

Northern Division



Operations Manual

July 2026

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INTRODUCTION

PURPOSE

This manual is intended to meet the day-to-day operations of the Northern Division. As no one manual can reasonably be all-inclusive, many issues will need to be resolved using discretionary problem-solving methods. Responsibility of continual review and update of this manual lies with the Commanding Officer. Nothing will be added or deleted from this manual unless directed by the Northern Division Commanding Officer.

UPDATE INFORMATION

*The **Operations Manual** will be updated yearly by August 31st. When updating the manual any changes should be edited from the "G Drive" and saved. The new changes should then be printed to hard copy and replaced in the manual. Any additional changes that reflect additions to the Table of Contents should also be documented, saved to "G Drive" and printed to hard copy. The entire current manual has been saved on the "G Drive" for easy transcriptions, additions, or changes. The Operations Manual will be "Read Only" and can be edited only with a password.*

MISSIONS, GOALS, ROLES, AND RESPONSIBILITIES

San Diego Police Department Mission Statement

Our mission is to maintain peace and order through the provision of police services that are of the highest quality, and responsive to the needs of the community. We will contribute to the safety and security of the community by apprehending those who commit criminal acts, by developing partnerships to prevent, reduce or eliminate neighborhood problems, and by providing police services that are fair, unbiased, judicious, and respectful of the dignity of all individuals.

Northern Division Mission Statement - Administrative Unit

It is the mission of Northern Division's Administration to provide the facilitative environment and philosophic direction necessary for quality neighborhood policing to take place within its two service areas.

Goal: Promote Neighborhood Policing
Outcome: Neighborhood issues are identified, prioritized and addressed
Strategies:

- Identify issues
- Prioritize issues
- Address issues

Patrol

It is the mission of Patrol to contribute to the safety and security of the community. This will be accomplished by apprehending those who commit criminal acts, and by developing partnerships to prevent, reduce or eliminate neighborhood problems, and by providing police services that are fair, unbiased, judicious, and respectful of the dignity of all individuals.

Goal: Address crime related neighborhood issues

Outcome: Safety and security is ensured for the community

Strategies:

- Identify crime trends and develop partnerships within the community to address those issues
- Proactively enforce criminal laws and ordinances
- Incorporate all available resources in enforcement efforts

Investigations

It is the mission of Investigations to skillfully investigate crimes and deliver to the City or District Attorney prosecutable cases, as well as collecting, processing, and distributing information that will assist other team members in solving problems.

Goals: Reduce crime and the fear of crime in our communities.

Outcome: Crime and the fear of crime is reduced in our communities.

Strategies:

- Coordinate through internal and external partnerships
- Conduct thorough investigations and pursue prosecutions
- Maximize use of technical resources

Front Counter

It is the mission of the Front Counter to promote, foster, and maintain a partnership with the community, by providing citizens with information and access to Northern Division.

Goal: Provide prompt and thorough service to the public

Outcome: All walk-in and call-in citizen issues are addressed promptly and thoroughly

Strategies:

- A police officer will staff the front counter during the work week as staffing permits
- All walk-in and call-in citizen issues are addressed promptly and thoroughly

GENERAL DIVISION RULES & REGULATIONS

Rules and Regulations

The San Diego Police Department Policy and Procedures Manual is the primary reference for the principles, values and philosophies that guide the performance of the members of our organization. The Northern Division Operations Manual only contains general rules and regulations specific to Northern Division.

Shift Hours:

First Watch	0600 to 1600 hours
Second Watch	1400 to 0000 hours
Third Watch	2100 to 0700 hours
Day Beach Team	1000 to 2000 hours
COP Team	1100 to 2100 hours

Mail Folders:

Officers' mail folders are intended as a means of distributing messages to officers in a timely manner. All officers should check their mail at the beginning and end of each shift. Any new message or material should be removed and acted upon as soon as possible. Mail folders are not to be used for storage.

Files:

Police files are confidential and must be kept secure. File cabinets should be locked when unattended.

Prisoners:

Prisoners will remain handcuffed while in the station, except when handcuffing would hamper the conduct of an investigation or the physical condition of a prisoner would preclude their use.

Prisoners will not be left unattended while in the station. If it becomes necessary for an investigating officer to leave the prisoner, another officer will be designated to supervise the prisoner.

Non-violent prisoners may be un-handcuffed at the officer's discretion during an interrogation. Should it become necessary for the officer to leave the room, another officer will monitor the prisoner.

Officers fingerprinting suspects shall secure their holstered weapon.

Housekeeping:

It is important that we maintain a clean, efficient, and well-run facility. Each employee is responsible for keeping a clean and orderly workstation.

Car Wash:

The car wash, related equipment and supplies are maintained for the purpose of cleaning city-owned vehicles. Unless authorized by a supervisor, only vehicles owned or operated by the City of San Diego shall use the car wash and/or related supplies.

Bulletin Board Procedure:

An assigned sergeant will check all Bulletin Board material periodically to ensure postings are appropriate and current.

Station Security:

All doors to the station are to remain locked outside of normal business hours (0800 - 1700, Monday through Friday, except holidays). The public entrance shall remain unlocked during normal business hours (As staffing permits, except holidays).

All employees shall wear visible identification (badge or ID card) while on station premises.

Unless accompanied by a Police Department employee, any person not a Police Department employee shall enter the facility through the public entrance. Visitors will be admitted past the front counter area only when accompanied by Police Department personnel. Certain contract vendors have had background checks and need not be escorted.

Sworn personnel are directed to enforce all phases of this program and shall challenge any person not properly identified in any of the San Diego Police facilities.

Supervisors have a responsibility to ensure security regulations are followed. The following guidelines are given to assist in this goal:

- Doors will not be blocked open.
- Remind personnel who are in violation by not displaying ID to comply.
- Encourage officers to advise citizens to come and go through the lobby entrance.
- Notify the Sergeant in charge of facility-related issues as soon as possible of unserviceable door locks or other possible security breaches.

The support of supervisory personnel is critical. The success of our security program will be determined at your level.

Keys:

An assigned sergeant will maintain keys and combinations to all facility locks. Keys will be issued to personnel on an as needed basis.

Smoking:

Smoking is not permitted inside the Northern Division Station, nor outside near any door or window.

Electronic Redbook:

The Redbook is used as a scheduling tool to calculate “Recommended Staffing” levels and as a historical document. To ensure all supervisors operate the Electronic Redbook properly and in a standardized manner it is critical to follow the procedures listed below.

An officer’s supervisor will approve Redbook entries for that officer. Another supervisor can approve entries when that officer’s supervisor is unavailable due to vacation, school, or on leave. The supervisor shall immediately approve Redbook entries, upon receipt of the leave slip. The supervisor is responsible to forward the leave slip to the Northern Division Payroll/Senior Clerk. Any 11-86 time (e.g., S.W.A.T. training, P.O.S.T. classes), Annual Vacation, A.O.T., or any other known/planned time off shall be entered and approved as soon as the supervisor becomes aware of the request.

Any entry that is “not approved” for a scheduled workday will not be deducted from the staffing levels, which defeats the purpose of the Electronic Redbook to show daily staffing levels. Employees should not change the watch or assignment that is displayed when submitting “request a day off”. If it is changed, the day off will not be deducted from the staffing numbers. If projecting a day off after shift change, the employee CAN change only the watch.

The “Daily Notes” section needs to be reviewed daily before lineup. The text in the box will usually indicate a staffing change from patrol to, e.g. the Front Counter, H.Q. Front Counter, Watch Commander relief or S.W.A.T. training.

Questions about the proper usage of the Redbook should be directed to the appropriate area Lieutenant or designee.

POSITION DUTIES AND RESPONSIBILITIES ADMINISTRATION

DIVISION CAPTAIN

Reports to: Commander – Northern Patrol Branch

Objective:

Establish operations policies, procedures, priorities, and goals for the Division so as to provide police services that meet community needs and implement the Department's mission statement, its vision, values and philosophy for Neighborhood Policing.

Duties and Responsibilities:

Assure that problem solving is a matter of daily routine and practice in patrol and investigative activities.

Promote and assure good relations between Division personnel and all elements of the community.

Assure appropriate participation of Division personnel in community crime prevention activities.

Hold meetings with Service Area Lieutenants to assure consistency in police activities among the Service Areas.

Supervise the work of the Service Area Lieutenants, evaluate their performance, and oversee their career development.

Maintain direct contact with community leaders and City Council representatives and aides.

Encourage the recruitment and expanded use of Volunteers in Policing (VIPs), including Retired Senior Volunteer Patrol (RSVP) in the Division.

Appoint community members to a Division Advisory Board that meets periodically to discuss community problems, police performance, police-community relations, and other issues.

Review periodically the definitions of individual communities and configurations of Service Areas, and make recommendations/adjustments and changes to enhance the Division's ability to provide police services that are tailored to community need.

Ensure workplace safety by implementing and monitoring compliance to the Injury and Illness Prevention Program (I.I.P.P.).

SERVICE AREA LIEUTENANT

Reports to: Division Captain

Objective:

Implement the Division's operational policy, procedural and priority goals in concert with the community's needs and expectations.

Duties and Responsibilities:

Provide leadership and guidance in implementing Department policies and strategies.

Maintain 24-hour management responsibility for all police services in the Service Area.

Collect and evaluate activity statistics.

Establish Service Area priorities and goals for teams to use in deploying personnel and resources for solving problems, answering calls for service (CFS), etc.

Analyze Service Area staffing and workload by watch, season, day of week, time of day, work type, location, frequency of crimes and CFS.

Make changes when needed to reflect staffing levels, dispatch methods, available resources, changes in threats to public safety and community concerns, etc.

Consider temporary assignments of patrol officers to assist in investigations.

Ensure that patrol teams have information needed to carry out their duties and meet their goals.

Define degrees of autonomy and flexibility for the teams and protect teams from excessive external pressures that could adversely affect their operations.

Assign reserve officers to patrol and investigative teams.

Monitor activities of Neighborhood Watch groups.

Reports periodically to the Division Captain on the "State of the Service Area".

Coordinate special activities and programs.

Establish communication channels and procedures for passing information back and forth between Sergeants and the Captain, Lieutenants, and Sergeants in other Service Areas on issues of mutual concern and interest.

Identify and maintain liaison with community groups.

Oversee participation by Sergeants and officers in community meetings to ensure appropriate Division representation. Attend meetings as necessary.

Hold PAAC-style meetings with teams when appropriate.

Interact with Department's Neighborhood Policing division.

Oversee police-community partnerships that work jointly on community crime and disorder problems.

Maintain direct communication link with City Council representatives and aides.

Promote and market the Service Area's Neighborhood Policing and problem-solving activities throughout the Department.

Maintain liaison with other City Departments, state and local government agencies, and non-governmental organizations involved in problem solving.

Ensure that officers have time to identify and solve problems.

Develop ways to measure the impact of problem solving.

Service Area Lieutenants are also responsible for their assigned service area investigations teams, duties to include:

Manage area investigative units, and administrative staff within the Division.

Review case follow-up reports and cancellations.

Review District Attorney and City Attorney packages as needed.

Oversee caseload management.

Conduct Divisional inspections per the Department Inspection Guide.

Supervise the Investigative Sergeants, Senior Clerk/Typist (110L) and Light Duty personnel (110L)

Create management reports for the Division.

Oversee overtime expenditures (120L)

Monitor and resolve payroll issues.

Assure employee evaluations are completed within the prescribed timelines.

Serve as the focal point for patrol staffing levels.

Coordinate shift change scheduling. (110L)

Monitor the daily staffing levels to ensure minimum staffing levels are met.

Develop short-term and long-term staffing strategies.

Track preferred shift requests. (110L)

DIVISION STAFF SERGEANT

Duties to be Assigned by the Inland Service Area Lieutenant, 110L

Objective:

Manage Northern Division's assigned equipment, facilities, and various special category personnel including light duty officers.

Duties and Responsibilities:

Coordinate station security.

Order and issue keys and other special supplies as needed.

Review and approve requests for use of Division facilities.

Oversee use of Division bulletin boards.

Monitor conditions of Division and arrange for appropriate repairs.

Stock and maintain first aid box.

Inventory and maintain tasers, Alco-sensors, pool radios, tape recorders, cameras, etc.

Supply and maintain equipment in Patrol supervisors' vehicles.

Provide for special cleaning needs, e.g., refrigerator, microwave, etc.

Assist with reports and studies as directed.

Conduct Division policy compliance inspections.

Update and maintain Division records: Code 100 Manual, Operations Manual,

Staffing, personnel reports, inspection reports, etc.

Fleet maintenance point of contact

Schedule relief for the Watch Commander's office and HQ Front Counter

Review and approve special event permits.

Receive, log-in, assign, and track all Citizen Complaint Forms, route slips, managerial inquiries, Trial by Declarations, evaluations, police equipment collisions, Failures to Appear, pursuits and other inquiries requiring a response.

Document and report the status of all light duty and disabled employees.

Receive and forward all injury packages to Medical Assistance.

Assist in locating officers needed in court.

Act as Liaison to the City Attorney's office for Divisional files issues.

Monitor and supervise operations and personnel for the Front Counter, Property Room, and the Volunteer Coordinator.

Supervise development of the Division's V.I.P program as well as the RSVP program.

Monitor the contract gardening and janitorial crews.

Supervise and coordinate the Citizen Request Form, Flex Benefits, and Police Officers' Association's Officer of the Shift, Random Drug Testing and Ride-Along programs.

Supervise coffee/morale fund and buying of supplies.

Issue Random Drug Testing (RDT) notices.

Coordinate Annual vacation scheduling.

Identify building maintenance needs and arrange appropriate repairs.
Head up the coffee/morale fund committee.

Facilitate portable radio battery maintenance.

Track hit and run report discrepancies and coordinate corrective action.

Tracks impound discrepancies and corrective action.

Prepare reports for Operational Support.

Coordinate Northern Barbeques and parties.

Monitor Snack, Soda, and Coffee machines.

Maintain weapon inventories.

FRONT COUNTER OFFICER (As staffing permits-Currently Monday-Thursday 0800-1530)

Reports to: Inland Service Area Lieutenant (110L)

Objective:

Manages all citizens' issues brought to the Front Counter and provides primary station security.

Duties and Responsibilities:

Set the American and California flag at half/full staff as required.

Maintain Front Lobby security.

Check in/out all visitors and maintenance workers.

Answer the Division's incoming telephone calls.

Transfer phone calls, take messages, and answer questions.

Provide directions and referrals.

Investigate reports of alleged crimes, except for reports that require extensive preliminary investigations, or that would make the Front Counter Officer unavailable for an unreasonable amount of time.

Investigate reports of vehicle hit-and-runs.

Receive ride-along requests from citizens.

Observe court-ordered child custody exchanges in lobby.

Endorse equipment violation citations which have been addressed by the recipient.

Perform V.I.N. verifications.

Provide departmental literature to the public.

Receive supplemental reports.

Receive vacation house check requests from the public and route to RSVPs.

Receive Citizen Request Forms (CRF) and route to CRF Administrator.

Assist detectives and officers in the field with computer searches.

Research crime case information for citizens and direct to appropriate detective.

Citation Accountability Officer. Assigns and logs moving citations assigned to officers. Complete other tasks as assigned by Command Staff.

Forward the telephones and lock the front door at 1700 hours Tuesday – Friday.

TEMPORARY LIGHT DUTY PERSONNEL

Reports to: Detective Sergeants

Objective:

Assist the Front Counter officer, Detective Sergeants, and investigative personnel with miscellaneous tasks.

Duties and Responsibilities:

Answer the telephone.

Assist detectives with computer searches and telephone contacts.

Assist Front Counter officer with incoming calls, (i.e., questions, referrals, C.R.F.'s, and walk-in reports).

Review citations and other documents for errors before they are submitted to Records.

Perform other duties as needed that are not contrary to the individual's medical restrictions.

SENIOR CLERK/TYPIST

Reports to: Inland Service Area Lieutenant (110L)

Objective:

Manage clerical unit. Oversee time keeping functions and perform all associated clerical duties.

Duties and Responsibilities

Supervise the clerical staff and assignments of each.

Maintain working knowledge of computer programs, functions, and office equipment.

Organize and utilize the LAN Computer System.

Provide budget input regarding office functions, supplies and equipment.

Direct the purging of files.

Oversee the processing of daily time sheets, timecards and leave slips.

Answer incoming telephone calls, make intercom, and take messages.

Prepare Drivers' License and Badge Inspection forms and distribute the final copy to Human Resources Department twice a year.

Prepare, update, and disseminate rosters, including the alphabetical and callback rosters, as well as the Northern Division phone list.

Serve as the back-up for the WPO and/or CAII in their absence.

Disseminate FTO trainee information within the station.

Perform other unspecified duties and functions as required by the Commanding Officer or Investigative/Administrative Lieutenant.

Prepare employee evaluations and discipline packages, as required.

WORD PROCESSING OPERATOR (If assigned)

Reports to: Senior Clerk/Typist

Duties and Responsibilities:

The primary responsibility of the WPO is preparing Northern Division's payroll. This includes processing and verifying daily work schedules and bi-weekly time sheets; and preparing payroll memos (time sheet corrections, shift pay differential, supervisor e-pay list, etc.).

Log and file Leave of Absence Forms.

Monitors leave programs such as furlough and catastrophic leave.

Transfer employee absences from daily schedules to bi-weekly timesheet.

Advise and assist Division personnel on payroll issues and regulations and answer related inquiries.

Answer incoming telephone calls, make intercom, and take written messages as required.

Prepare correspondences, memoranda, forms and reports as directed by the Senior Clerk.

Maintain officers' mail bins as backup for CAII.

Print, process and distribute schedules for upcoming week.

Assist with duties of other clerical support as needed.

Assist community members with answering general questions.

Prepare, submit, and update patrol work schedules.

Order and maintain an adequate and organized inventory of supplies.

CLERICAL ASSISTANT II

Reports to: Senior Clerk/Typist

Duties and Responsibilities

Extract subpoenas from the County JURIS system, log them into Northern Division's subpoena database, and electronically log them out of the computer system.

Answer inquiries over the telephone and at the Front Counter.
Use a variety of computer software programs, including the CRMS database.

Answer inquiries regarding crime cases, incidents, and general information on Department policies and procedures.

Print and distribute the Investigative Supplemental, Incident Log entries, and Watch Commander Logs.

Receive and distribute mail/miscellaneous materials as required.

Contact Konica for supplies and repairs of copiers.

Check all copiers daily for toner, filters, or paper.

Receive and distribute mail/miscellaneous materials.

Serve as back-up person to WPO in processing daily time sheets, labor cards and leave slips and maintains current records.

Type correspondence, memoranda, forms, and reports as needed.

COMMUNITY RELATIONS

VOLUNTEER COORDINATOR

See Community and Youth Services Division for job responsibilities, objectives, and duties

ADMINISTRATIVE SUPPORT/VOLUNTEERS (VIP)

Reports to: Staff Sergeant

Objective:

Provide administrative support in the management of Northern Division's responsibilities.

Duties and Responsibilities:

Provide assistance in the following areas:

- Patrol support
- Ride-Along Program

Front Counter telephones and walk-in service requests

Citizen Request Form (CRF) Program

Mail distribution

Caseload management

Juvenile Service Team (JST) at-risk profiling

Store Front support

Crime investigation

Other duties as assigned by Volunteer Coordinator/Assigned Sergeant

For details of the above tasks, refer to Northern Division's volunteer job description manual for job details.

RETIRED SENIOR VOLUNTEER PATROL (RSVP) ADMINISTRATOR(S)

Reports to: Inland Cro for division needs along with CYS Division

Objective:

Coordinate, administer, and supervise the RSVP members and operations.

Duties and Responsibilities:

Manage RSVP activities within the Department to ensure volunteer support is being used efficiently and effectively.

Attend monthly administrator's meetings with the Volunteer Services Unit. Distribute information to RSVP membership at Divisional monthly meetings.

Maintain collaborations with the RSVP Coordinator with Volunteer Services Unit.

Document and maintain files of:

- Daily Journals of RSVP members
- Disabled Parking citations issued
- Vacation house checks
- You Are Not Alone (YANA) visits

Track and record RSVP vehicles and schedule for maintenance.

Schedule and organize speaking engagements/appearances of RSVP members at community fairs, displays, schools, etc.

Recruit new members.

Maintain the smooth operations of the RSVP unit for Northern Division's Administration and Operations.

Direct duties assigned by the Volunteer Coordinator.

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

Reports To: RSVP Administrator

Objective:

The R.S.V.P.'s objective is to be a resource to the command and to the community by handling non-hazardous field and administrative duties and to participate in community programs that are law enforcement related.

Duties and Responsibilities:

Maintain high visibility patrol at the shopping centers when requested and during the winter holiday season.

Assist in finding lost children and Alzheimer patients during daylight hours.

Attend community meetings and relay pertinent information.

Help assist with R.S.V.P. training.

Distribute surveys/flyers when needed.

Participate in special projects.

Enforce disabled parking regulations and verify space is properly marked.

Assist officers during truancy sweeps with paperwork, etc.

Conduct follow-ups for detectives on runaway juveniles.

Visit homebound seniors (Y.A.N.A. Program).

Conduct high visibility patrols and report suspicious activity.

Participate in the process to remove abandoned vehicles.

Attend monthly meetings with all members.

Assist patrol officers with traffic control at accident scenes and incidents that affect normal traffic flow.

Conduct vacation home checks.

Assist officers with various neighborhood policing projects.

Conduct security surveys on small businesses that have been burglarized.

Deliver reports to CA, DA and JDA offices for Detectives.

INVESTIGATIONS

DETECTIVE SERGEANT

Reports to: Service Area Lieutenant

Objective:

Implement the Lieutenant's goals and priorities for providing police investigative services to each community in the Service Area.

Duties and Responsibilities:

Organize, manage, train, supervise, and evaluate team Detectives and Acting Detectives in dealing with crimes against persons and/or property.

Keep the Captain and Area Lieutenants apprised of crime problems and incidents, which affect their respective units.

Conduct weekly briefings of the unit.

Review written work of Detectives and ensure that all reports are complete, accurate and factual.

Ensure maximum cooperation between Detectives, patrol and clerical staff.

Schedule Detectives in a manner to ensure required tasks are performed efficiently without using unnecessary overtime.

Review monthly statistical reports on unit members.

Serve as a liaison to the City Attorney and District Attorney's Liaison Sergeants.

Act as Duty Sergeant to assist the Division clerical staff in handling citizen inquiries as required and handle complaints.

Review all incoming reports for assignment.

Assign workload.

Approve all follow-up reports, case cancellations, Change of Charge forms, and City Attorney and District Attorney case packets.

Conduct the morning call.

Prepare employee evaluations, discipline, and route slips, as required.

Ensure each Detective uses problem solving in the investigation of their cases.

Respond to field requests for Detective call out.

DETECTIVE

Reports to: Detective Sergeant

Objective:

Investigate crimes and provide evidence to coordinate tactical action plans for proactive response and assemble resources.

Duties and Responsibilities:

Manage assigned caseload within established parameters.

Respond to patrol officers asking questions or seeking advice.

Attend line-ups and provide updates on cases and listen to patrol problem areas.

Conduct photo and live line-ups.

Identify specific problems, which can be coordinated with SIU, CIU, Gangs, etc.

Testify in court, at parole hearings, etc.

Serve as duty Detective as needed.

Work cooperatively with other investigative units to bring complex or series-related cases to a successful outcome.

Check pawnshops, identify, and place on hold stolen property.

Request polygraphs when necessary.

Work with juvenile and/or parole units when conducting sweeps.

Fingerprint suspects and/or witnesses, if required.

Handle and release property via Property Release forms.

Document follow-ups on cases where leads and information are exhausted.

Conduct interviews in hospitals, jails, etc., wherever needed.

Review statistical reports to direct efforts in crime fighting/problem solving.

Prepare follow-up reports, search warrants, arrest warrants, arrest reports, case cancellations, change of charge forms, complaint request evaluation forms, and any investigator's follow-up reports.

Process evidence for identification information, i.e., blood types, DNA, California identification, fingerprints, etc.

Use problem-solving methods to address series-related crimes.

Assume responsibility for the Detective Sergeant's tasks, when necessary.

Respond to scenes of serious or in-depth investigations.

Required to perform at least three (8) weeks as the on-call duty detective per calendar year (4 as first up and 4 as second up).

Duties and Responsibilities:

Review and process misdemeanor citations and misdemeanor arrests for accuracy before being submitted to the City Attorney's Office for prosecution.

Request notify warrants from the City Attorney's Office.

Perform computer follow-up to verify suspect identity and prior criminal history, including petty theft suspects for prior convictions.

Contact the victim(s), witness(s), and reporting officer(s) of assigned cases to complete any additional follow-up which is necessary for prosecution.

Complete in-depth computer work on ARJIS/SUN/County systems for case enhancement.

Process Complaint Request Evaluations (CRE) requesting additional information from the City Attorney's Office as needed and return the results to the requestor.

Log misdemeanor arrests, citations, notify warrants, and crime cases.

Obtain copies of missing case reports, citations, and any additional documents related to cases.

Process all DUI and misdemeanor narcotic related arrests.

Process all found property, to include inspection for identification/serial numbers and computer checks for possible case matching and make appropriate disposition.

Process "Property Disposal Request" forms received from the Property Room. Conduct computer checks, review crime cases, and forward to the appropriate Detective and/or specialized unit for disposal.

Respond to citizen inquiries and requests for information.

Assist with telephone inquires and front counter walk-ins, which require immediate attention for cases/incidents not assigned to the Investigative Aide.

NIGHT INVESTIGATIVE UNIT SERGEANT

Reports to: Inland Service Area Lieutenant (110L)

Objective:

Implement the Lieutenant's goals and priorities for providing police services to each community in the Service area.

Duties and Responsibilities:

Review all vehicle burglaries, hot-prowl burglaries, felony assault, street robberies, bar-related incidents, and series-related crimes.

Organize, manage, train, supervise, and evaluate team Detectives and Acting Detectives in dealing with crimes against persons and/or property.

Keep the Captain and Area Lieutenants apprised of crime problems and incidents, which affect their respective units.

Conduct weekly briefings of the unit.

Review written work of Detectives and ensure that all reports are complete, accurate and factual.

Ensure maximum cooperation between Detectives, patrol, and clerical staff.

Schedule Detectives in a manner to ensure required tasks are performed efficiently without using unnecessary overtime.

Review monthly statistical reports on unit members.

Serve as a liaison to the City Attorney and District Attorney's Liaison Sergeants.

Act as Duty Sergeant to assist the Division clerical staff in handling citizen inquiries as required and handle complaints.

Review all incoming reports for assignment.

Assign workload.

Approve all follow-up reports, case cancellations, Change of Charge forms, and City Attorney and District Attorney case packets.

Conduct the morning call.

Prepare employee evaluations, discipline, and route slips, as required.

Ensure each Detective uses problem solving in the investigation of their cases.

Respond to field requests for Detective call out.

NIGHT INVESTIGATIVE UNIT DETECTIVE

Reports to: Night Unit Sergeant

Objective:

Investigate and gather evidence to all major crimes sufficient to achieve a successful conviction.

Duties and Responsibilities:

Investigate assigned cases, in particular cases involving hot-prowl burglaries, auto burglaries, and crimes related to ABC-licensed establishments.

Prepare arrest packages on all assigned in-custody cases.

Respond to and investigate major cases in the field.

Be an investigative resource to patrol.

Work in conjunction with Vice, ABC, etc., to address bar-related issues.
Required to perform at least three (8) weeks as the on-call duty detective per calendar year (4 as first up and 4 as second up).

PATROL

PATROL SERGEANT

Reports to: Service Area Lieutenant

Objective:

To lead/coordinate Patrol Team activities in the management of traffic, crime, and police-related quality of life problems in assigned service area.

Duties and Responsibilities:

Supervise staffing and line-up.

Direct squad activity.

Coordinate patrol response to major incidents.

Respond to citizen requests.

Investigate complaints of officer misconduct.

Ensure squad is responsive to community needs.

Coordinate squad training.

Facilitate communication between squads/divisions and police/community.

Assist officers in completing paperwork, i.e. documents relating to injuries, payroll, and police equipment accidents, etc.

Approve reports.

Complete performance evaluations.

Assist in preparing shift change schedules.

Assist with patrol officer functions, when needed.

Conduct prescribed inspections.

Attend community meetings when possible.

Facilitate problem solving as a coach.

Lead by example and model expectations.

Ensure our norms and values are the standard by which officers are treating each other.

Procure the necessary equipment for officers to perform their assignments.

Hold officers accountable for their time and activity.

Assume patrol officer's function when officers are not available.

Ensure our vision, values, and missions are being manifested in our daily policing efforts.

Complete payroll within established standards and timelines.

LINE-UP / END-OF-SHIFT SERGEANT

Reports to: Service Area Lieutenant

Objective:

The following line-up and end of shift responsibilities are guidelines for Patrol supervision. The job description for specific duties outlined below is meant for the operations manual at Northern Division.

Duties and Responsibilities (Line-up Sergeant):

Prepare daily schedules.

Serve subpoenas.

Deliver Random Drug Test (RDT) notices.

Notify personnel of unit designators.

Identify special equipment (i.e. Pronet, Lojack, Bean Bag, MFF Designators).

Review and read new appropriate incident log material.

Cover new incident log entries.

Show department training videos.

Provide necessary/appropriate training, including coordination of outside speakers.

Recognize special individuals/outside personnel present at line-up.

Facilitate and encourage officer dialogue.

Duties and Responsibilities (End of Shift Sergeant):

Review and approve written reports whenever possible.

Accountability of personnel at the end of watch and secure the watch.

Review reports.

Inspect citations for completeness and correct distribution.

Inspect Community Assisted Party Program (C.A.P.P.) forms for completeness, and additional reporting information required.

Ensure accountability of any specialized equipment has been secured if utilized.

PATROL OFFICER

Objective:

Manage traffic, crime, and police-related quality of life problems in assigned Service Area.

Duties and Responsibilities:

Proactively police assigned Service Areas.

Respond to and manage calls for service.

Promote crime prevention within the Service Area.

Conduct preliminary investigations and write corresponding reports as needed.

Collect and process criminal evidence.

Detect and arrest criminal violators.

Use engineering, education and enforcement to manage traffic problems.

Build lines of communication daily between police and the community.

Establish community partnerships in furtherance of police and community needs.
Use the principles of Community Oriented Policing to address problems.

FIELD TRAINING OFFICER (FTO) SERGEANT

Reports to: Assigned Lieutenant

Objective:

Supervise the training and evaluation processes of Field Training Officers (FTO) to ensure compliance with the Division's expectations and requirements.

Duties and Responsibilities:

Supervise FTO's (FTO Sergeant may have any number of FTO's under his/her supervision).

Evaluate FTO performance.

Read daily evaluations of trainees written by FTO's.

Submit bi-weekly evaluations to the appropriate Lieutenant.

Conduct on-the-job training for FTO's as necessary.

Provide motivation and counseling for FTO's and trainees.

Read and approve written reports submitted by trainees.

Provide special problem-solving solutions to FTO's.

Evaluate trainee performance through field training and personal observation.

Liaisons with the Field Training Administration on issues involving trainees or FTOs.

FIELD TRAINING OFFICER (FTO)

Reports to: Field Training Sergeant

Objective:

Develop competent, independently functioning officers who are capable problem solvers; and

who are committed to providing police services to all citizens in compliance with the Department's Vision, Values and Mission Statement.

Duties and Responsibilities:

Provide supervision, training, evaluation, and coaching necessary to facilitate progressive training.

Evaluate trainee's performance on a daily and bi-weekly basis.

Read, critique and approve trainee's reports.

Note deficiencies in performance and devise corresponding training strategies to correct deficiencies.

Write daily and bi-weekly evaluations and submit to the FTO Sergeant.

Assist trainee in the completion of the Field Training Guidebook Performance Anchors and Orientation.

Provide consistent and standardized training in cooperation with the FTO office and Regional Training Center.

Provide necessary training and resources to produce an officer who is a capable problem solver.

DAY BEACH TEAM SERGEANT

Reports to: Coastal Service Area Lieutenant

Objective:

To lead/coordinate the Day Beach Team in support of Patrol objectives in the beach and bay park areas, and for large special events.

Duties and Responsibilities: (The below responsibilities are in addition to a Patrol Sergeant's duties.)

Supervise field officers.

Records monthly activity statistics.

Assist in the preparation of Tactical Action Plans for holidays and special events.

Coordinate use of Mobile Command Centers.

Act as liaison with community groups.

Communicate regularly with bar managers in an effort to keep them and their staff aware of our expectations.

Stay informed on special events that will impact the beach area.

Coordinate maintenance of:

- All-Terrain Vehicles (ATV)
- 4-Wheel Drive Vehicles (4x4)
- Vans
- Bicycles
- Storage Facility
- Beach Team Field Office (at Lifeguard HQ)

Facilitate training for van, 4x4, bicycle and ATV operations.

Maintain inventory and issue ATV helmets and bicycle lights.

Maintain inventory and issue keys for the vans and 4x4s.

DAY BEACH TEAM OFFICER

Reports to: Day Beach Team Sergeant

Objective:

To act as a supplement to patrol by assisting them in problem-solving efforts and to police the beaches, boardwalks, walkways, and alleys on both the ocean and bay sides of Mission Boulevard, using bicycles, ATVs, patrol cars, and/or by walking.

Duties and Responsibilities:

Enforce various municipal codes as they relate to the beaches and Mission Bay park areas.

Provide enforcement activities peculiar to the beaches and bay.

Manage large disturbance scenes.

Respond to noise disturbance calls.

Provide security for special events in our Service Area.

Maintain daily activity journals.

Update and maintain Beach Team enforcement guide for new team members.

Conduct routine maintenance on ATV's, 4x4 vehicles, vans, and bicycles assigned to the team.

Inventory and coordinate the maintenance and repair of police bicycles throughout the Northern Division.

Keep Beach Team office at Lifeguard HQ stocked with necessary equipment and supplies.

Maintain equipment shed and Beach Team office.

HARBOR PATROL UNIT LEAD

Reports to: Coastal Service Area Lieutenant (120L)

Objective:

Protection of life and property on the water through problem solving, proactive enforcement and vessel patrol. Water activities are emphasized in the summer months.

Reduction of vessel accidents through thorough investigation, education, and enforcement.

Protection of life and property on land through problem solving, proactive enforcement, and patrol utilizing a variety of enforcement methods. Land activities are emphasized in the winter months.

Working in partnership with Homeland Security to protect potential terrorist targets and combat smuggling in Mission Bay.

Working in partnership with Mission Bay Lessees to improve the park for all visitors.

To provide maximum support to field officers working in and around Mission Bay.

Working in partnership with San Diego Lifeguards to staff a joint dive team

Be available to provide training and assistance to other officers on boating enforcement, responding to water-related emergencies and collisions

See Harbor Patrol Unit Operations Manual for further information.

Serve as the main liaison to the San Diego Fire and Rescue Department Lifeguards

NIGHT BEACH TEAM SERGEANT

Reports to: Coastal Service Area Lieutenant (120L)

Objective:

To lead/coordinate the Night Beach Team in support of Patrol objectives in the beach and bay park areas, and for large special events.

Duties and Responsibilities: (The below responsibilities are in addition to a Patrol Sergeant's duties.)

Supervise field officers.

Records monthly activity statistics.

Assist in the preparation of Tactical Action Plans for holidays and special events.

Coordinate use of Mobile Command Centers.

Act as liaison with community groups.

Communicate regularly with bar managers in an effort to keep them and their staff aware of our expectations.

Stay informed on special events that will impact the beach area.

Maintain inventory and issue keys for the vans and 4x4s.

NIGHT BEACH TEAM OFFICER

Reports to: Night Beach Team Sergeant

Objective:

To act as a supplement to patrol by assisting them in problem-solving efforts and to police the beaches, boardwalks, walkways, and alleys on both the ocean and bay sides of Mission Boulevard, using bicycles, ATVs, patrol cars, and/or by walking.

Duties and Responsibilities:

Enforce various municipal codes as they relate to the beaches and Mission Bay park areas.

Provide enforcement activities peculiar to the beaches and bay.

Manage large disturbance scenes.

Respond to noise disturbance calls.

Provide security for special events in our Service Area.

Maintain daily activity journals.

Update and maintain Beach Team enforcement guide for new team members.

Keep Beach Team office at Lifeguard HQ stocked with necessary equipment and supplies.

Patrol Garnet Avenue during bar closing hours.

COMMUNITY ORIENTATED POLICING TEAM

The mission of the Community-Oriented Policing Team is to proactively build and maintain strong, trusting partnerships between law enforcement and the communities throughout Northern Division. Using a variety of collaborative, problem-solving approaches focused on crime prevention, addressing root causes of disorder, and improving overall quality of life.

COP TEAM SERGEANT

Reports to: Coastal Service Area Lieutenant

Objective:

To lead/coordinate the COP Team in support of Patrol objectives throughout the division.

Duties and Responsibilities: (The below responsibilities are in addition to a Patrol Sergeant's duties.)

Supervise field officers.

Records daily activity statistics.

Assist in the preparation of Tactical Action Plans for holidays and special events.

Act as liaison with community groups.

Stay informed on special events that will impact the division.

Maintain inventory on team's assigned equipment and vehicles

Identify crime trends and initiate appropriate responses.

Maintain partnerships with patrol and investigative units

COP TEAM OFFICER

Reports to: COP Team Sergeant

Work directly with residents, neighborhood associations, businesses, schools, and community organizations to identify local concerns, develop tailored solutions, and enhance public safety

Attend community meetings, events, and youth outreach programs

Engage in regular foot, side by side, quad, and bicycle patrols,

Employ a variety of problem-solving initiatives to curb ongoing quality of life issues

Monitor get it done complaints throughout the division

Monitor the police radio and assist patrol in times of need

GENERAL DUTIES and PROCEDURES

MISSING PERSON AT RISK CASES AND OTHERS OF SPECIAL INTEREST

Background:

When a person goes missing an alert is placed into CLETS by Teletype. When the person is found the agency, who locates the missing person notifies Teletype to remove the person from CLETS. Our Teletype Unit sends the "Locate" notification to the investigating officer through interoffice mail. The case is closed.

Problem:

When a different police agency recovers the missing person the command is only notified by Teletype. The command is normally unaware that the person has been found. Unbeknown to Teletype there is often a command post, a significant investment of personnel and resources already in place. Delaying notification to those actively searching for a person by even a few hours or potentially several days is time consuming and costly. This procedure will solve the delay in notification.

Procedure:

1. The area command or unit responsible for investigating the missing person will call Teletype at (619) 531-2844 and notify them of a missing person at risk or the search for a person that is a sensitive case. Teletype will note the contact information of the investigator or supervisor responsible for the case.

2. When a command post is established for a missing person at risk, Teletype will place the name of the missing person, case number and contact information of the investigator on a white board posted in Teletype. All other procedures listed in DP 3.09, 3.10, 3.17 will continue to be followed. This will help keep Teletype informed of current sensitive cases or active searches.
3. When the missing person locate notification is received by Teletype, a police records clerk in Teletype will send an MCT message via the CAD (To LDET/message) to all field supervisors, the Field Lieutenants, the Watch Commander's Office and communications supervisors.
4. The Watch Commander's Office will ensure the area command Captain has been notified so the Captain can ensure command personnel have been notified and the recovery effort halted.

AUTOMATED FUEL MASTER KEY FOB

This sealed envelope is in the upper left-hand drawer in the Captain's office. Simply follow the instructions. The contents of this envelope shall only be used during a critical incident where emergency fuel is needed by an allied agency. The Commanding Officer must be notified ASAP. The decision to grant fuel to an allied agency rests with the Division's Commanding Officer or if unavailable, the Incident Commander. Instructions contained inside shall be followed.

CHILDRENS POOL PROTOCOL

The San Diego Police Department respects the fundamental right of all people to peacefully express their views regarding the past, present and future use of the Children's Pool. Northern Division has a written protocol in place to respond to disturbances and allegations of criminal conduct at the Children's Pool.

The goal of the San Diego Police Department is to minimize the potential for confrontational behavior by maintaining peace and order during human-human and human-animal contact on and around the beach.

To this end, the San Diego Police Department:

- Places no greater value than on the protection of human life;
- Will not tolerate acts of violence perpetrated against human beings or animals;
- Will respond to all requests for police assistance;
- Considers water safety the primary role of lifeguard personnel;
- Considers the National Oceanographic and Atmospheric Administration (NOAA) to have primary jurisdiction and to be the primary enforcement agency for any crimes alleged to have been perpetrated against any marine mammal or other animal that is classified within the scope

of NOAA's jurisdiction;

- Will evaluate all allegations of criminal conduct perpetrated against human beings or any marine mammal or other animal that is classified within the scope of NOAA's jurisdiction, utilizing existing state and municipal statutes;
- Will confer with NOAA anytime criminal conduct perpetrated against any marine mammal or other animal that is classified within the scope of NOAA's jurisdiction is alleged; and,
- Encourages all people to respect and to not inhibit in any way the right and freedom for all to legally and peacefully occupy the Children's Pool and adjacent lands and to speak freely, openly and without intimidation.

INVESTIGATIVE ON-CALL AND CALLOUT PROCEDURES

The on-call Detective Sergeant will evaluate all call-out requests and coordinate the appropriate investigative response.

On-call investigators are required to monitor their phone and be responsive to callouts during their assignment.

On call investigators are currently issued a take home vehicle during their assignment.

Detective Callback Policy

The patrol Sergeant at an incident makes the determination to utilize an investigator based on the incident type, duration and need for investigator expertise. The patrol Sergeant contacts the on-call Detective Sergeant (when the Night Team is not working) by telephone. If the on-call Detective Sergeant cannot be reached, one of the remaining service area Detective Sergeants or investigative Lieutenant may be called.

Detective Sergeants should be called for the following types of cases:

- Any major crime scene where the loss is extensive and/or the crime scene is complex, and suspect(s) are in custody;
- All suspects arrested for pedestrian armed robbery (knife, gun, etc.), any felony series, hot prowl burglaries and assaults with a deadly weapon with serious injury;
- Any incidents involving significant injuries resulting from shootings, stabbings and other assaults and the victim(s) are seriously injured;
- Theft cases where there is an extensive loss (\$50,000 or more);
- Felony hate crimes;
- Extensive and complex cases where follow-up or search warrants may be needed;
- Suspect-inflicted injuries to officers that require hospitalization or emergency treatment;
- Any other case where the expertise of the investigator is deemed necessary;
- At the request of any higher ranking officer.

Duty Detective

A primary on-call Duty Detective, secondary on-call Duty Detective and Detective Sergeant will be designated each week. Callback policy will be observed and in the event a detective is required, the on-call Detective Sergeant will dispatch the "duty detectives".

When on-call, the Duty Detectives and Duty Detective Sergeant must maintain their equipment in a mission ready condition. This will help to expedite their response to a callout.

Stand-by compensation for the on-call Detectives and Detective Sergeant will be in accordance with department instruction 1.20. Each individual must maintain a standby hourly tracking sheet.

Any investigator **not on call** who would like to be called out on a specific case only needs approval of their immediate supervisor.

Northern Personnel who have been issued Department Investigations cell phones must use them in the following manner:

- Keep the cell phone battery reasonably charged;
- Keep the cell phone turned on while commuting to and from work;
- During normal working hours, carry the cell phone and monitor for messages;
- When on callback status, carry the cell phone and monitor for messages.

On-Call Take Home Vehicle

The intent of the Department's take-home vehicle procedure is to provide guidelines on the use of take-home vehicles. Commanding officers of units utilizing take-home vehicles shall establish a written take-home vehicle policy that clearly outlines the vehicle's purpose and acceptable off-duty uses and use restrictions. In addition to this Department Procedure, specific unit guidelines will determine the manner of vehicle use, vehicle security requirements, and may restrict transportation of non-law enforcement personnel. Department members must comply with the unit take-home vehicle policy and/or procedures. Department members who are authorized a take-home vehicle shall generally respond to and be on-scene within one (1) hour of receiving a call-back notification.

Department members authorized to take home vehicles must adhere to the following guidelines: Department members may use the vehicle to:

- Commute between their residence and workplace;
- Conduct legitimate Department-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and call-backs to duty; and,
- Conduct personal business while on call and off duty. However, Department members must be prepared to respond directly to an incident when requested.

Department members may not use take-home vehicles for travel outside San Diego County unless specifically authorized within their unit's take home vehicle policy and/or procedures. Unforeseen circumstances requiring travel outside of the County require written approval from the command. Automotive Maintenance Division shall also be notified prior to departure.

Sworn Department members authorized to use take-home vehicles are to monitor the police radio whenever they are operating the vehicle. They are to take appropriate action on:

- Any police-related matter that may come to their attention via the police radio; and,
- Any police-related matter that may come to their attention through personal observation.

Department members should refrain from operating a Department vehicle after having consumed alcoholic beverages. Department members are prohibited from driving Department vehicles any time their driving ability has been impaired through the ingestion of prescription or nonprescription drugs or alcoholic beverages.

Department members shall not relinquish control of, nor allow any person to operate Department vehicles, if that person is not an employee of the City of San Diego. This directive specifically prohibits releasing Department vehicles to valets, garage attendants, and/or carwash employees.

All traffic collisions involving Police Department employees while operating City vehicles will be investigated by Traffic Division personnel. This includes collisions that occur within other cities or jurisdictions within or outside the county. In such cases, these reports will be used for administrative review purposes only. The investigative report prepared by the agency having jurisdiction will suffice as the "official" report for DMV purposes. If the member is suspected of having driven while under the influence, implied consent chemical testing shall be conducted incidental to an arrest. If the involved member is suspected of having consumed alcohol, the member shall submit to a Preliminary Alcohol Screening (PAS) Test and any other blood and/or breath testing procedures deemed necessary. Whenever possible, a Department member, who is at least one rank above the member involved in the collision, should be present during the testing procedures.

Department take-home vehicles are to be left at a police facility during vacations or other periods of leave in excess of seven calendar days.

The Fleet Administrator is responsible for maintaining Department vehicle records, including those of assigned take-home vehicles. These records can be accessed utilizing the "Fleet Anywhere" management information system currently available to each division/unit Point of Contact (POC) on the LAN system. A Monthly Vehicle Inspection Report will be prepared by the Fleet Administrator on the first working day of each month, reviewed for format and exceptions, provided to division/unit POCs for review/corrections/completions, and submitted, to the Assistant Chief of Special Operations and Operational Support Division Commanding Officer, no later than the fifteenth day of each month. The Operational Support Division and Safety Light Fleet Manager will retain each report for a period of two years.

Units utilizing take-home vehicles for call-back purposes will periodically examine their call-back program to ensure the use of take-home vehicles is appropriate and necessary. Commanding officers shall be responsible for ensuring proper administration of their vehicle inspection program.

Changes to a unit's take-home vehicle policy may only be made by the submission of a request to the unit's commanding officer and subsequent approval by the Chief of Police.

All requests for vehicle re-assignments and/or vehicle "swaps" shall be directed in writing through the appropriate chain of command to the commanding officer. Requests will then be forwarded to the Fleet Administrator for evaluation, coordination, approval, and re-assignment.

Notification of Northern Division Command Personnel

The Captain and Service Area Lieutenant shall be notified immediately of any major incidents in the Northern Division or involving Northern Division personnel.

When the Captain and Service Area Lieutenant are not on duty, paging or calling their cell phone is the most reliable method of notification. The Sergeant at the scene of the incident is the primary person responsible for notifying the Captain and Service Area Lieutenant. If the incident involves a sensitive or confidential situation, the Sergeant at the scene should attempt to use a land-line telephone for notification versus using the radio.

Other situations the Captain and Service Area Lieutenant should be notified include:

- Officer injuries requiring more than minor medical aid;
- Any death other than natural causes;
- Any situation where specialized units are involved (i.e. HazMat, Negotiators, etc);
- Anytime a Command Post is established;
- Any assemblage, traffic problem or other situation causing disruption of traffic flow or essential services affecting Northern Division's area;
- Any event drawing media attention;
- Any situation or significant event a supervisor feels notification of the Northern Division Captain or a lieutenant is warranted.

Juvenile Crimes

Notify Juvenile Services Team Sergeant Liaison at CYS

Any major incident involving juveniles, in addition to when investigators could assist in the following:

- Search for missing children under 10 years of age;
- Kidnapping or child stealing, and;
- Child deaths.

At risk missing juveniles: When evaluating the facts of a case, attention should be given to "at risk" circumstances which include, but are not limited to whether the juvenile:

- Is the victim of a crime or foul play;
- Is in need of medical attention;
- Has no pattern of running away or disappearing;
- Is the victim of a parental abduction/kidnapping, and/or;
- Is mentally or physically handicapped.

**CODE-100 RECOMMENDATIONS, EMERGENCY PLANS
and HAZMAT SPILL PROCEDURES**

(Refer to Northern G: Drive or RAP Database)