

SAN DIEGO POLICE DEPARTMENT SPECIAL OPERATIONS UNIT OPERATIONS MANUAL



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SECTION I: VISION, MISSION, PURPOSE, DISTRIBUTION, REVISIONS

1.1 VISION

To lead citywide violence reduction efforts through intelligence driven policing, community problem solving, and partnerships that build lasting peace and public confidence.

1.2 MISSION

The Special Operations Unit (SOU) is a citywide uniformed unit dedicated to reducing violence, disrupting criminal networks and supporting investigative divisions by identifying, targeting and arresting individuals who commit or enable acts of violence. SOU will target all forms of violence, not limited to gang-related, including armed conflict, retaliatory attacks, firearms incidents and those who enable violence.

The Special Operations Unit works in close coordination with area station investigative units, community organizations, and specialized investigations to identify the individuals, groups, and conditions that contribute to violence. Through this partnership, the unit directs enforcement and prevention resources where they will have the greatest impact on community wellbeing. SOU emphasizes early intervention and long-term prevention, addressing the root causes of violence rather than only its symptoms.

Our strategy applies intelligence driven, data informed precision policing with high visibility proactive enforcement to reduce harm, safeguard neighborhoods and enhance investigative outcomes, while operating with integrity, transparency and respect for constitutional rights.

Enforcement is paired with opportunities for non-enforcement engagement and referral to services when appropriate. We are committed to working with the community to identify and solve problems in a proactive manner.

1.3 PURPOSE

This publication presents a consolidation of information, procedures, rules, and guidelines for the operation of the San Diego Police Department Special Operations Unit. It is intended to complement the existing Department Policies and Procedures. This Operations Manual has the same purpose and authority as a Department Order and it is the definitive authority for the San Diego Police Department Special Operations Unit.

1.4 DISTRIBUTIONS

The latest version of this manual will be available in the Department Resource Library. The unit captain, lieutenant, sergeants, and all officers will receive email notifications of all revisions.

1.5 REVISIONS

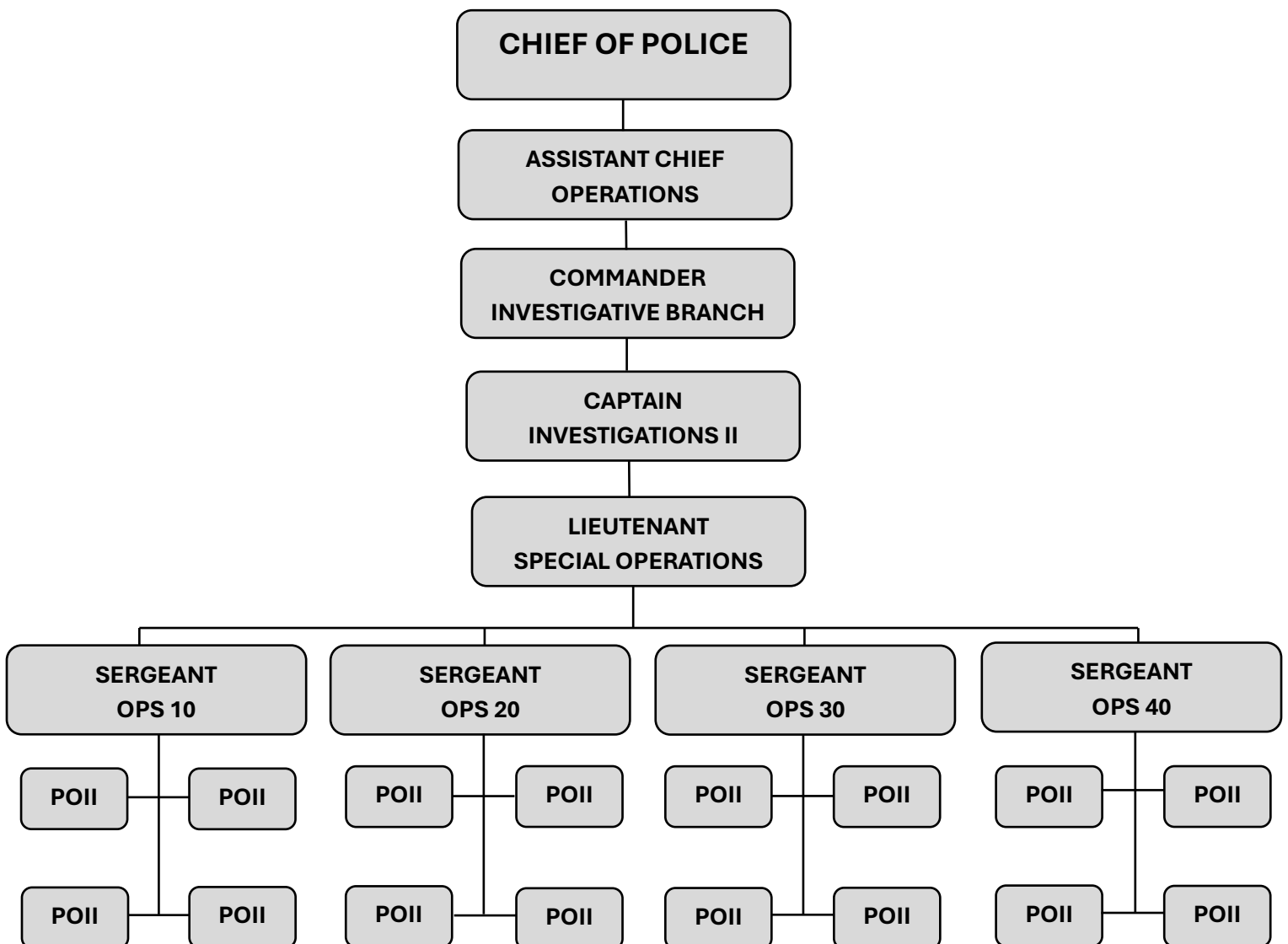
Revisions of this operations manual will be as changes in regulations, policies, or procedures occur. All employees are encouraged to submit written or verbal suggestions for manual changes that will increase the efficiency, effectiveness, or safety of the unit's operations.

SECTION II: ORGANIZATION, CHAIN OF COMMAND, COMMAND STRUCTURE

2.1 CHAIN OF COMMAND

- I. The Special Operations Unit (SOU) is a section of Investigations II.
 1. The SOU Lieutenant reports directly to the Investigations II Captain.
- II. The Special Operations Unit is composed of four sergeants and sixteen officers.

2.2 COMMAND STRUCTURE



SECTION III: UNIT PERSONNEL DUTIES AND RESPONSIBILITIES

3.1 UNIT LIEUTENANT

The Special Operations Unit Lieutenant reports to the Investigations II Captain. The lieutenant is responsible for all phases of the day-to-day operation of the unit. The lieutenant will monitor the progress of assignments, providing direction and resources. He/she will establish operations policies according to the needs of the unit and will be responsible for the following:

- Provide support for administrative staff decisions and actions.
- Provide briefings on current Unit activities to the captain.
- Develop and maintain relationships with community leaders and groups keeping the public and unit apprised of mutual needs, directions and concerns in support of Community Policing.
- Actively seek out current job specific training needs.
- Enhance employee morale through the provision of training and resources.
- Recognize and address employee and equipment needs.
- Establish a personnel eligibility list of officers for replacements created by transfer and promotion.
- Interview and select personnel replacements.
- Assign, review and approve administrative and investigative reports regarding personnel and unit operations.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.
- Supervise sergeants assigned to the unit.

3.2 UNIT SERGEANTS

The Special Operations Unit Sergeant is responsible for all phases of the day-to-day operations in his/her area of responsibility. The sergeant general supervises four officers. He/she will report directly to the unit lieutenant. Duties and responsibilities of the Special Operations Unit Sergeant include, but are not limited to the following:

- Maintain liaison with specialized investigative units.
- Staff and schedule personnel to ensure adequate coverage in designated target areas.
- Maintain regular contact with Area Command personnel.
- Develop and supervise a high-performing team.
- Provide day-to-day direction within assigned teams.
- Support Community Policing and encourage officers to utilize problem-solving methods to solve community gang problems.
- Seek out job specific training.
- Approve reports and maintain daily activity recap.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.
- Coordinate with command Community Relations Officers in addressing specific community complaints.
- Supervise all building entries for both covert and dynamic entries.
- Write and submit operational plans, in advance of any operation.

- Evaluate personnel as required.
- Seek proactive projects that can incapacitate active violent crime sources.
- Conduct personnel and equipment inspections per department policy.

3.3 POLICE OFFICERS

Special Operations Unit Officers will report to a Special Operations Unit Sergeant. Duties and responsibilities include, but are not limited to the following:

- Attend lineups/briefings where pertinent information pertaining to investigations and officer safety is disseminated by officers and investigative units.
- Work an area/division recently impacted by violent crime, gang activity, or critical incidents. This direction will be determined the Special Operations Unit supervisor.
- Assist investigative units with apprehending subjects wanted for committing violent criminal acts.
- Special Operation Units will focus high visibility patrol efforts in communities recently affected by violent crime such as a shooting, stabbing or a series of robberies.
- High visibility patrol will also be utilized to deter violent crimes from occurring. These instances generally will be directed by investigative units who have gathered information about a pending violent crime through their investigations.
- Exercise self-discipline on pursuits.
- Develop community partnerships and encourage their assistance in problem solving.
- Keep sergeants informed of any significant incidents and crime issues.
- 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.
- Carry out assignments delegated by a sergeant.
- 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.

SECTION IV: RADIO / MPS PROCEDURES / BWC METADATA

4.1 RADIO PROCEDURES

(Deleted – records of security)

4.2 MPS PROCEDURES

(Deleted – records of security)

4.3 Body Worn Camera (BWC) Metadata

All members of the Special Operations Unit will comply with Department Procedure 1.49 – Axon Body Worn Cameras. However, it is recognized that DP 1.49 does not address the variety of ways the Special Operations Unit operates. In those circumstances, the following guidelines for labeling metadata will be followed:

- If there is no Event number, Field Interview number, or Citation number, use the subject's first and last name in the "Title" box.
- In the event the subject refuses to provide their name, use the location of the contact in the "Title" box.

SECTION V: USE OF SPECIAL UNITS

5.1 Use of Special Units

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SECTION VI: DAILY FUNCTIONS

6.1 Daily Functions

- Attend lineups/briefings where pertinent information pertaining to investigations and officer safety is disseminated by officers and investigative units.
- Work an area/division recently impacted by violent crime, gang activity, or critical incidents. This direction will be determined the Special Operations Unit supervisor.
- Assist investigative units with apprehending subjects wanted for committing violent criminal acts.
- Special Operation Units will focus high visibility patrol efforts in communities recently affected by violent crime such as a shooting, stabbing or a series of robberies.
- High visibility patrol will be utilized to deter violent crimes from occurring. These instances generally will be directed by investigative units who have gathered information about a pending violent crime through their investigations.
- (Deleted – records of security)

6.2 Violent Crime

When responding to radio calls, Special Operations Units are not responsible for the initial investigation/scene, unless a Special Operations Unit initiated the incident. When a violent crime or incident occurs, one Special Operations Unit supervisor will respond to the incident scene and evaluate the need for Special Operations Units. Once there, the supervisor is responsible for gathering intelligence and passing it on to the rest of the team members. The remainder of the team, as directed by the Special Operations Unit supervisor, will search for the suspects involved in the incident.

6.3 Special Operations

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SECTION VII: INVESTIGATIVE TECHNIQUES

7.1 (Deleted – records of security)

(Deleted – records of security)

7.2 (Deleted – records of security)

(Deleted – records of security)

7.3 (Deleted – records of security)

(Deleted – records of security)

SECTION VIII: TRAINING

8.1 Training

Tactics and teamwork are essential components of the Special Operations Unit. Building trust in the skills of peer officers as well as supervisors maintains the functionality of this unit. Therefore, regular team training is of vital importance. The designated “Training Sergeants” will oversee creating a schedule of monthly training topics every year. All-hands training will occur on the 1st Thursday of each month, barring operational needs. If training must be skipped on the 1st Thursday, training will occur on the following Thursday, and so on. Training will be led by a supervisor, a senior SOU officer, or any SOU officer under the guidance of a SOU supervisor. In addition to the monthly all-hands training, Sergeants are encouraged to hold at least one squad training per month.

SECTION IX: RIDEALONGS

Ride-a-longs are limited to those pre-approved by the Special Operations Lieutenant.

APPENDIX A

Performance Expectations Standards for Sergeants

This document articulates the enhanced expectations of performance standards by the Sergeants within the Special Operations Unit. This document will be read and signed by all current and onboarding Sergeants of the Special Operations Unit. This document will be kept in the Sergeants' Divisional Files until their services within the unit terminates.

All Personal Conduct Policies (9.0) and Sergeant Employee Performance Plan Standards are in effect. In addition, Sergeants assigned to SOU will display the following skills and attributes:

GENERAL JOB PERFORMANCE

- Willing to adjust schedule often to achieve the mission of the unit – While we will not mandate Sergeants adjust their days off/hours last minute for any singular event, it is recognized that the nature of the work within this unit calls for last-minute, logistical changes to Sergeants' shifts/work hours. A Sergeant's ability and willingness to accept these changes allows the mission of the unit to be carried forward.
- SOU is a tactics-driven, team environment. SOU Sergeants will employ the highest level of officer safety, tactics, professionalism, and training afforded to them. Sergeants will routinely host training for their officers to enhance their tactical and investigative skills.

INTERPERSONAL SKILLS

- The ability to remain professional and calm in all circumstances – SOU is regularly exposed to tense and highly volatile situations with community members. All SOU Sergeants are expected to maintain a professional posture that sets the standard for other Sergeants. SOU Sergeants will proactively be present on stops, particularly where volatility is high.

SUPERVISION AND LEADERSHIP SKILLS

- Maintain advanced knowledge of laws and Policies and Procedures that govern detentions, arrests, search procedures, use of force, etc., and ensure officers do the same.
- The ability to confidently lead in volatile settings or during rapidly evolving critical incidents is key to the success of the unit.

MANAGEMENT

- The ability to direct intelligence-based policing using all available resources (investigative intelligence, Incident Logs, crime statistics, computer programs, etc.).

I have reviewed and discussed these expectations with my supervisor:

_____ (sign & date)

APPENDIX B

Performance Expectations Standards for Officers

This document articulates the enhanced expectations of performance standards by the officers within the Special Operations Unit. This document will be read and signed by all current and onboarding officers of the Special Operations Unit. This document will be kept in the officers' Divisional Files until their services within the unit terminates.

All Personal Conduct Policies (9.0) and Police Officer II Employee Performance Plan Standards are in effect. In addition, Officers assigned to SOU will display the following skills and attributes:

GENERAL JOB PERFORMANCE

- Willing to adjust schedule often to achieve the mission of the unit – While we will not mandate officers adjust their days off/hours last minute for any singular event, it is recognized that the nature of the work within this unit calls for last-minute, logistical changes to officers' shifts/work hours. An officer's ability and willingness to accept these changes allows the mission of the unit to be carried forward.
- SOU is a tactics-driven, team environment. SOU officers will employ the highest level of officer safety, tactics, professionalism, and training afforded to them.

INTERPERSONAL SKILLS

- The ability to remain professional and calm in all circumstances – SOU is regularly exposed to tense and highly volatile situations with community members. All SOU officers are expected to maintain a professional posture that sets the standard for other officers.
- Hold self and others accountable – SOU officers should take pride in the position they have achieved, and work to maintain that high level of service in themselves and the rest of the unit.
- Humility – SOU officers understand that others look up to them. Be willing to guide and mentor other officers and their peers while maintaining an air of self-effacement.

COMMUNICATION

- The ability to use clear, calm, and concise communication during critical incidents is key in a team environment.

GENERAL LAW ENFORCEMENT SKILLS

- A high level of proactivity and self-driven work to accomplish the mission.
- Maintain advanced knowledge of laws and Policies and Procedures that govern detentions, arrests, search procedures, use of force, etc.
- Conduct detailed Field Interviews and reports that will enhance investigative knowledge.

I have reviewed and discussed these expectations with my supervisor:

_____ (sign & date)