

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: FEBRUARY 16, 2024

NUMBER: 3.01 – INVESTIGATIONS

SUBJECT: ORGANIZATION AND RESPONSIBILITIES OF
CENTRALIZED, AREA, AND TRAFFIC
INVESTIGATIONS

RELATED POLICY: [3.01](#)

ORIGINATING DIVISION: INVESTIGATIONS I and II

NEW PROCEDURE: ☐

PROCEDURAL CHANGE: ☒ **MINOR CHANGES**

SUPERSEDES: DP 3.01 – 06/05/2019

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

I. PURPOSE

This Department procedure establishes guidelines for the organization and responsibilities of Centralized Investigations, Criminal Intelligence, Area Investigations, and Traffic Investigations.

II. SCOPE

This procedure applies to all sworn members of the Department.

III. PROCEDURE

A. Department investigative activities and personnel are organized into Centralized Investigations, Criminal Intelligence, Area Investigations, and Traffic Investigations. Case responsibility is determined by one or more of the following criteria:

1. Type of offense;

2. Age of suspect;
 3. Age of victim; and;
 4. Geographical location of offense.
- B. When responsibility for a case has been assigned to a centralized investigative unit, area command, or a traffic investigative unit for follow-up, it must be with knowledge of, and in coordination with, the investigative unit having primary responsibility for the case.

IV. **CENTRALIZED INVESTIGATIVE UNITS**

Centralized investigative units are located at the San Diego Police Headquarters Building at 1401 Broadway (except as noted otherwise). These units provide investigations, enforcement, and service City-wide.

A. Investigations I

1. Vice Administration

- a. Administration of inspections, permits, and enforcement of police-regulated businesses and occupations to include: adult entertainment, alarms, arcades, auto dismantlers, bingo halls, card rooms, casino parties, entertainment (after-hours and on-going), firearms sales, Holistic health practitioners, massage parlors, money exchange establishments, out-call nude services, pawn shops, Pedi Cabs, peep shows, poolroom/bowling establishments, second hand stores, Solicitor/Peddler/Curb Painter, Swap Meet and tobacco retailers.
- b. Liaison to the California Department of Alcoholic Beverage Control (ABC) and area commands to coordinate responses to and actions on ABC-related issues.
- c. Coordinates responses and actions with regard to Conditional Use Permits and Public Convenience and Necessity (PCN) issues with the City of San Diego.

2. Vice Operations

- a. Provides regulatory and criminal enforcement on police permitted businesses including adult entertainment, massage parlors, peep shows, tobacco retailers, and live entertainment.

- b. Suppresses illegal gambling, pornography, and prostitution.
- c. Assists ABC with regulatory and criminal enforcement for on-sale and off-sale alcohol-related businesses.
- d. Suppresses human trafficking of adults without coercion (force or fear)
- e. Human trafficking involving juveniles or adults with coercion (force or fear) will be investigated by the Human Trafficking Task Force (HTTF). **(Redacted – record exempt)**

3. Child Abuse Unit

- a. Investigates all child abuse and neglect cases when the suspect is in a position of guardianship or trust.
- b. Investigates all felony sexual assaults with a victim 13 years of age and under (regardless of the relationship with the suspect).
- c. Investigates all child death cases, age 17 years and younger including infant deaths. *Exceptions: traffic fatalities, homicides, suicides, or terminal illnesses.*

4. Internet Crimes Against Children (ICAC) Unit Joint Task Force

- a. Investigates computer-related crimes against children as they relate to manufacturers, distributors, and solicitors involved in home, commercial, and organized child pornography, and any form of child victimization.
- b. Investigates cases initiated by referrals from cyber tip lines, Internet service providers, law enforcement personnel, documented public sources, direct observation, and/or complaints from the public.

5. Domestic Violence Unit (Your Safe Place) **(Redacted – record exempt)**
Investigates all domestic violence cases City-wide except:

a. Property Crimes

The area stations will handle all domestic violence property crimes such as 594 PC, vandalism; 459 PC, burglary; 487(a) PC, grand

theft; and 10851 VC, auto theft except for the following, which will be handled by the Domestic Violence unit:

- (1) The victim or a witness observed the suspect commit the property crime AND there is a documented history of domestic violence involving the suspect and victim.
- (2) Property crimes committed in conjunction with a domestic violence incident that included violence or threats of violence toward the victim or family.

b. Juvenile Suspect(s)

Area stations will handle all Domestic Violence crimes involving juvenile suspects.

6. Sex Crimes Unit

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a. Investigates all felony sex offenses with victims 14 years of age or older (at time of reporting), with the exception of:

- (1) Domestic Violence cases, which involve any victim age 14 years of age and older and a suspect age 18 and older that is a spouse, co-parent or partners, or who have an intimate relationship. These incidents meet the Domestic Violence criteria and will be handled by the Domestic Violence Unit.
- (2) Sex Crimes cases in which both the victim and suspect are juveniles. These cases, both felony and misdemeanors, will be handled by the area station JST.

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b. The Sex Crimes Unit sergeant should be notified at **(Record-record exempt)** during normal business hours, or via the Watch Commander after hours, of any of the following sex crimes:

- (1) Complicated sex crime scenes requiring Laboratory or investigative personnel.
- (2) All stranger felony sexual assaults.
- (3) Exceptionally violent cases where the victim is severely injured.
- (4) Residential hot prowls involving sexual assaults.
- (5) Any cases suspected of being part of a series.

- (6) High profile cases or those that will generate interest by the media (i.e., political figures, law enforcement, elderly victims, unusual suspect profiles, or suspects impersonating police officers.)
- (7) Sexual assault cases with a suspect in custody.
- (8) Crime scene is inside a vehicle.
- (9) Cases where the victim is a tourist or leaving the city within the next 72 hours.

7. Sex Offender Unit (290 Unit)

- a. Registers convicted sex offenders and arsonists moving into the City of San Diego.
- b. Obtains DNA from registrants to submit to the California DNA data bank.
- c. Administers annual registrations, address changes, transient 30-day updates, and updates Department of Justice (DOJ) records.
- d. Provides expert testimony in Superior Court for the prosecution of offenders not in compliance with registration requirements.
- e. Conducts compliance checks and public notifications by tracking and monitoring sex registrants.
- f. Investigates all sex offender registration violations and prepares District Attorney and City Attorney packages following patrol arrests for sex offender registration violations.
- g. Participates in the county-wide Sex Offender Task Force (SAFE) that oversees the management and enforcement of registered sex offenders.

8. Narcotics Section

- a. Suppresses street-level narcotics activity through the enforcement of applicable statutes.
- b. Investigates allegations of forged prescriptions.

- c. Provides oversight and support to the Drug Abatement Response Team (DART) and monitors participants in the Drug Court Program.
- d. Manages investigative funds, maintaining and retaining all investigative fund master records for three years.

9. Narcotics Task Force

- a. Conducts large-scale and extended narcotics investigations.
- b. Conducts asset seizures (in cooperation with other local, state, and federal task force members).

B. Investigations II

1. Economic Crimes Section

- a. Investigates all forgery cases, excluding forged prescriptions.
- b. Investigates all fraudulent use of checks, credit cards, and other financial documents.
- c. Investigates all embezzlements involving forged documents.
- d. Investigates bigamy cases.
- e. Investigates certain specific fraud schemes (pigeon drop, bank examiner schemes, etc.).
- f. Investigates computer-related crimes and searches of computers. Department personnel requiring assistance from one of the specialized joint task forces will contact the on-call Economic Crimes sergeant, via the Watch Commander's Office, who will coordinate the response of the appropriate listed task force:
 - (1) Regional Fraud Task Force (RFTF).
 - (2) Computer and Technology Crime High Tech Response Team (CATCH).

2. Elder Abuse Unit

- a. Investigates fiduciary elder abuse cases.

- b. Investigates felony elder and dependent adult physical abuse cases.

3. Court Liaison Unit

- a. Coordinates and monitors processing of all felony complaint requests, with the exception of South Bay Court cases.
- b. Coordinates and conducts felony case enhancements.
- c. Tracks all Complaint Request Evaluations (CRE).
- d. Maintains the felony case management database.
- e. Produces quarterly felony case statistical reports.
- f. Maintains a subpoena file.
- g. Monitors officers' appearances in court.
- h. Tracks and reduces overtime associated with Court.
- i. Maintains communication with the District Attorney's Office, City Attorney's Office, Superior Court, and Kearny Mesa Court.

4. Metro Arson Strike Team (MAST)

- a. Investigates death and serious injury cases associated with fire.
- b. Investigates arsons and structure fires of suspicious origins.
- c. Investigates fire cases with a large dollar loss.
- d. Investigates any fire series.
- e. Investigates all cases involving explosives, including the recovery of explosive devices.

6. Homicide

- a. Investigates all homicides.
- b. Investigates all police-involved shootings and all officer-involved shootings intentionally directed at a person, where the person was not struck, from all other law enforcement agencies occurring in San Diego County, excluding SDPD officer-involved shootings,

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resulting in injury or death, per the San Diego County OIS protocols.

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- c. Investigates all police-involved in-custody deaths from all other law enforcement agencies occurring in San Diego County, excluding SDPD officer-involved in-custody deaths per the San Diego County OIS protocols.
- d. Investigates adult missing persons cases.
- e. Investigates all adult suicides.
- f. Investigates all police-involved injuries (non-traffic-related) resulting in serious injury or death.

7. Robbery Unit

- a. Investigates all commercial and home invasion robberies with adult suspects.
- b. Investigates all extortions involving force, threat of force, or fear.
- c. Provides initial response for all kidnap cases with an outstanding victim.
 - (1) Robbery will investigate kidnappings for robbery and those involving ransom.
- d. Investigates all carjackings.
- e. Coordinates all extradition proceedings.

8. Gang Section

- a. Suppresses gang activity through reactive and proactive investigations and public awareness.
- b. Investigates gang-motivated crimes.
- c. Addresses gang activity by specialized uniformed officers assigned to the Special Operations Unit (SOU).
- d. Registers and documents gang members and emerging tagging crews.

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- e. Suppresses graffiti-related crimes through reactive and proactive documentation, identification and investigative efforts, and juvenile gang intervention (Graffiti Strike Force – GSF).

C. Special Investigative Resources

1. Criminal Intelligence Unit

- a. Collects and analyzes criminal intelligence for the Department.
- b. Conducts major investigations involving organized crime, biker and prison gangs, extremist activities, and murder-for-hire cases.
- c. Liaisons with Mexican law enforcement agencies.
- d. Liaisons with unions and management involved in labor disputes.
- e. Provides VIP protection/security.
- f. Maintains the Confidential Informant Information System and central depository for deactivated informant files.
- g. Conducts concurrent investigations with federal agencies relevant to homeland security issues.
- h. Conducts investigations involving domestic and international terrorism.

2. Regional Computer Forensics Laboratory (RCFL).

The Regional Computer Forensics Laboratory, located at 10385 Vista Sorrento Parkway, is under the command of the Crime Laboratory within Centralized Investigations. The RCFL analyzes computer-related evidence issues.

3. Juvenile Administration

- a. Coordinates Elementary School Safety Program (ESSP)
- b. Coordinates School Safety Patrol (SSP).
- c. Coordinates child safety and education.
- d. Coordinates area juvenile intervention activities.

- e. Coordinates missing juvenile records, and provides training for the missing juvenile/runaway database.
 - f. Maintains liaison with juvenile justice agencies.
 - g. Coordinates activities and provides oversight with area command Juvenile Services Teams.
 - h. Coordinates diversion programs through community-based organizations.
- 4. Area Station Narcotics Team (Southern)
 - a. Suppresses and enforces street-level narcotics activity, as deemed necessary by each area command.
 - b. Acquisitions of “buy” money, and the handling of informant packages will be managed through the Narcotics Section.

V. AREA COMMAND INVESTIGATIONS

Area command investigative sections are located at each area station and are responsible for designated offenses occurring within their specific geographical areas as follows:

- A. Crimes Against Persons
 - 1. Investigates all felony crimes against persons not assigned to Centralized Investigations.
 - a. Investigates all misdemeanor crimes against persons, including misdemeanor sex offenses.
 - b. Investigates bomb threats against persons.
- B. Crimes Against Property
 - 1. Investigates all felony and misdemeanor crimes against property not assigned to Centralized Investigations.
 - 2. Investigates bomb threats against property.
- C. Juvenile Services Teams

1. Conducts investigations with a suspect under the age of 18, including domestic violence suspects under the age of 18.
 2. Investigates all sex offense cases with the victim and suspect under the age of 18.
 3. Coordinates efforts with Juvenile Administration.
 4. Liaison with agencies conducting missing juvenile investigations.
 5. Provides a uniformed presence, to all grades through high school, at both public and private schools within the City of San Diego.
 6. Investigates juvenile missing persons cases.
 7. Maintains records of all juvenile suicides and attempted suicides.
 8. Coordinates and teaches the Elementary School Safety Program (ESSP) at both public and private elementary schools within the City of San Diego.
 9. Maintains liaison with juvenile justice agencies.
 10. Maintains missing juvenile records.
 11. Coordinates area juvenile intervention and diversion activities.
- D. Area Commands will maintain records of attempted suicides and 5150 W&I reports.

VI. TRAFFIC INVESTIGATIONS

Traffic investigations are located at 9265 Aero Drive, and are under the command of Traffic, Youth, and Event Services. Investigative, enforcement, and service responsibilities are city-wide. Traffic Division maintains primary investigative responsibility for the following:

- A. Serious injury and fatal collision investigations.
- B. Vehicular manslaughter investigations.
- C. Felony driving under the influence arrests.
- D. Warrant requests for felony and fatal collisions.
- E. Felony and misdemeanor hit-and-run investigations.