

Gun Violence Reduction Unit Operations Manual



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SAN DIEGO POLICE DEPARTMENT

Gun Violence Reduction Unit

MISSION AND GOAL STATEMENT

The mission of the Gun Violence Reduction Unit is to reduce gun violence by removing firearms from prohibited persons who might inflict gun violence on the community or themselves.

The Goal of GVRU is to have 100 percent service rate for all GVRO's and other civil orders that require firearm relinquishment. There may be exceptions to this due to external factors outside of our control, however GVRU will exhaust all investigative means to locate and serve all subjects of civil orders.

GVRU personnel will innovate new ways GVROs can be used in all areas of policing and law enforcement. GVRU will constantly look for new ways to use GVROs to serve as a tool to all investigative and specialized units within the San Diego Police Department. GVRU will assist units within the San Diego Police Department to ensure safe and impartial law enforcement for all individuals.

GVRU will look to improve interagency collaboration and training by strengthening partnerships with local law enforcement, community organizations, and social services to create a coordinated approach to gun violence reduction. This includes providing regular cross-departmental training on best practices in gun violence prevention, gun violence restraining orders, and firearm relinquishment procedures for all civil orders to ensure a unified and informed response across all involved agencies within the county.

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

JOB DESCRIPTIONS AND DUTIES

CHAIN OF COMMAND:

1. Operations Assistant Chief
2. Investigative Branch Commander
3. Investigations I Captain
4. Narcotics Section Lieutenant
5. Gun Violence Reduction Unit Detective Sergeant

LIEUTENANT

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

DUTIES:

The lieutenant will have the following responsibilities:

- A. Provide direction, control, and accountability.
- B. Provide supervision to Detective Sergeant in charge of GVRU.
- C. Assist in developing and revising Gun Violence Reduction Unit objectives and priorities.
- D. Keep abreast of developing trends and new enforcement techniques in the gun violence field and provide the chain of command with that information when requested.
- E. Maintain liaison with area commands, communities, other law enforcement agencies, units and local prosecuting agencies on matters of common concern.
- F. Administer ongoing training in areas appropriate to gun violence reduction such as: court issued protective orders, search and seizure laws, high-risk search warrant entries, tactical training, surveillance techniques, and technologies that can assist with gun violence reduction.
- G. Maintain and promote a workplace environment that encourages and supports the Department's Vision, Values, and Mission Statement.

DETECTIVE SERGEANT

This position is responsible for supervising, directing, and leading a team of Detectives and Officers in removing firearms from persons prohibited from possessing firearms. The Gun Violence Reduction Unit in partnership with the San Diego City Attorney's Office GVRO Unit will investigate, file and serve GVROs, and seize firearms related to any court orders prohibiting someone from possessing a firearm. GVRU consists of two parts, an administrative side working with the City Attorney's Office to facilitate the obtaining of GVROs and an operational side that will serve GVROs and enforce relinquishment through removal of firearms from prohibited persons.

This position will be in the field and supervise on all tactical operations, and other operations as required by Department Procedures. Additionally, this position will supervise the GVRO Liaison embedded with the City Attorney's Office.

DUTIES:

- A. Will approve all operations plans and supervise team on all tactical operations to include warrant service, 4th waiver searches due to probation or parole, and field arrests.
- B. Review and approve all search warrants, investigative reports, arrest reports and ensure all District/City Attorney packages are complete.
- C. Keep apprised of current trends within firearm laws and red flag laws and ensure team is current with trends.
- D. Ensure accountability for all citizen complaint investigations.
- E. Supervise special investigations as assigned.
- F. Coordinate training needs of the detectives and officers assigned to Gun Violence Reduction Unit.
- G. Evaluate all requests for call back when on-call.
- H. Represent the Gun Violence Reduction Unit at meetings when requested.
- I. Coordinate training for department personnel in GVROs.
- J. Maintain a system of oversight to ensure that service and firearm seizures in GVRO cases are achieved.

DETECTIVES

GVRU Detectives are assigned to GVRU Operations where they are responsible for serving

court approved protective orders and enforcing firearm relinquishment from prohibited persons through investigative techniques.

DUTIES:

- A. Operational planning for the service of court approved protective orders to include Ex-Parte GVROs and Permanent GVROs.
- B. Locating prohibited persons through investigative techniques to include computer searches, neighborhood checks, and covert surveillance for service of court orders and enforcement of firearm and ammunition prohibitions.
- C. Writing search warrants to recover firearms from prohibited persons refusing to comply with court protective orders.
- D. Writing tactical operations plans to serve search warrants, and utilizing the High-Risk Warrant Check List to ascertain if SWAT should be utilized.
- E. Staying tactically proficient through monthly entry and shooting training.
- F. Working with the Gun Relinquishment Taskforce on Non-Compliance notifications from the San Diego Superior Court to enforce relinquishment on court orders.
- G. Complete investigative reports, arrest reports, and District/City Attorney packages that stem from illegal firearm possession and/or violations of court orders, or any other criminal violations found during the course of operations.
- H. Keep apprised of current trends within firearm laws and red flag laws.

OFFICERS

One officer is embedded as the GVRO Liaison with the City Attorney's Office GVRO Unit assisting in obtaining GVROs on behalf of the San Diego Police Department. One officer is assigned to GVRU Operations assisting in the field operations to serve court protective orders and enforce firearm relinquishment.

GVRO LIAISON OFFICER DUTIES:

- A. Conduct Threat Analysis on referred GVRO subjects under review, including, but not limited to, review of the following:
 - a. Gun seizures;
 - b. AFS;
 - c. Active restraining orders;
 - d. Arrest status;
 - e. Criminal history;
 - f. Prior arrests involving violence of mental illness;

- g. 8102/8103 prohibitions; and
 - h. Status of current criminal investigations, if any.
- B. Conduct background checks and credibility assessments of victims and witnesses on referred GVRO cases.
- C. Evaluate GVRO cases and make decisions on the issue of filing, rejecting, or needing further investigation.
- D. In emergency situations, or upon reasonable request, write and present anticipatory search warrants, present search warrants to the assigned duty Judge, ensuring the search warrant is filed with the court and activated.
- E. Obtain body worn camera (BWC) footage where footage was not previously shared with the City Attorney's Office. This is generally requested when the SDPD Court Liaison assigned to the City Attorney's Office is not available.
- F. Act as Petitioner in GVRO Ex-Parte filings by reviewing supporting reports, signing MC-30 and GV-100 forms as Petitioner where the facts support the issuance of a GVRO.
- G. Keep apprised of current trends within firearm laws and red flag laws.

OPERATIONS OFFICER DUTIES:

- A. Tracking approved court orders and service date requirements. Maintain tracking log of all protective orders served by GVRU.
- B. Maintaining and reporting on Armed Prohibited Persons list from CA DOJ in compliance with AB732.
- C. Provide training to department members and agency partners in GVRO laws and firearm relinquishment.
- D. Provide Line-Up training to divisions as needed to correct commonly found mistakes in requesting emergency protective orders.
- E. Assist with operations to serve court protective orders or effect firearm relinquishment or removal from prohibited persons.
- F. Be a back-up to the GVRO Liaison Officer embedded with the City Attorney's Office.
- G. Staying tactically proficient through monthly entry and shooting training.
- H. Maintaining equipment assigned to GVRU.

TRAINING REQUIREMENTS

REQUIRED for ALL GVRU PERSONNEL:

1. Gun Violence Restraining Order Training (POST Certified)
2. Behavioral Threat Assessment (POST Certified)
3. TLO Basic Course (POST Certified)
4. Assault Weapon Identification & New and Upcoming CA Gun Laws (POST Certified)
5. Ghost Guns and California Firearm Laws provided by Ghost Gun Apprehension Team
6. Basic CQC (Close Quarters Clearing) Training provided by SDPD SRT. Followed by monthly update training with SWAT.
7. 2-Day Basic Rifle Class provided by In-Service Training Range Staff
8. Basic and Intermediate Undercover Techniques and Survival for Narcotics, Vice, Gang, and Intelligence Investigators through HIDTA.

RECOMMENDED:

1. Legal Update
2. Search Warrant Fundamentals (POST Learning Portal)
3. Tactical Emergency Casualty Care (POST Certified)

RECOMMENDED FOR GVRO LIAISON:

1. TLO Advanced – Advanced Threat Assessment
2. TLO Advanced – Behavioral Threat Assessment: Preventing the Active Shooter
3. TLO Advanced – Threat Assessment Systems
4. Threat Assessment – Preventing Mass Casualty (POST Certified)

OFFICE PROCEDURES

GVRU is physically housed in the Narcotics Office. The clerical staff of the Narcotics Section is budgeted for one Admin Aide I for clerical duties to include GVRU. Their responsibilities include answering incoming telephone calls from both within the Department and from the public. They take messages for all personnel in the Narcotics Office, transfer calls, and other related duties. Office supplies are ordered on a regular basis as needed for all units in the Narcotics Office to include GVRU.

The GVRO Liaison Officer's physical workspace is at the City Attorney's Office, 1200 3rd Avenue. The liaison will receive direction on daily activities from the GVRO Chief Deputy City Attorney. The GVRU Detective Sergeant retains oversight and supervision of any SDPD personnel assigned to work at the City Attorney's Office.

PAYROLL:

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

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

SUBPOENAS:

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

ADMINISTRATIVE GUIDELINES

ASSISTING IN OBTAINING AN EMERGENCY GUN VIOLENCE RESTRAINING ORDERS (CALL-OUT PROCEDURES):

Upon receiving a call for assistance, the GVRU supervisor will determine whether a GVRU officer or detective call out is necessary after conferring with the on-scene supervisor. The GVRU supervisor will make the appropriate notifications and determine the course of action.

GVRU will be available for all incidents involving a civil restraining order where a firearm is outstanding. GVRU will specifically respond to assist with high-profile cases where an Emergency Protective Order is necessary and search warrants pursuant to court order violations. GVRU may elect not to respond if the suspect is not present at the scene and/ or there is no indication that a firearm is outstanding.

GVRU is also available by phone to assist with answering questions regarding civil restraining orders and possible solutions to situations that arise in the field. In cases where an EPO is granted but the subject is not on scene, it is likely GVRU will not respond but will request that the patrol officers provide a copy of the EPO to the following shifts to serve the subject if there is further police contact. A copy of the EPO will also be sent to GVRU for the team to investigate and serve the subject on their next working day.

When GVRU is called out to a scene, GVRU is a resource to the on-scene supervisor. GVRU members will generally assist with obtaining and authoring GVRO's and subsequent search warrants but can be used operationally at the GVRU Sergeant's discretion.

One GVRU Detective and one GVRU Officer will be always designated "on-call". The officer and detective will rotate every two weeks and the on-call schedule will be set annually. There will be a "first up" and "second up" designation to assist with organization. The GVRU supervisor will receive all phone calls from the Watch Commander or field supervisors and the GVRU supervisor will coordinate the appropriate response. All GVRU team members may respond to incidents when appropriate and at the discretion of the GVRU supervisor.

The Narcotics Section Lieutenant will ensure a current call-out schedule is provided to the Watch Commander's Office annually. See the Investigative Operations Manual Call-Back Policy for full details.

OBTAINING EX-PARTE GUN VIOLENCE RESTRAINING ORDERS:

Gun Violence Restraining Orders will be sought on an Ex Parte basis after a referral is received and evaluated for appropriateness. Referrals can be received from various groups to include: Your Safe Place, the City Attorney's Office, patrol officers, investigative units, and Federal Law Enforcement agencies. The GVRO Liaison Officer will be responsible for monitoring the SDPD GVRO group email for referrals.

Once a referral is received for a GVRO, the GVRO Liaison Officer will be responsible for the evaluation of the referral prior to seeking an Ex-Parte GVRO. The related case documents and other information will be obtained. Each Referral will get a full case workup by the GVRO

Liaison Officer with the assistance of the city attorney investigators assigned to the City Attorney's GVRO Unit. A case workup includes the following: criminal history records check, ARJIS/ SD Law check for contacts with law enforcement, pre-existing firearm prohibitions (felony convictions, mental health prohibitions 8102/ 8103 W&I, other civil restraining orders), AFS records check, any other pertinent information to evaluate the need for a GVRO.

After the case workup is completed, the GVRO Liaison Officer will conduct a threat analysis based on the totality of all of the provided information and facts surrounding the case. The GVRO Liaison Officer will determine if there is clear and convincing evidence that the subject poses a significant danger in the near future and an Ex-Parte GVRO is appropriate.

If appropriate, the GVRO Liaison Officer will prepare a written declaration to petition the court in order to obtain a GVRO. The GVRO Liaison Officer will work closely with the Deputy City Attorneys assigned to the City Attorney's GVRO Unit and solicit their input to ensure the petition is written appropriately and meets the qualifications set forth in the Penal Code. The Deputy City Attorney's assigned to this unit will represent the San Diego Police Department at the civil court hearing.

GVRU team members may be requested at all hearings to assist the Deputy City Attorney's with evidence presentation and testimony as needed.

If a GVRO is granted at an Ex Parte hearing, service of the approved GVRO will be needed. GVRU will be primarily responsible for serving these court orders to the respondent at least five days prior to the next hearing date.

ORDER AFTER HEARING PROCEDURES:

If a GVRO is granted at an Ex Parte hearing, a GV-130 will be issued. If a GVRO is granted at a hearing following an EPO-002, a GV-030 will be granted. Both are "Orders After Hearing." These orders will be granted by a judge for a minimum of one year and a maximum of five years. Once an order after hearing is issued, if the respondent is not present at court, service will be needed. GVRU will be provided with the order after hearing court paperwork to serve the respondent. GVRU will exhaust all investigative techniques in attempting to locate the subject. Service should occur as soon as possible.

If there are firearms outstanding, GVRU will develop a plan to safely serve the subject and recover the firearms.

NON-COMPLIANCE ORDERS:

Pursuant to Senate Bill 899, local law enforcement agencies are responsible for serving and enforcing all civil restraining orders within their jurisdiction. When a respondent has not submitted proof of compliance to the court, a non-compliance order is generated and forwarded to prosecution and law enforcement agencies that have jurisdiction.

GVRU will be the primary unit responsible for serving and enforcing all non-compliance orders related to civil restraining orders within the City of San Diego.

GUN VIOLENCE RELINQUISHMENT TASKFORCE:

The San Diego Police Department has signed onto the San Diego County Gun Violence Relinquishment Task Force (GVRTF). All parties have agreed that GVRTF will receive all non-compliance orders from the courts. Once GVRTF receives the non-compliance order, City Attorney investigators will conduct a work-up on the circumstances and background of the subject and the case that initiated the civil restraining order. If GVRTF investigators determines that the case can be handled with voluntary compliance from the respondent, they will contact the respondent to surrender the firearms pursuant to the court order. If it appears that the subject will not comply with the order and further investigation and enforcement is necessary, GVRTF will forward the order and investigation to the local law enforcement agency having jurisdiction.

For subjects residing within the City of San Diego, non-compliance orders will be forwarded to the GVRU team through the group SDPD GVRO email.

Once GVRU receives the non-compliance order, a GVRU team member will be assigned as case agent. The non-compliance order will be served to the respondent in an appropriate and safe manner. If there are any firearms outstanding, GVRU will utilize all investigative techniques to recover these firearms safely. Once completed, GVRTF and the issuing court will be notified of the resolution.

ARMED PROHIBITED PERSONS LIST:

The Armed Prohibited Persons list is continuously updated by the California Department of Justice. California Assembly Bill 732 requires each local law enforcement agency to designate a person to access and receive information from the DOJ. Each agency is required to report quarterly what steps the agency has taken to verify the individuals on APPS list are no longer in possession of any firearms. GVRU will be responsible for maintaining accountability over this list for prohibited persons residing in the City of San Diego.

The GVRU Operations Officer will be designated as responsible for maintaining accountability of the APPS list. Operations will regularly be conducted to address people on the APPS list who still have firearms registered to them.

The GVRU team member who is the case agent for the operation will conduct a threat analysis using the provided information and develop an operations plan to contact the subject.

Once the subject is contacted, any outstanding firearms will be confiscated. If the subject refuses to comply, the subject will be arrested, and a search warrant will be obtained. If the subject states that they are no longer in possession of the firearms, the need for a subsequent search warrant will be evaluated on a case-by-case basis at the discretion of the GVRU supervisor. The subject will be provided instruction on how to report the firearm lost or stolen if applicable.

GVRU will work collaboratively with Special Agents from the San Diego branch of Department of Justice, Office of the Attorney General, Division of Law Enforcement, Bureau of Firearms to ensure efficiency when addressing the APPS list.

TRACKING:

All Gun Violence Restraining Orders, non-compliance orders, and APPS list subjects who are being investigated by GVRU are placed on the GVRU Tracking log. This tracking log can be found on the G Drive under the GVRU folder. This tracking log will be updated regularly by GVRU team members to reflect the appropriate updates and disposition for each case. The GVRU supervisor will frequently check the tracking log to ensure accountability that all orders are being served or investigated.

OPERATIONAL GUIDELINES

SERVING PROTECTIVE ORDERS:

There are many types of court orders that will be served by GVRU. All serving of court orders and execution of search warrants should be handled similarly to ensure consistency and safety. Regardless of the type of order, all investigative techniques should be considered prior to the service.

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 Civil Court Order services when it is likely that a search warrant or knock and talk to recover firearms is expected to follow the service of the orders.

The case agent will be responsible for completing the Operation Plan. The Operation Plan is to be completed in its entirety and approved by the GVRU supervisor prior to the operation.

An operational brief with all assigned personnel prior to the operation is required in all cases. The case agent will conduct the brief prior to the operation. The Operation Plan will be read at the brief and all other relevant information will be shared with participants. If copies of the Operation Plan are distributed at the brief, the case agent will collect and destroy all unneeded copies. Copies of all Operation Plans will be given to the Narcotics Section Lieutenant.

The San Diego County Regional High-Risk Entry Checklist should be used when it is likely that a Search Warrant will be executed following the service of the orders. Due to the unique nature of civil court orders, the GVRU supervisor should use discretion to determine which resources to utilize prior to the start of an operation. Court order services are civil in nature with no criminal nexus until the subject refuses to comply with the orders. If it is believed that the subject is not going to comply with the orders, the GVRU supervisor should notify and brief SWAT in case they are needed for the execution of a high-risk search warrant.

INVESTIGATIVE TECHNIQUES:

For all types of court orders, GVRU will serve the subject when they have determined the safest time, location, and with the appropriate resources.

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If the court order is any other type of protective order, GVRU personnel will inform the respondent they have 24 hours to surrender any firearms. There is no search warrant authority for other protective orders other than DVROs and GVROs. However, if the respondent is a prohibited person through other means, i.e. convicted felon then other investigative techniques should be utilized to retrieve any known firearms.

LOCATING SUBJECTS:

If a subject cannot be located, all investigative tools should be exhausted to prevent cases from being dismissed due to lack of service. GVRU will be responsible for putting subjects in the Officer Notification System. On-Call GVRU team members will be available to respond to the field to serve subjects if they are contacted by patrol officers. GVRU team members are expected to utilize and be proficient in all intelligence databases to locate subjects and effectively serve them.

EXECUTING SEARCH WARRANTS FOR DVROs AND GVROs:

Preparation of the affidavit and search warrant will be the responsibility of the assigned detective/affiant. The Supervisor of the detective preparing the Affidavit will review the affidavit before it is submitted to the Legal Advisor. The City Attorney's Office Gun Violence Response Unit has assigned Deputy City Attorneys with expertise in these types of search warrants. The DCA will review the documents and return to the detective. If corrections are necessary, the detective/affiant will make the required changes. The detective/affiant will submit the affidavit to the reviewing DCA through the eWarrants system. If the DCA approves the warrant, the affiant will receive an e-mail allowing them to send it to the Judge. If the DCA wants changes, the e-mail will include the reasons and suggested changes. When the affiant receives the warrant back signed by a Judge, the warrant may be served. Once the warrant is served, the detective/affiant will return the warrant and Receipt and Inventory utilizing the eWarrants system within 72 hours.

Only personnel who have completed Close Quarter Clearing (CQC) training provided by SWAT SRT are authorized to make entry as part of the entry team. All Narcotics Section personnel, including GVRU, are required to attend monthly entry refresher training. Personnel missing more than two consecutive training sessions must attend the next training session prior to making a tactical building entry as part of an entry team. Personnel returning to the Narcotics Section after a one year or longer absence must re-take the Basic CQC Class before making a tactical building entry.

In most cases, due the high likelihood of firearms, uniform officers should assist in serving the search warrant. Special Operations Unit, Crime Suppression Teams, and other tactical teams should be contacted and utilized for executing the search warrants. When other teams are used for the execution, the tactical decisions will be left to the supervisor directing the clearing of the building/residence.

Once the residence is clear and everyone from the residence is safely detained, GVRU will take over the scene to search the residence and complete the investigation.

SERVING COURT ORDERS OUTSIDE OF CITY LIMITS:

There will be times when a GVRO or any protective court order was initiated within the City of San Diego, but the respondent now lives outside of the city limits. GVRU will still be the unit with primary responsibility for serving these orders.

SERVICE WITHIN THE COUNTY OF SAN DIEGO

If GVRU is going to serve a respondent in another city within the County of San Diego, the GVRU supervisor is responsible for all the necessary notifications. The GVRU supervisor must first notify the Narcotics Section Lieutenant, the Watch Commander, and the respective law enforcement agency with jurisdiction prior to the operation. The GVRU Sergeant can contact SDPD communications to get assistance with notifying the neighboring law enforcement agencies. An Operations Plan must be completed when serving a court order outside of the city limits. If additional resources are needed, the GVRU Sergeant will first attempt to get those resources from SDPD personnel prior to reaching out to the local agency. If there is an emergency situation during the service, any available law enforcement will be requested by the GVRU supervisor.

SERVICE OUTSIDE THE COUNTY OF SAN DIEGO

Generally, GVRU will not serve court orders if the respondent is outside of the County of San Diego. If a situation arises where this may be necessary, the GVRU Sergeant must first get approval from the Narcotics Section Lieutenant.

In most cases, the assigned GVRU investigator will attempt to contact the local agency with jurisdiction where the respondent now resides. GVRU will provide the court order and request the local agency serve the respondent. The assigned GVRU investigator will document the success, the attempts at service, or a point of contact within the law enforcement agency if they decline to serve the order.

It is important to explain to the local agencies the cause for the protective order and any investigative knowledge for officer safety purposes of those serving the court order.

When speaking with the local agency, the GVRU team member will request that the information be entered into their officer notification system even if the order is not able to be served to the respondent.

ASSISTING ALLIED AGENCIES:

Generally, GVRU will not serve protective orders, nor serve search warrants, nor conduct operations to retrieve firearms that were not initiated by the San Diego Police Department unless mandated by law. Approval must be obtained from the Narcotics Section Lieutenant prior to conducting any operations originating outside of the San Diego Police Department. Requests will be evaluated on a case-by-case basis.

ASSISTING AGENCIES OUTSIDE OF SAN DIEGO COUNTY:

Any requests to serve court orders from outside of the county of San Diego must be evaluated and the order must be verified as being valid from the issuing court. Once the court order has been verified, GVRU will follow the same protocols for serving any other court order. A full threat analysis must be conducted, and an operations plan written before any operation to serve the court order.

ASSISTING AGENCIES WITHIN THE COUNTY OF SAN DIEGO:

As a member of the Gun Violence Relinquishment Taskforce, GVRU will receive requests for assistance from other member agencies. GVRU will provide expertise and guidance to any allied agencies conducting operations in their own jurisdictions. GVRU will not conduct operations outside of the City of San Diego to serve court orders not obtained by SDPD.

When an allied agency requests assistance in serving a court order or search warrant within the City of San Diego, GVRU will evaluate the request. The Narcotics Section Lieutenant must approve any assistance provided per the request. Generally, SDPD personnel, if reasonably able, can provide uniformed officers for perimeter positions or detectives for pre-surveillance. SDPD personnel will NOT join other agencies on entry teams.

If an allied agency within San Diego County requests GVRU serve a court order they have already obtained to a respondent within the City of San Diego, the Captain of Investigations I must be consulted and approve. If approved, GVRU will serve the court order following the same protocols for any court order they serve. A full threat analysis must be conducted, and an operations plan written before any operation to serve the court order.

VEHICLE POLICY

GENERAL POLICY

Vehicles assigned to GVRU are assigned to the unit as a whole. The supervisor will assign the vehicles to individual detectives and officers for the purpose of accountability. Detectives will not trade assigned vehicles without the approval of the Sergeant and the Narcotics Section Lieutenant.

Take home vehicles will never be used for personal use unless prior authorization is obtained from a supervisor or designated as the 1st up on-call.

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

GVRU personnel shall not drink intoxicating beverages while on duty. Under no circumstances shall personnel consume intoxicating beverages and drive a police vehicle. Employees are prohibited from using City vehicles at any time when their driving ability has been impaired through the ingestion of drugs, medicines, or alcoholic beverages.

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

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

MAINTENANCE

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

STAND BY / ON CALL PROCEDURES

On-call responsibilities are rotated each month.

SERGEANT RESPONSIBILITIES:

The sergeant will evaluate the request and then make the decision if personnel will be called back to assist. The sergeant will decide how many detectives or officers to call out based on situational need. The sergeant will be responsible for ensuring adequate call-out staffing availability for the month.

DETECTIVE / OFFICER RESPONSIBILITIES:

Detectives and/or officers will respond when called out in all cases unless prior arrangements have been made with their supervisor. If a detective/ officer cannot fulfill standby obligations, it is incumbent upon them to notify the first up sergeant as soon as possible.

VEHICLE PROCEDURES:

First up personnel will have 24/7 use of their take home cars. The use of the car is given with the intention to facilitate call out obligations.

Second up personnel will have “to and from” home use of their take home car. The sergeant may extend 24/7 use to both teams based on staffing needs.

See DP 1.12 Operation of Police Department Vehicles for procedures regarding use of Department vehicles.

STAND BY COMPENSATION:

On call teams will receive compensation for meeting their on-call responsibilities. See DP 1.20 Overtime Compensation for procedures related to Standby Compensation.