory of forms, materials and supplies.

Prepare the vacation schedule, disseminate it to Lieutenants, and type the final schedule in LAN. Distribute a completed copy to each lieutenant, put one in the C-file, one in the back of the T.O. book, and file the original.

Maintain station resources and records:

Department Procedures, Training Bulletins, Legal Training Information, Division correspondence, Announcements, Orders, and divisional files.

Act as liaison with Data Systems to ensure proper operation of the LAN system, report printer problems. Assist Division with requesting and setting up voice mail. Report problems relating to telephone, voice mail, overhead paging system, and other office equipment.

Ensure supervisors are provided with the "New Officer Orientation Checklist" (with cover memo attached) when new employees are assigned to Western Division.

Responsible for issuing station, storefront, and evidence room keys to officers; logging and tracking of keys.

Track and forward employee evaluations for the command.

WORD PROCESSING OPERATOR/PAYROLL CLERK

Duties and Responsibilities

The Word Processor Operator/Payroll Clerk reports directly to the Senior Clerk/Typist.

Uses Microsoft Word in the LAN PC to type a variety of reports. These include confidential reports, memos, and other correspondence as well as D.A. follow-ups and investigators' reports.

Processes daily payroll documents that include time sheets, daily master schedules, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules.)

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine).

Assists with other clerical support duties as required.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Manage repossession fees and prepare bank deposits. Once monies are deposited, prepare DCR (Daily Cash Receipt) for City Treasurers Office and forward paperwork as required.

Uses the LAN PC to type a variety of reports, including confidential reports, memos, and other correspondence.

Updates Division staffing report at shift change, using Excel. Coordinates with Lieutenants, Staff Sergeant and Payroll Clerk to ensure information is accurate.

Processes daily payroll documents which include time sheets, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (*See Ops Manual sections on Payroll and Master Schedules*)

OCA for Senior Clerk Typist as required.

WESTERN DIVISION MILITARY INSTALLATIONS JURISDICTION

This procedure will define and clarify the scope of Police Department authority and jurisdiction in respect to Federal properties and military reservations within Western Division's boundaries.

DEFINITIONS

Exclusive Jurisdiction: This term is applied when the Federal Government possesses all authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area. The State cannot enforce its laws and regulations in such areas except as reserved. There is no obligation on the part of the State or on any local subdivision to provide governmental services.

Partial Jurisdiction: This term is applied wherein the Federal Government has been granted certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area. Administration of the Federal area is the same as if it were under Exclusive Jurisdiction.

Concurrent Jurisdiction: This term is applied when granting the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the State reserved to itself the right to exercise, concurrently with the United States, all of the same authority. State and Federal laws are applicable in a Concurrent Jurisdiction area. Most crimes fall under both Federal and State jurisdiction, and either the Federal or State Government, or both, may take jurisdiction over a given offense committed in the area.

Proprietarily Interest: This term is applied to instances wherein the Federal Government has acquired some right or title to an area in a State but has not obtained any measure of the State's authority over the area. The Federal Government has no jurisdiction over lands it holds in a proprietarily interest only but has the same rights in such lands as does any other landowner.

Fresh Pursuit: Local military bases are governed by Department of Defense policy that no person suspected of committing a civil offense may seek refuge in a federal installation to avoid apprehension. Therefore, law enforcement officers may enter military installations in fresh pursuit of an individual sought to be arrested. Thereafter, law enforcement officers may apprehend the person in the same manner as if the apprehension or arrest had taken place outside the installation. (This includes close pursuit or hot pursuit in a situation where a fugitive is fleeing, and the officer is pursuing in close proximity. It does not include following a lead in the course of ordinary criminal investigations or following a person for purposes of surveillance.)

For criminal law enforcement purposes in San Diego, Exclusive Jurisdiction and Partial Jurisdiction both mean local police authorities have **No Criminal Jurisdiction**, except the right to serve civil and criminal process, (i.e. serving subpoenas for witnesses or warrants of arrest for offenses punishable by the laws of California, a county or municipality thereof, and committed outside of areas of Federal Exclusive/Partial jurisdiction).

In areas of Proprietarily Jurisdiction, sole criminal jurisdiction rests in the hands of local authorities except where active duty military personnel have committed offenses punishable under applicable Federal/Military Law.

Generally, the San Diego Police Department will retain the case for reporting and investigation purposes. A case can be turned over to NCIS by an investigator. The military will only prosecute after civilian District Attorney or City Attorney declines the case.

NAME	LOCATION	JURISDICTION
Anti-Submarine Warfare	4800 North Harbor Dr.	Proprietary
Ballast Point Sub Base	140 Sylvester Rd	Exclusive
Cabrillo Monument (Dept of Interior)	1800 Cabrillo Memorial Dr.	Proprietary
Coast Guard Air Station	2710 N. Harbor Drive	Exclusive **
Fort Rosecrans Cemetery	Catalina Blvd 553-2084	Proprietary
Marine Corps Recruit Depot	3700 Witherby	Exclusive
Navy Housing-Gate 3	2560 Rosecrans	Proprietary
Naval Research/Development	Catalina/Electron	Proprietary*****
Navy Housing-Gateway Village	Barnett Avenue	Proprietary
Navy Housing-Chesterton	Linda Vista	Proprietary
Navy Ocean Systems Command	271 Catalina Blvd.	Exclusive