

# *Southeastern Division*



## *Operations Manual*

# San Diego Police Department

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2026

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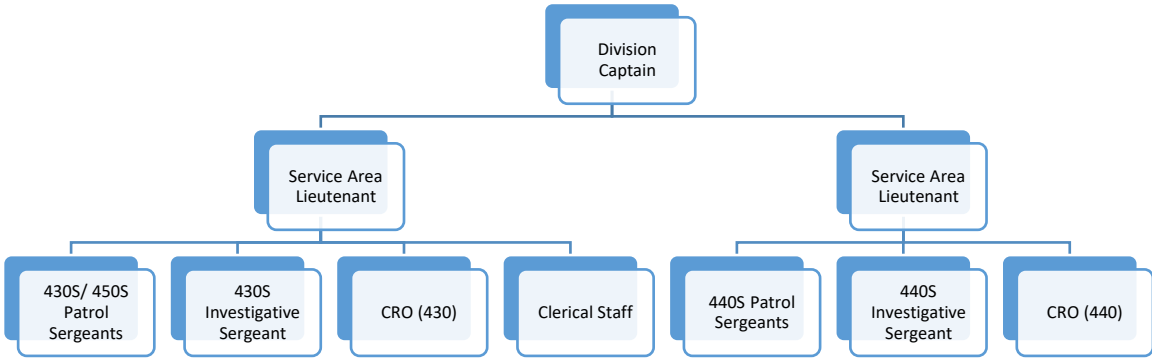
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# 1.) CHAIN OF COMMAND



## 2.) DIVISION CALLOUT:

### **NOTIFICATION OF SOUTHEASTERN DIVISION COMMAND PERSONNEL AND CALLOUT**

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

- A. The Captain and Service Area Lieutenant may be notified by telephone or text.
- B. The sergeant at the scene of the incident is the primary person responsible for notifying the Service Area Lieutenant, who will notify the Captain.
- C. 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 the Southeastern Area.
  - Any situation a supervisor feels notification of the Southeastern Division Captain or a lieutenant is warranted.

## **SOUTHEASTERN DIVISION INVESTIGATIVE ON-CALL PROCEDURE**

In an effort to ensure an investigative response to incidents within our command after normal business hours, Southeastern Division Investigations will initiate an on-call program for investigators. The program will be administered in the following manner:

- A. On-call responsibilities will be coordinated by the two investigative sergeants. Each investigative sergeant will rotate “on-call” coordinating responsibilities on a bi-weekly basis. The on-call investigative sergeant will be the contact person for patrol personnel requesting an after-hours investigative response. The on-call investigative sergeant will evaluate all callout requests and coordinate the appropriate investigative response.
- B. On-call responsibilities will be rotated among the investigative pool weekly. There will be a 1<sup>st</sup> and 2<sup>nd</sup> up investigator. The 1<sup>st</sup> up investigator will have the primary responsibility for callout. If a callout is initiated, the 2<sup>nd</sup> up investigator will then rotate to 1<sup>st</sup> up and assume responsibility for the next callout. This does not prohibit the on-call sergeant from sending the 1<sup>st</sup> and 2<sup>nd</sup> up investigator to a callout if deemed necessary. The transfer of investigative on-call responsibilities will occur every Tuesday at 0600 hours.
- C. On-call investigative sergeants may respond to crime scenes given, but not limited to the following circumstances:
  - Extensive or complex crime scene(s)
  - Crime requiring investigative expertise
  - Multiple crime scenes requiring the need to obtain search warrants
  - When first and second on-call detectives are called out to a crime scene(s)
- D. On-call investigators are required to monitor their phones and be responsive to callouts during their assignment. Failure to respond as an on-call investigator is a violation of Department Policy 9.17 “Reporting for Duty.”
- E. Each assigned investigator will be compensated at a rate of one (1) discretionary leave day for every 300 hours of on-call responsibility to a maximum of ten (10) discretionary leave days a year. Hours will be accrued at a rate of 24 hours for a non-working day and 14 hours for a working day. Unit supervisors will record on-call hours worked by Unit detectives into the SAP through the OneSD system.
- F. On-call investigators will have exclusive use of their assigned vehicle during the duration of their on-call assignment. Department members authorized to take home vehicles must adhere to Department Procedure 1.16. Area Station Detectives shall not utilize their Department take home vehicle for personal business while on call and off duty.
- G. All sergeants, detectives, and acting detectives are responsible for the maintenance of their assigned vehicle and shall ensure that Department maintenance is performed on schedule.

- H. The current on-call personnel will also be posted on the white Dry Erase board in the investigative area.
  
- I. The formulation of this on-call procedure was designed to ensure an investigative response for patrol during those situations where investigative expertise is needed. This procedure was in no way designed to inhibit (or substitute) investigators from responding to specific series related cases or arrests. Any investigator **not on-call** who would like to be called out on a specific case only needs approval of their immediate supervisor.

## SOUTHEASTERN DIVISION INVESTIGATIVE CALLBACK PROCEDURE

### Southeastern Investigative Teams:

- 1) 430's Area Investigations
- 2) 440's Area Investigations

#### A. Decision to call out an investigator:

1. The patrol sergeant at an incident makes the determination that an investigator may be advantageous based on the incident type, duration and need for investigator expertise.
2. The **patrol sergeant** contacts the on-call investigative sergeant. The current on-call investigative sergeant will be listed on the patrol schedule and posted on the white Dry Erase board in the investigative area.
3. If the area investigative sergeant cannot be reached, contact one of the remaining service area investigative sergeants.

#### B. The on-call sergeant will evaluate the need and coordinate the investigative call-out.

#### C. The patrol sergeant at an incident will complete a "Southeastern Crime Briefing Script" and brief the investigator upon his/her arrival. A copy of the Southeastern Crime Briefing Script will eventually be provided to the investigator. The form is located in the following directory; G:/Southeastern/Patrol/Forms.

#### D. The investigator will respond to the scene in a timely manner.

#### E. Investigative Sergeants should be called for the following types of cases:

- All suspects arrested for armed robbery, any series related crime, hot prowl burglaries with an additional charge and assaults with a deadly weapon with serious injury or hospitalization.
- Incidents involving significant injuries resulting from shootings, stabbings and other assaults.
- Extensive or complicated crime scenes.
- Hate Crimes.
- Complex cases where follow-up or search warrants may be needed.
- Auto thefts involving possible chop shops or where a detective's expertise is needed.
- Suspect-inflicted injuries to officers, which require hospitalization or emergency treatment.
- 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:
  1. is the victim of a crime or foul play.
  2. is in need of medical attention.
  3. has no pattern of running away or disappearing.
  4. is the victim of a parental abduction/kidnapping.
  5. is mentally or physically handicapped.
- Any incident that is "high profile" or could generate media attention.
- Incidents involving Law Enforcement (SDPD or otherwise) or City employees.

- Any other case nature where the expertise of the investigator is deemed necessary.
- Felony crimes with multiple victims.

## **ORGANIZATION AND COMMAND RESPONSIBILITIES**

### **DIVISION CAPTAIN**

The duties and responsibilities of the Division Captain shall include the following:

1. Establish operations policies, priorities, and goals for the Division to follow in providing services that meet community needs, and implement the Department's "Vision, Values, and Mission" statement.

Assure that problem solving is a matter of daily routine and practiced in patrol and investigations.

Promote and assure good relations between Division personnel and the community.

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

2. Hold meetings with Service Area Lieutenants to assure consistency in police activities among the service areas.
3. Supervise the work of the Service Area Lieutenants. Evaluate their performance and oversee their career development.
4. Maintain direct contacts with community leaders and City Council representatives and aides.
5. Encourage the recruitment and expanded use of the VIP's (Volunteers in Policing), including RSVP (Retired Senior Volunteer Patrol) in the Division.
6. Periodically review the definitions of individual communities and configurations of service areas. Make recommendations for adjustments and changes to enhance the Division's ability to provide police services that are tailored to community needs.

## SERVICE AREA LIEUTENANT

The duties and responsibilities of a Service Area Lieutenant shall include the following:

1. Attend and participate in Lieutenant's coordinating meetings to assure consistency in police activities among service areas.
2. Have 24-hour management responsibility for all patrol and investigative police services in the service area, including:
  - Collect and evaluate activity statistics.
  - Establish service area priorities and goals for teams.
  - Analyze service area staffing and workload. When necessary, make needed adjustments.
  - Consider temporary assignments of patrol officers to assist in investigations.
  - Determine effectiveness of investigations.
  - Maintain liaison and coordinate activities with Department's specialized investigation units.
  - Ensure that patrol and investigations have all necessary 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 and Citizen's Patrol.
  - Oversee activities of satellites and storefronts.
3. Service Area FTO Coordinator, which responsibilities include:
  - Review Trainee bi-weekly evaluations.
  - Coordinate Division training and evaluation process to assure compliance with training expectations.
  - Review Trainee disciplinary packages.
  - Maintain a list of qualified Training Officer Candidates.
  - Periodically, review evaluations of Division Field Training Officers prepared by Trainees and maintained in the Training Division Office.
  - Conduct appointment interviews in conjunction with FTO Administration, and make final recommendations on appointment or removal of Training Officers, to meet requirements of the program.
4. Service Area Training Lieutenant, which responsibilities include:
  - Coordinate attendance at Advance Officer's Training, CPR and First Aid.--
  - 
  - Evaluate training programs to determine their degree of benefit to officers.
  - Review and process applications for training/course requests.
  - Maintain liaison with the community and the media.

5. Miscellaneous responsibilities, which include:
  - Report periodically to the Division Captain on the "State of the Service Area."
    - a. Get input from Sergeants, Crime Analysis, citizens, et al regarding the state of the communities and the area as a whole. Include data on crimes, arrests, clearances, convictions, CFS, response times for various types of calls, percent crime reported, etc. Also include data on physical disorder (litter, abandoned vehicles, graffiti, code violations, etc.), social disorder (panhandling, prostitution, loitering, homelessness, disturbing the peace, drug dealing, etc.), and climate of violence (drive-by shootings, carjacking's, gang shootings, child abuse, domestic violence, etc.)
    - b. Measure the impacts of problem solving.
    - c. Conduct surveys and develop qualitative measures to reflect quality of life, level of public safety, fear of crime, satisfaction with police services, and effectiveness of crime prevention.
  - Coordinate special activities and programs. Establish communication channels and procedures for exchanging information with:
    - a. Sergeants and Captain on Divisional issues.
    - b. Sergeants on same and different watches on service area issues.
    - c. Lieutenants and sergeants in other service areas on issues of mutual concern and interest.
  - Hold PAAC-style meetings with teams when appropriate.
  
6. Problem Solving:
  - Provide leadership and guidance.
  - Create an environment where officers and detectives are encouraged to identify and solve community crime and disorder problems
  - Identify and prioritize problems from Department and community points of view.
  - Provide resources to sergeants, officers, and detectives.
  - Help obtain resources. Act as facilitator.
  - Maintain liaison with other City Departments, state and local government agencies, and non-governmental organizations involved in problem solving.
  - Resolve conflicts that might arise among resources.
  - Ensure officers and detectives have time to identify and solve problems.
  - Develop ways to measure the impact of problem solving.
  
7. Neighborhood Policing:
  - Identify and maintain liaison with community groups.
  - Attend and participate in community meetings when appropriate.
  - Oversee participation by sergeants, officers and detectives in community meetings to ensure appropriate Division representation.
  - Develop plans for providing police services that meet community needs.
  - Be able to explain satisfactorily to the community the priorities used in deploying personnel and resources to problem solving, answering CFS, investigations, and other police services.
  - Maintain direct communication link with City Council representatives and aides.
  - Provide leadership in implementing Department policies and strategies.
  - Interact with Department's Neighborhood Policing Division.
  - Oversee police-community partnerships that work jointly on community crime and disorder

problems.

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

## **PATROL SERGEANT**

The duties and responsibilities of a Patrol Sergeant shall include the following:

1. Implement the Lieutenant's goals and priorities for providing police services to each community in the service area, including:
  - Set specific goals and priorities for the squad.
  - Develop detailed plan for special details and/or operations, and problem solving. Base plan on analyses of available resources (personnel, vehicles, and equipment), community crime and disorder data, locations and types of CFS, threats to public safety, and community concerns and needs.
  - Ensure that plan is understood and supported by all team members.
2. Direct, supervise, and evaluate the activities of the patrol officers, CSO's, and other SDPD personnel assigned to the squad:
  - Assign officers to activities that most effectively utilize and develop their abilities, strengths, training, and interests to support the Department/Division's goals and priorities, as well as the officer's desires for career progression.
  - Ensure that officers use their uncommitted time effectively for quality problem solving and professional development.
  - Monitor progress on problem solving activities.
  - Coordinate squad's activities with investigations and other patrol units in the service areas as appropriate.
  - Ensure completion of required RIPA documentation.
3. Monitor calls for service and preserve uncommitted time enabling the officers to meet goals and priorities.
4. Monitor and supervise the activities of RSVP's, Storefront, VIP's, Citizens' Patrol, Neighborhood Watch, and others whose activities compliment and support those of patrol.
5. Obtain and disseminate relevant information regarding community crime, disorder problems, suspects, community concerns, etc. Conduct squad meetings and briefings to discuss training, problem solving, team building, etc.
6. Keep Service Area Lieutenant informed of the squad's activity.
  - Report periodically on community concerns, status of problem solving, etc.
  - Suggest changes in service area goals and priorities.
  - Conduct or arrange for special training.
  - Provide Squad Overtime Reports by pay period.

7. Regarding problem solving:
  - Monitor, manage, supervise, coordinate, and evaluate problem solving activities of squad.
  - Keep up with crime and disorder problems in the service area.
  - Encourage problem solving by helping officers locate and define problems.
  - Review and approve problem solving project openings
  - Help officers carry out projects. Discuss planned analyses, staffing, uses of internal and external resources, responses, assessments, etc.
  - Monitor project activities.
  - Keep service area lieutenant informed about problem solving activities and impacts.
  - Establish priorities for problem solving projects. Consider problem type and magnitude, nature of community concern, resources required, resources available, etc.
  
8. Regarding Neighborhood Policing:
  - Identify and maintain liaison with community groups.
  - Coordinate with service area lieutenant and investigative sergeants regarding attendance and participation in community meetings.
  - Oversee attendance and participation by patrol in community meetings.
  - Identify and prioritize community/police problems.
  - Use VIP's and RSVP's where appropriate.
  
9. Maintain squad and individual morale.
  
- 10: Complete monthly inspections to include
  - EIIS Review
  - BWC Review (for improperly/unclassified videos)
  - Equipment inspections as called out by the inspection matrix
  - Portable Alco Sensor Log Review
  - Vehicle Condition and Equipment
  - Appearance & Grooming
  - Firearms
  - All other items requiring review per inspection system
  
- 11: The duties and responsibilities of the Field Training Sergeant will include:
  - Schedule replacement FTO due to vacation or T.O.'s.
  - Review and submit daily trainee evaluations and daily journals to FTO Lieutenant.
  - Monitor and observe the trainee's written and oral communication.
  - Evaluate FTO performance.
  - Ensure training and evaluating processes maintain consistency.

## INVESTIGATIVE SERGEANT

The duties and responsibilities of an Investigative Sergeant shall include the following:

1. Implement the Lieutenant's goals and priorities for providing police services to each community in the service area, including:
  - Set specific goals and priorities for the unit.
  - Develop detailed plan for investigations, problem solving, and investigator workloads. Base plan on analyses of numbers of cases by type, available resources (personnel, vehicles, and equipment), community crime and disorder data, threats to public safety, and community concerns and needs. Ensure that plan is understood and supported by all team members.
  - Schedule investigators workload to include adequate time for investigations, arrests, and problem solving, and to avoid unnecessary overtime. Allow investigator to vary normal working hours when appropriate to facilitate investigations.
  - Monitor the progress of investigations, arrests, and problem solving. Allow investigators to vary attire, equipment, etc., when appropriate, to facilitate investigations, including:
    - Prepare periodic statistical reports on unit's activities and crime cases in the service area.
    - Evaluate investigators and other SDPD personnel assigned to the investigative unit.
2. Lead investigations and problem solving when appropriate.
3. Proactively work with patrol. When appropriate, request help from patrol in investigations. (Deal directly with Patrol Sergeants and keep Service Area Lieutenant informed.)

Also, regarding patrol:

- Keep patrol informed on status of investigations and matters in which assistance is needed.
  - Have investigative personnel attend patrol meetings, line-ups, etc.
4. Obtain and disseminate relevant information to investigative members.

Conduct meetings and briefings to discuss training, problem solving, team building, etc. Invite patrol officers, CRO's, and others as appropriate.

5. Provide liaison with the following organizations and develop resources for problem solving efforts:
  - Units assigned to Special Operations.
  - Investigative units in other Divisions.
  - District Attorney.
  - City Attorney.
  - Juvenile Court.
  - Probation Department.
  - Others designated by the service area lieutenant.

6. Keep service area lieutenant informed about investigative unit's activities, as well as crime problems and incidents in the service area. Report periodically on community concerns, status of problem solving, and team interactions with the communities.

Suggest changes in service area goals and priorities that might improve the investigative unit's performance.

7. Regarding problem solving:
  - Monitor, manage, supervise, coordinate, and evaluate problem solving activities of investigation members.
  - Keep up with crime and disorder problems in the various communities in the service area.
  - Encourage problem solving by helping detectives locate and define problems.
  - Review and approve problem solving project openings.
  - Help detectives carry out projects. Discuss planned analyses, staffing, uses of internal and external resources, responses, assessments, etc.

Monitor project activities.

- Review and approve project closures.
  - Keep service area lieutenant informed about problem solving activities and impacts.
  - Keep up with Department problem solving activities.
  - Establish priorities for problem solving projects
8. Regarding Neighborhood Policing:
    - Identify and maintain liaison with community groups.
    - Be aware of community meeting schedules.
    - Coordinate with service area lieutenant and patrol team sergeants regarding attendance and participation in community meetings.
    - Oversee attendance and participation by investigative team members in community meetings, especially when a crime series has been identified
    - Identify and prioritize community/police problems.
    - Use VIP's where appropriate.
  9. Morale/Coffee Fund: Maintain the Morale/Coffee fund, receive funds from designated Morale Committee members and deposit it into the division's bank account. Track available funds and advise the funds available to the designated card holder and morale committee.

## SENIOR CLERK

The Senior Clerk reports directly to and is the Confidential Secretary for the Commanding Officer and Service Area Lieutenants.

The duties and responsibilities of the Senior Clerk shall include the following:

1. Apply problem-solving techniques to secretarial and administrative issues that arise in the Division.
2. Research pertinent information required by police chief, assistant chiefs, council members or community leaders.
3. Supervise clerical staff and various volunteers working in administration. This includes, training, assigning tasks, monitoring workload, employee counseling, developing new policies, and evaluating performance. Conduct staff meetings for, but not limited to: clerical procedures and duties, training, team building retreats, problem solving.
4. Handle and process sensitive and/or confidential material including certified mail.
5. LAN System, including:
  - LAN System Administrator for Division personnel. Organization, training and utilization of various computer systems and applications.
  - Coordinate with Data Services the installation of necessary programs and equipment.
  - Anticipate and identify training, software, and additional computer needs for the Division. Liaison with Data Services to obtain necessary training, software, and hardware.
  - Create and/or maintain the databases for Command in order to analyze and provide statistical information to administration.
  - Process Division's shift change via database. Coordinate with other Division supervisors and SDPD units any transfers, updates or revisions. Ensure that necessary shift change documents are correct, printed, copied and mailed prior to shift change.
  - Maintain evaluation status in database and track all overdue evaluations. Analyze and generate report to apprise supervisors of evaluation status.
  - Identify and develop necessary documents and forms using the LAN computer system's various software applications.
6. Division Payroll. Responsibilities may include:
  - Determine employees' status in transfers, promotions, injuries, shift differential pay, Out-of-Class Assignment (OCA), Field Training Officer (FTO) status, discipline, Apprise Payroll Unit and other Department and City units of such.
  - Process Division's timesheets, changes, etc.
  - Compile and assess Division's overtime. Generate necessary reports from database for command staff use.

7. Subpoena process: criminal, civil, short notice, juvenile, computer generated, etc., including
  - All subpoenas (criminal, civil, out-of-county, parole, etc.) are logged in and out of the Subpoena Log database.
  - Ensuring electronic subpoenas are retrieved from the computer system on a daily basis and processed correctly.
  - When a subpoena has been returned served, ensure it is logged off and cancelled out of the computer.
  - If an excusal from court is needed, whether personnel has been served or not, ensure an excusal form is completed and processed, and the D.A./C.A. contacted.
  - Ensure short notice subpoenas are served per Department Policy.
  - On civil subpoenas, a \$150.00 witness fee must be submitted to Fiscal Management, and "RECEIVED" will be stamped on the subpoena before subpoena is accepted at the Command. After attending civil court, the employee will submit a completed Cost Recovery Form. This will be reviewed for accuracy and completeness prior to forwarding to Fiscal Management.
8. Review, maintain, and document Division's vehicle repossession funds. Ensure that all accounts and records balance, and correct petty cash fund is maintained. Complete necessary paperwork and deposit money. Prepare documentation for Treasurer's Officer, Auditor's, and Fiscal Management.
- 9.. Development of new policies and procedures for the clerical staff.
10. Division's Flexible Benefit Coordinator.
11. Maintain adequate supply of material for Division use. Identify needed budgetary items and complete necessary paperwork to obtain.
12. Maintenance and upkeep on various Division equipment, i.e. computers, phones, voice mail, copiers, faxes, etc. Identify equipment needing replacement. Coordinate with various City and Department units and/or private agencies to ensure maintenance, repairs and/or replacement of equipment.
13. Supply Functions:
  - Maintain an adequate inventory of forms, materials and supplies and dispense the above to other personnel as needed.
  - Stock supplies in report room, administration/investigations and copy machines.
  - Order and pick up Division station supplies, as needed, from City storerooms.
  - Maintain records of materials ordered and used.
14. Perform other unspecified duties and functions as required by the commanding officer and/or service area lieutenants.
15. Generate the division's annual leave schedule
  - Solicit annual leave dates from officers in the beginning of the new calendar year

- Obtain Lieutenant's approval for the completed annual leave schedule
- Input approved annual into Redbook.

16. Track and report on required inspections such as:

- Driver's license
- Call back numbers
- Immunizations
- Other inspections as designated by the Commanding Officer

## **FRONT COUNTER OFFICER**

The following are the duties/responsibilities for the front counter person:

1. Work hours are 1000 to 1900 hours, with either, Friday, Saturday and Sunday, or Saturday, Sunday and Monday as days off. When the front counter officer is not working, a patrol officer will be assigned there.
2. Ride Along Request: Route to the 430 or 440 Service Area Sergeant, depending where citizen requests to ride. Place completed ride along in Ride Along Log Book. Enter the ride along in the computer log.
3. Open front door at 1000 hours, and take telephones off forward.
4. Sort and deliver incoming mail to appropriate personnel.
5. Accident Reports – The front counter officer completes hit and run and minor injury accident reports only. Accidents must have occurred in City limits. Reporting party must have the car present. Refer freeway accidents to the California Highway Patrol.
6. Assist and handle walk-in traffic, and inquiries by telephone or in person. When necessary, take walk-in counter reports. If necessary, call for a field unit to assist on lengthy reports.
7. Route citations correction and missing report notices to appropriate officer's supervisor.
8. Take payment for repossessed vehicles. Complete receipt and forward payment and pink copy of receipt to Senior Clerk.
9. Notify the Staff Sergeant if work requires being away from the front counter so a relief can be provided (extended breaks, lunch, etc.).
10. Assist in answering the telephones.
11. Maintain a calendar for scheduling the community meeting room.
12. Complete Citizen Request Forms and route to as appropriate.
13. Forward telephones to the recording and cancel forward on scheduled work days.
14. Manage deployment of the American Flag. Although the standard is lighted to allow the flag to be left up at night, the Front Counter Officer is responsible for placing the flag at half-staff on designated occasions and returning it to full staff when appropriate.

## **COMMUNITY RELATIONS OFFICER**

Community Relations Officers (CRO) will provide service to individuals and Department members by developing partnerships to educate the community and Department on effective ways to prevent, reduce or eliminate neighborhood problems.

The Community Relations Officer reports directly to the Area Lieutenants and Captain, and is responsible for the following:

- Organize and administer the Community Alert/Business Alert Program.
- Provide community-based data to the Division Captain.
- Training aid to all uniformed officers.
- Area advisory committee liaison.
- Liaison for all community and business groups.
- Residential and commercial security advisors.
- Public and press information officers.
- Divisional Captain's aide at all major incidents.
- Liaison for community problems.
- Area command coordinator for speaker requests.
- Liaison for Citizen Patrol.
- Manage VIP's assigned to the Storefront.
- Manage Storefront/ Satellite operations.
- Ensure Storefront and Satellite offices are open and staffed M-F 0800-1700 hours.
- Manage the Neighborhood Watch/Next Generation Program and crime prevention presentations.
- School safety presentations.
- Provide referral information, i.e. City agencies, Child Protective Services, abandoned vehicles, etc.
- Community projects.

Community Relations Officers will promote good relations with the community through the formation and maintenance of community groups, individual citizen contacts and by representing the Department at all times in a professional manner.

## **VOLUNTEERS IN POLICING (V.I.P.)**

Job descriptions for VIP's at Southeastern Division may include:

- Clerical aide at area station.
- Assist front counter
- Computer research

Volunteers are representatives of the San Diego Police Department and adhere to the same policies and procedures as paid employees of the Department.

## **RETIRED SENIOR VOLUNTEER PATROL (RSVP)**

The purpose of the RSVP is to provide uniformed, non-enforcement service within specific geographic boundaries.

The City provides Workers Compensation coverage for RSVP members if they are injured while acting within the normal scope of their duties. In terms of liability coverage, the City of San Diego is liable for the acts of its RSVP volunteers.

### A. Mission Statement

The Department's RSVP program is committed to developing a spirit of cooperation and partnership with the community. Our pledge is to recruit, train, and retrain talented volunteers who will be encouraged to participate in meaningful community safety, security, and service programs.

### B. Program Objective

The RSVP program will be continually evaluated as to its effectiveness in accomplishing the following:

- Providing an increased level of crime prevention programs within specific geographic boundaries.
- Promoting community awareness and acceptance of the RSVP program as a viable and important community relations tool.
- Providing additional resources to the Police Department Area Stations, thus enacting expansion of police related services without significant cost increases.

### C. Program Operations

- The RSVP program is a non-confrontational senior volunteer patrol utilizing persons 50 years old and older.
- The RSVP program is handled through the Staff Sergeant's office.
- Normal hours of operations are Monday thru Saturday, 0800-1600 hours. The Commanding Officer may adjust patrol hours depending on area needs.
- RSVP members are provided with a badge, name tag, and identification card. The badge and identification card are property of the Police Department and shall be returned to the Department upon separation from the program.
- All RSVP members on duty shall wear the official RSVP uniform.

### D. RSVP Responsibilities

- Vacation house checks. The requesting party must live in the city of San Diego. The home cannot be up for sale. The requesting party must be gone for more than 5 days, but less than 90 days.
- YANA (You Are Not Alone) checks on bedridden/shut-in citizens that don't get out.
- Deficiency reports. RSVP members report pot holes, obstruction of street signs and missing street signs, street lights and traffic signals that are not working properly to the proper maintenance agency in order to repair the problem.
- Citizen Contacts. RSVP members answer public inquiries about RSVP and promote the RSVP unit.
- Abandoned vehicles. RSVP members mark abandoned vehicles to be towed after a 72-hour period. Impound abandoned vehicles after the 72-hour period has passed.
- The RSVP has a radar monitoring set to monitor traffic throughout the area.
- Under the direct supervision of a sworn police officer, RSVP members direct traffic control and direction.
- RSVP members perform front counter duties at Area Substations and Police Storefronts. They assist volunteers with duties at Storefronts.
- RSVP members perform Home Security Evaluations/Inspections and assist Community Service Officers in providing free home security evaluations.
- RSVP members present Senior Safety Presentations to senior groups. They assist Community Service Officers in presenting "Danger-Stranger" presentations to children.
- RSVP members fingerprint children, a register for parents who want to have their children fingerprinted.
- RSVP members give Neighborhood Watch Formations/Presentations.
- Commanding Officers may want to expand these duties, depending on their area's needs. If additions to the basic task list are desired, the area Captain (or designee) should contact the Volunteer Services Coordinator with their proposal. The Volunteer Service Coordinator will assess their request in terms of legality and liability issues, and conformance with Department Policies and Procedures.

## 4. GENERAL RULES

All rules, regulations and policies of the Department will be obeyed regardless of the employee's work assignment.

### A. Work Hours

Personnel will work hours assigned by their supervisor. A forty-hour workweek will be normal, although some overtime may be required.

### B. Overtime

Overtime will be authorized only when necessary. Supervisors must approve all overtime. Overtime slips will be made out at the time that the overtime is earned. Department Procedure 1.20 will be strictly adhered to.

### C. Appearance

Personnel will wear clothing that is appropriate to their assignment. Attire must be neat, clean and in good repair. Officers will maintain grooming standards in compliance with Department Procedure 1.28.

### D. New or Departing Employee

New Employee:

- The Senior Clerk will be notified when an employee is being transferred to the Division. The Senior Clerk will prepare the "Clearance Request" and e-mail it to Human Resources.
- The "New Employee Information" form will be completed within 3 days and returned to the Senior Clerk for processing. All information will be verified and/or updated in PD Roster Plus.
- An updated "Emergency Notification" form will be completed and forwarded to the Senior Clerk for placement in the employee's division file.
- The Special Project Sergeant will be notified of any newly assigned employees.

Departing Employee:

- Information regarding a departing employee shall be forwarded to the Senior Clerk.
- The employee's supervisor will ensure the employee's locker is cleared.
- The Senior Clerk will forward the employee's Divisional file to the new assignment.
- The Special Project Sergeant will be notified of any departures. The Special Project Sergeant will procure a plaque or other award if warranted, coordinate the return of any gear issued by the command and ensure the employee turns over their locker.

E. T.O. Policy

The use of compensatory time off will be at the convenience of the Department. The employee's immediate supervisor must approve all T.O. requests and receive a Request for Leave of Absence form from the employee **prior** to entry in the "Redbook." **Only supervisors may make entries in the "Redbook".**

F. Vacation Policy

Annual vacations will be approved on the basis of rank, then Department seniority, and then seniority in the Division. Employees will make their annual vacation selection on the "Annual Vacation Schedule" matrix. After final approval of all entries, the Senior Clerk will enter the annual vacations in the "Redbook" on a shift basis. Vacations not taken at the scheduled time may be taken at the convenience of the Department.

All vacation requests must be approved by the immediate supervisor and a Request for Leave of Absence Form submitted **prior** to entry in the "Redbook." **Only supervisors may make entries made in the "Redbook."**

G. Out of Class Assignment (OCA) Guidelines

Filling any vacancies with OCA candidates will require prior approval by the Commanding Officer. Filling vacancies of three consecutive days or less with OCA candidates is generally discouraged. Exceptions will require prior approval by a Commanding Officer. OCA longer than two weeks will require clearances. The Senior Clerk will process the clearance requests. Personnel may be assigned to the same OCA position for two shifts or at the discretion of the Division Captain.

Whenever possible, OCA positions will be filled by candidates on the eligibility list for that position.

Commanding Officers will check with EEO and IA units to ensure proposed OCA candidates are acceptable. Commanding Officers will review the personnel files of OCA candidates for formal discipline that would disqualify the candidate.

H. RSVP Messenger Service

Southeastern Division's mail drop-off and pick-up time is as follows:

- Monday through Thursday, Mail will be picked up at 0900 hours for 1000 delivery
- Fridays, Mail will be picked up at 0800 for 0900 delivery

I. Officers' Mail Folders

The officers' mail folders are intended as a means of getting messages to field officers in a timely manner. All officers shall check their mail folder at the beginning of each shift. Officers will not allow mail to collect in their folders. Supervisors shall periodically inspect their officers'

mail folders.

J. End of Shift Check-In

Patrol officers should not arrive at the station prior to 45 minutes of the end of their shift, unless they have specific approval from their supervisor.

K. Armory

All officers have access to the outer armory. Only SWAT officers have access to the inner "SWAT" armory.

L. Shotguns

Currently, shotguns have been issued to specific officers. Beanbag shotguns will be kept in the trunk of the vehicle or the armory. Personnel turning vehicles in for maintenance shall remove all firearms from the vehicle and secure them in their locker (personally owned/issued) or armory (department bean bag shotguns). Personnel shall take extra care to ensure the division's bean bag shotguns are not left at the range or swapped with other division's firearms during qualifications.

M. Pool Radios

Pool radios are available in the Patrol Sergeants' office. Officers shall fill out the log sheet when using a pool radio and sign it in upon completion of their shift. Officers who need to use pool radios shall first request permission from their Sergeant..

N. Alco Sensors

Officers who are issued a Portable Alcohol Sensor (PAS) shall reference check their device every 30 days or less. Officers will place a copy of their reference check sheet in Southeastern Division's PAS log. Supervisors shall inspect the PAS log on a monthly basis to ensure PAS devices issued to their officers have been reference checked within the previous 30 days.

O. Prisoner Detention at Southeastern Station

The following guidelines shall be utilized by officers bringing prisoners to the Area Station for processing:

- Except when handcuffing would hamper the conduct of an investigation or the physical condition of a prisoner would preclude their use, prisoners will remain handcuffed while in the station. Those prisoners being detained in the holding room shall have their hands handcuffed behind their backs.
- Prisoners will not be left unattended while in the station. If it becomes necessary for the investigating officer to leave the prisoner, another officer will be designated to watch him/her.
- While in the Detention Room, prisoners shall be monitored at all times and the Detention Room door shall remain unlocked at all times
- Non-violent prisoners may have their handcuffs removed, at the officer's discretion, during an interrogation in one of the interview rooms. Should it become necessary for an officer to leave the room, one wrist will be handcuffed to a chair and an officer designated to monitor the door.
- Prisoners needing to use the restroom shall be escorted to the front counter area bathrooms.

P. Housekeeping Rules

It is important that we maintain a clean, efficient and well-run facility. To accomplish this end, it is imperative that each of us strives to keep our work area clean and orderly at all times. The following rules are designed to make our expectations clear:

General:

- No personal or police equipment will be left in the hallways at any time. Equipment bags, S.W.A.T. gear, etc., will not be left in the locker rooms or on the concrete walks outside the locker rooms prior to and after shifts.
- Officers' mail folders will be provided in a file cabinet located in the Resource Room. Space is limited, so storage of mail and other paperwork is not authorized.
- The locker rooms have been provided for everyone's convenience. Lockers are designed to prevent storage on top and underneath, and to facilitate easy cleaning by custodial personnel. You can help by keeping the area around your locker neat and clean.
- The exercise room has been provided by the Department for all to use. It is everyone's responsibility to clean up after themselves and encourage others to do so.
- The holding room area will be inspected and cleaned on a daily basis. Any spills outside normal cleaning will be reported immediately to comply with Article 15 of the County Code.
- Firearms shall not be stored in the equipment CONEX boxes in the parking lot.

Office Area:

- Personnel assigned to the office are subject to the same restrictions as patrol personnel.
- Employees are encouraged to make it a pleasant environment with tasteful decorations
- At the end of shift, all desks must be left neat and clean, and confidential material shall be removed and secured in a locked drawer.

Q. Car Wash and Related Equipment

The car wash, related equipment and supplies are maintained for the purposes of cleaning Police Department vehicles. It is a violation of Department Policy and Division Operational Procedures for **any employee** to use (or permit the use of) station equipment to wash, rinse or vacuum any vehicle not owned or operated by the City of San Diego. Exception – employees may use the squeegees and paper towels to wash their windows.

R. Building Maintenance

Report any needed maintenance and/or emergencies through the chain of command. Facilities Management will be contacted at 531-2771. During non-business hours, weekends and holidays the Watch Commander's Office should be contacted at 531-2205 and a request made for the Building Maintenance on-call person to respond.

## 5. PAYROLL PROCEDURES

### A. Time Cards

The Division Payroll Clerk's primary responsibility is to ensure that employees' leave hours and overtime are correctly documented, and specialized pay is identified and documented. The Division's Payroll Clerk must process payroll in compliance with City and Department rules and regulations, ensuring employees receive the compensation entitled.

Employees will complete and submit their timecards via One SD. Supervisors are responsible for reviewing the timecards for accuracy and completeness. The supervisor will then approve or reject the timecards. If rejected, the supervisor will send the employee an e-mail informing them of the corrections needed. The employee will correct the card and resubmit it to the supervisor for approval. If OneSD time cards are not submitted in a timely manner, it is the supervisor's responsibility to complete a paper time card.

The employee is ultimately responsible for his/her timecard. He/she must ensure that all work hours, leave time, and overtime are documented. The employee will complete the overtime or leave slip, sign and submit the forms to the Senior Clerk via his/her supervisor.

Employees and supervisors shall ensure leave time is properly documented, leave slip(s) have been signed by the employee, approved by a supervisor and submitted within the pay period in which they fall. Overtime slips are complete, and the overtime slip is signed by the employee, approved by a supervisor and submitted within the pay period in which they fall.

**Unless otherwise notified, all time cards must be submitted no later than the last day of the pay period, at the end of shift.**

### B. Annual Leave

Employees earn annual leave, to be used for vacation or sick time, beginning with the first day of their employment. Employees are responsible for keeping track of their own annual leave accumulation, and insuring they do not go over the maximum allowed. (See MOU for maximum accumulation of leave time)

Unless sick or out for a family emergency, any time an employee requests to take leave time a leave slip must be completed and forwarded to their supervisor for approval **prior** to the employee taking the time off. The leave slip will be forwarded to the payroll clerk for processing. A leave slip **must** be completed and submitted to the supervisor the **first day** an employee is back to duty from being sick or out for a family emergency.

C. Compensatory Time (T.O.)

Personnel requesting time off shall submit their leave requests to their immediate supervisor. Compensatory Time (T.O.) is utilized just like annual leave. Prior to an employee taking T.O. time, he/she must submit a leave slip to their supervisor for approval. Refer to the MOU for guidelines regarding denial of T.O.'s.

Unless in a special classification, employees are allowed to accumulate 80 hours of compensatory time (T.O.). By the end of the fiscal year, all compensatory time shall either be used or it will be paid out to a zero balance. See M.O.U. for details.

Employees cannot take T.O.'s based on overtime they expect to earn. If it is not on the books, it cannot be used.

D. Floating Holiday

Personnel are allowed one floating holiday per fiscal year. Employees will accrue credit equal to the hours they work up to 10 hours. Employees must be hired prior to July 1st in order to be eligible for the floating holiday. The employee will submit a leave slip for the floating holiday to their supervisor for approval. Employees who do not take their floating holiday by the last full pay period in June will lose it. An employee cannot receive pay rather than take the holiday, and the hours must be used at one time. Floating holidays must be taken in one ten-hour increment.

E. Pay-in-Lieu of Annual Leave

A qualified employee may request pay in lieu of annual leave each fiscal year. The total cannot exceed 125 hours in a fiscal year.

G. Overtime

All personnel requesting overtime must complete and submit an overtime slip to their supervisor for review and approval. Overtime slips must be properly noted on the timecard, and submitted to the payroll clerk at the end of the pay period. Any overtime slips that do not show how the employee would like to be compensated (pay or T.O.) will be submitted for pay.

Overtime slips are to be signed and distributed in the following manner on a daily basis:

- The appropriate supervisor will confirm that the overtime slip is correctly filled out (with appropriate job order number) and sign.
- The employee will maintain the pink copy of the overtime slip.
- The white copy of the overtime slip will be forwarded to the Division's payroll clerk.
- The yellow copy of the overtime slip will be placed in the Sr. Clerk's mail tray or in the tray located in the sergeant's office.

Any overtime slips not submitted by payday Friday must be completed, approved and submitted to the Senior Clerk by no later than the Wednesday immediately following the payday. Late overtime slips must be processed downtown manually, so it may take one to three pay periods

before payment is made.

#### H. Military Leave

Employees are allowed 30 "calendar" days of paid military leave per fiscal year. Paid military leave is not granted for attendance at non-active duty such as weeknight or weekend training drills.

When an employee is about to go on military leave for either active duty and/or annual extended reserve duty, and qualifies for paid military leave, he/she shall submit a Request for Leave of Absence Form and a copy of their military orders to their supervisor as soon as possible. Upon return from military leave, the employee must submit to their supervisor their military separation papers signed by the employee's military commanding officer.

When an employee scheduled for non-active duty, i.e. weeknight or weekend training drills, they must notify their supervisor as soon as they receive notice of the dates they are to report for inactive drill training. If an employee's non-active duty training conflicts with their normal work schedule, the employee may request that the schedule be adjusted to allow the employee to fulfill military obligations on days off, or to use accrued annual leave or T.O. time. Prior to leaving for military leave, the employee shall submit a leave of absence form showing "Inactive Drill Training" as the reason for the request, and indicating the type of leave the employee wishes to use. When the employee returns from military leave, a written confirmation of attendance certified by the employee's commanding shall be submitted to the supervisor.

I. Voluntary Furlough Program

With Commanding Officer approval, all permanent or limited benefited employees, including sworn, are eligible to participate in the Voluntary Furlough Program. The Voluntary Furlough Program enables employees to request furlough in increments of one hour, with a maximum of 40 hours. Furlough requests need to be submitted prior to the beginning of a fiscal year so that the hours subtracted from the employee's paycheck will be spread over the entire fiscal year. Employees are encouraged to take furlough during the "Core Period," usually the day after Thanksgiving and the week between Christmas and New Years. (Check with your payroll clerk for the exact dates.) The employee will have 32 hours of pay deducted and receive 8 hours of discretionary leave. If an employee is denied Voluntary Furlough during the "Core Period," the employee may request an alternative 40 hours of furlough, and still have 32 hours pay deducted and receive 8 hours of discretionary leave.

Employees who wish to participate in the program must complete an application/worksheet and submit it through the chain of command to their Commanding Officer. Employees should note that the furlough program may affect retirement contributions and they should check with the retirement office for more information.

J. Catastrophic Leave

The Catastrophic Leave Plan was established to let City employees assist another employee who is in need of leave time.

The recipient must be a City employee for at least one year, exhausted all of his/her leave time, and has a personal medical condition that would qualify them for Long Term Disability (LTD). The recipient would be provided sufficient leave to meet the 30-day waiting period for LTD. After one year, if LTD or light duty lapses the employee would again be eligible for catastrophic leave. All applications for catastrophic leave will be processed through the City Manager's Office. Employees must submit a written request for donations by: A medical statement from the attending physician, including a brief statement of the nature of the illness/injury and an estimated time the employee will be unable to work; Evidence of the Commanding Officer's approval of a leave of absence.

Donations of catastrophic leave will be made to a leave bank. The donor's department will be billed for the dollar amount of the donor's annual leave donation. Donations are strictly voluntary and the identity of the donor will be kept in confidence. Employees may only donate accrued annual leave and must be made in whole hour increments. Donors must have an overall annual leave balance of 160 hours remaining after donated time has been deducted. Employees wishing to donate time can obtain donation authorization forms from the payroll clerk. The forms will be completed and forwarded to the payroll clerk for processing.

K. F.T.O. Pay

The number of active FTO's allowed is determined by FTO Administration.

Per FTO Administration - Officers who are currently an FTO and on light duty or medical leave will not lose their FTO pay for the shift. FTO's who are working light duty and are scheduled to rotate into paid FTO status will do so. An FTO cannot be denied his/her FTO rotation because they are light duty.

FTO sergeants receive FTO pay throughout the shift.

L. Out of Class Assignment

When an employee works an out of class assignment (OCA) an OCA Form is completed and routed (via the Senior Clerk) to the Commanding Officer for signature. The Commanding Officer will sign and forward the form to the Senior Clerk for processing. Upon receipt of the OCA form, the Senior Clerk will update her records. She will document the OCA dates, and forward the OCA form, along with the OCA Tracking Log if necessary, to Payroll.

It is the employee's responsibility to maintain an up to date and correct tracking log. On the date the employee has worked a total of 176 documented hours OCA, he/she will forward the OCA tracking log along with the OCA forms to the Senior Clerk for processing. The Senior Clerk will obtain the Commanding Officer's signature and forward all documents to Payroll.

Remember, an employee does not receive OCA pay until after they have documented working 176 hours OCA. The Senior Clerk must complete an Out of Class Assignment Form and have the Commanding Officer's sign the form each time they work OCA.

## 6. SUBPOENA SERVICE

Per Department Procedure 1.11, III, A., “All work-related criminal, civil, and Civil Service Commission subpoenas will be accepted for service by the command/unit subpoena, if received a minimum of five (5) court days prior to the court appearance date. This includes subpoenas from the Sheriff’s Office, process servers, and other agencies (DMV, Parole, etc.)”

Subpoenas submitted fewer than the five court days before the scheduled court appearance will not be accepted. See Department Procedure 1.11, III, B. for further details.

### A. General Subpoena Service

The clerical staff will log all subpoenas into the Subpoena Log database and place them in the appropriate watch folder (patrol) or on the supervisor’s desk (investigations).

The line-up supervisor generally serves subpoenas. The supervisor and employee will legibly sign the subpoena and include their rank, I.D. number and date of service. One copy, showing the subpoena has been served, will be forwarded to the clerical staff for processing.

It is the employee’s responsibility to maintain a record of the court dates and times to ensure appearance in court.

### B. Excusals

As soon as an excusal from court is needed, whether an employee has been served or not, an excusal form needs to be filled out and the appropriate agency contacted.

It is the responsibility of the employee’s supervisor to complete the excusal form and contact the issuing agency.

A copy of the excusal and subpoena are faxed to the Court Liaison. The excusal and subpoena are then returned to the clerical staff for processing.

Subpoenas returned unserved with a notation that the employee is on vacation, injured, extended leave, no notation, etc., will not be accepted and will be returned to the supervisor for the excusal to be completed.

A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served; the supervisor or the officer, with supervisory approval, may then contact the issuing agency, seeking release from appearance.

C. Short Notice Subpoenas

Per Department Policy: All work-related criminal, civil and Civil Service Commission subpoenas will be accepted for service by the command subpoena clerk if received a minimum of five court days prior to the court appearance date. **Officers may be individually served up to the date of appearance and are not to refuse service because of short notice.** Commands are to cooperate by accepting subpoenas for employees they reasonably know are available for service. This includes subpoenas from the Marshal's Office, process servers, and other agencies.

The Division will conform to the above policy. Short notice subpoenas will be refused only if un-servable.

D. Out-of-County Subpoenas

Employees must respond to any out-of-county criminal subpoena if it meets the following conditions:

- The subpoena meets all the legal requirements as to form and content.
- The subpoena is served as prescribed by law within a reasonable time prior to the court appearance.
- The place of the trial is within 150 miles of the officer's place of residence, or the judge has endorsed on the subpoena an order for the attendance of the witness.

For further on out-of-county subpoenas, see D.P. 1.11, section IX.

E. Out of State Subpoenas

Any employee receiving an out of state subpoena should contact the Legal Advisor's Office.

F. Civil Subpoenas

Employees subpoenaed to appear in civil court because of a work-related matter will use the following procedures.

- The service of the civil subpoena must include a \$150.00 witness fee deposit check. Fiscal Management is responsible for receiving and processing civil subpoenas and will stamp the subpoenas "RECEIVED" in the upper right-hand corner to confirm that the witness fee deposit is received.
- After the service is made, Fiscal Management will make the appropriate copies and attach a "Cost Recovery Form" to be the employee's copy of the subpoena. This form must not be removed from the subpoena. A second copy of the subpoena will also be provided as a control copy for the unit subpoena clerk.

- Upon completion of court, the employee must complete the Cost Recovery Form. The completed form must be returned to the divisional subpoena clerk as soon as possible. The following information must be included:
  - a. Day and date of appearance
  - b. Rank.
  - c. Shift, shift hours and days off at the time of appearance. Also indicate whether or not the appearance was on overtime.
  - d. Hours (military time.) Include the time in court, as well as travel time to and from home or work area.
  - e. Miles traveled in department vehicle or personal vehicle. If the employee appeared for civil court off-duty and used his/her personal vehicle, mileage will be reimbursed only if the employee completes a "Mileage Report" and submits it with the completed Cost Recovery Form. Reimbursement will be by check, mailed directly to the employee.
  - f. Expenses for meals or parking (receipts are required.)
  - g. Employee's signature and date.
  - h. Supervisor's signature and date.
- Return the completed Cost Recovery Form, Mileage Record, any applicable receipts, and the attached subpoena to the division's subpoena clerk. The subpoena clerk will check the Cost Recovery Form for accuracy and forward it to Fiscal Management.
- If the employee's appearance is canceled, indicate this on the Cost Recovery Form by circling "No," specify the reason why (i.e. "case settled"), and sign the bottom of the Cost Recovery Form.

In either case, the Cost Recovery Form must be filled out and returned to the division's subpoena clerk immediately upon compliance with the subpoena.

## 7. MISCELLANEOUS PROCEDURES

### A. Master Schedules

The Master Schedule is intended as a permanent, accurate and easy to read record of the Division's assignments. The information is needed to prepare staffing, shift change, investigations, payroll, etc. Information for the Master Schedule is located in a database. Personnel, other than the Captain and clerical staff, have limited access to the database. Using information from supervisors, the Academy, etc., the clerical staff is responsible for updating database weekly. Supervisors are responsible for the accuracy of the schedules.

Using information from the Redbook (see below procedure), Watch Commander's Office, etc., the line-up supervisor will update the daily Master Schedule. Any changes in an employee's working status needs to be noted, i.e. sick, vacation, 11-86, military leave, etc., in the lined column with the header "STATUS."

### B. Redbook

Upon receipt of a signed leave slip, the supervisor will enter requested leave in the Redbook database. In the Redbook database, the supervisor will either approve or unapproved each requested date. Approved leave slip(s) will be placed on the Senior Clerk's desk for processing.

If a vacation, TO, training, etc., is cancelled, the supervisor will cancel/delete the leave in the database and, if necessary, send a note to the Senior Clerk to pull leave slip(s).

If an employee calls in for the day off (sick, TO, vacation, etc.), the supervisor will enter the information into the database using the aforementioned steps.

### C. Meeting Procedures

Regularly scheduled meetings include:

- Supervisor's Meeting will be held once a shift.
- Patrol line-ups will be held in the patrol line-up room daily at 0600 hours for 1st watch; 1400 hours for 2nd watch; 2100 hours for 3rd watch.
- Investigative line-ups will be held in the investigative room at 0830 every Thursday or at the discretion of the Division Captain.

### D. Clerical Work Requests

All requests for clerical typing should go through the Senior Clerk.

Any Department related work typed by an employee must be either e-mailed or put on a disk and forwarded to the Senior Clerk, who will save it in the computer.

### E. Vehicle Repossession Fees Procedure

When receiving the \$15.00 fee for the release of repossessed vehicles, complete a receipt showing the date, person's name and address, the amount being paid, type of payment - cash or check (if paid by check indicate check number), payment for "Fee for Release of Repo Vehicle", year and model of vehicle, license # and state, fund #100, department #110, account #74109. Sign receipt. Citizen receives white receipt. If receipt is voided, indicate across the front of receipt and leave all copies in book.

Processing Cash and Checks Procedure - Senior Clerk:

- Ensure that cash and checks received balance with completed receipts.
- A bank deposit slip will be completed and the money deposited at Bank of America. Bank will maintain white copy of deposit, and return pink and yellow copy to person depositing money.
- A Daily Cash Receipt (DCR) is completed indicating type of fees received (vehicle repo fees), fund #100, department #110 account #74109, total amount of deposit. List receipt numbers (i.e. receipt #'s 989960-989968), list voided receipts, show cash amount deposited and check amount deposited. On DCR show cc: Fiscal Management, MS 715; and senior's name, MS 790. Show who prepared DCR, who made bank deposit, and total deposit amount.
- Make 4 copies of DCR. Mail original DCR and 3 copies, along with yellow copy of deposit slip to City Treasurer, Cashier Section, M.S. 51T. Maintain "dummy" copy of DCR and pink copy of deposit slip in Division files. When processed DCR (stamped with number in upper right corner) is returned, attach to "dummy" copy and file. Maintain receipts for two years and DCR's for three years.

F. Retired Senior Volunteers in Policing Bank Account

The Southeastern Retired Senior Volunteers in Policing bank account is managed by the Southeastern Area Command and the Jacob Center.

One of the Division Lieutenants will manage the bank account on behalf of the area command.

One of the Division Lieutenants will include the following conditions as part of his responsibilities:

- Maintain an accurate record for the bank account in a ledger.
- Two signatures will be required on each check for disbursement.
- Checks for disbursement will have a signature from each organization (SDPD/Jacob Center).
- Both organizations will exchange information regarding the status of the bank account on a monthly basis.
- Each organization will have representatives meet as required to manage the bank account.

#### G. Morale/Coffee Fund

A committee consisting of representatives from patrol, investigations, and administration will manage the Southeastern Division Morale Fund. The signature card retained by the bank should include the Senior Clerk and a designated Investigative Sergeant.

Morale Committee meetings will be held on an as needed basis. The committee consists of a Service Area Lieutenant, the Senior Clerk and volunteer officers representing patrol.

Expenditures, other than normal operating expenses (coffee & supplies, water, sodas, cutlery, etc.), will need approval by committee members. All expenditures require Lieutenant approval.

The Senior Clerk will manage the bank account on behalf of the committee and command with monthly accounting approval by a Lieutenant.

## 8. STATION SECURITY

### Key Issuance Procedure

With the implementation of the “key card,” standard keys are unnecessary when opening the exterior doors (except the front door). The only regular keys issued are ST64 (Storefront) and patrol car keys. Loss of keys must be reported immediately, in writing, to the staff Officer.

Under no circumstances will keys be duplicated. Unauthorized duplication compromises security and constitutes a violation of law.

Property Room. Only the Property Clerk is authorized to have a key to the outer property room.

The designated Investigative Sergeant maintains an inventory of desk keys which will be issued as needed and returned up on transfer from Southeastern Division.

### B. Station Security

During regular business hours, only the public entrance (front door) shall remain unlocked. All other entrances shall be designated an employee entrance and shall be locked at all times with the key.

Doors will not be blocked open. Notify the chain of command as soon as practical of unserviceable door locks or other possible security breaches.

All employees, while on station premises, shall wear identification at all times.

Any person not a Police Department employee shall enter the facility building through the public entrance. They will sign the visitor log giving their name, address or agency, visitor's pass number, reason for visit, date, time in and time out. The front counter officer will verify this information. The guest will be issued a visitor pass that shall be worn at all times while at the facility.

Persons exempt from wearing a visitor's pass shall be groups of people with a Police Department guide. The guide shall sign the group in as a group, giving the group name and number in the name columns.

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.

C. Garage Security

The garage is only open when staffed by Fleet Maintenance Mechanics. Their hours vary based on staffing.

Only garage personnel assigned to Southeastern will have keys to the garage. A spare key will be maintained by the Investigative Sergeant.

At the end of each workday the service technician will close and lock all exterior doors, shut off the compressor and turn off all lights except one interior light. All garage personnel are to wear I.D. while inside the area station.

## **9. AREA STATION PARKING**

Parking assignments have been made and the parking lot has been marked accordingly. Police vehicles will be parked in accordance with their assigned spaces.

Employee vehicles will be parked in the unmarked stalls not specifically designated for police parking.

Entry and exit to the parking lot will be made from Sychar Street only. The gates on the alley will remain closed and locked. The Sychar Street gate is electric and can be opened with a magnetic key card. Patrol and investigative vehicles are equipped with a sensor to engage the gate.

The lot on the south side of the station building is for public parking. Officers are not to park private or police vehicles in this lot.

All parking regulations will be strictly enforced.

## 10. VISITOR'S LOG/IDENTIFICATION CARDS

All visitors to the Southeastern Station will be logged in and out of the Station on the visitor's log, located at the front counter. The primary responsibility for maintaining the visitor's log will rest with the front counter person during the week and the patrol supervisor(s) on weekends.

After being logged in, each visitor will be issued a visitor's identification card that he/she will wear on an outer garment while in the Station. Members of other law enforcement agencies may display their badge or agency identification card in lieu of a visitor's identification card.

### A. Civilian Visitors

All civilian visitors will enter their name, address and reason for visit on the log. The person admitting the civilian to the Station will enter the visitor's identification number and the time on the log. When the civilian leaves the Station, the front counter person will pick up the visitor identification card and enter the time on the log.

### B. Law Enforcement Personnel

All law enforcement personnel, except members of the San Diego Police Department, will enter their name, agency and reason for their visit on the visitor's log. The person admitting these personnel will advise them to display their badge or agency identification card on an outside garment. If this is impractical, the admitting person will issue the law enforcement officer a visitor's identification card and enter the card number and time on the log. When the law enforcement officer leaves the Station, the front counter person will collect the visitor's identification card, if one was issued, and enter the time on the log.

### C. Custodial Personnel

All custodial personnel will display their picture identification card on an outside garment at all times while inside the Station.

### D. San Diego Police Department Personnel

All San Diego Police Department personnel will display their badge or Department identification card on an outer garment at all times when in the Station. If requested to show identification, all personnel will be expected to do so immediately and courteously.

If there is doubt as to a person's identity and/or authorization to be in the building, the nearest sworn officer should be notified. If not resolved at this level, a supervisor will make the determination.

**11. (Deleted – records of security)**

## 12. FIRE PLAN

If there is fire or smoke present:

- Notify the Fire Department and the Field Lieutenant of the type of fire and its location.
- Notify each person in your work area of the emergency. Direct all persons to an area away from the fire, or to the outside of the building. If possible, make sure that all doors and windows are closed behind you.
- Attempt to extinguish small fires with available fire extinguishers.
- A supervisor or designate will conduct a roll call and account for all assigned personnel. When all personnel are accounted for, advise the Field Lieutenant.
- When relocating, check all doors for heat, by touch, before opening. **Never open a door that is warm to the touch.**

The preceding procedures outlined are recommended actions to be taken in the event of a fire. Other separate emergencies are addressed in other directives.

All sworn and non-sworn personnel of the San Diego Police Department shall become familiar with these procedures and the Emergency Fire Exit Plan.

### A. Key Telephone Numbers

Fire Department	911
Watch Commander's Office	531-2205/2206
Communications	531-2000/911
Emergency Management Coordinator	236-6876
Building Manager	531-2229

# **13. CRIME SUPPRESSION TEAM**

## **SOUTHEASTERN DIVISION CST**

### **A. MISSION**

The mission of CST is to respond to complaints of gang activity, gang violence, narcotics activity, conduct uniformed and plainclothes specialized patrol activities and investigations, bicycle patrol, hot spot policing efforts, special operations, monitor civil protests for unlawful activity, assist with long term and short term problem-solving efforts.

CST liaisons with other specialized patrol or investigative units, outside agencies, and community groups or stakeholders. They conduct parole and probation compliance checks.

CST will work in partnership with existing Department units, outside agencies, community organizations and leaders to aggressively combat violent crime, establish a closer working relationship with the community to address ongoing policing issues which demonstrate our continued commitment to community policing and problem-solving.

CST maintains a high degree of operational readiness and flexibility to meet the operational needs of the command and will respond to designated critical incidents involving violence.

### **B. GOAL**

To improve the quality of life in the Southeastern Division neighborhoods, to build meaningful partnerships, to proactively and creatively solve community crime problems and to hold offenders accountable within the criminal justice system.

### **C. OBJECTIVES**

- 1) Provide greater accountability and reliability in responding to and addressing violent crime as well as to create innovative ideas and strategies, to reduce violent crime.
- 2) Work with existing specialized units in partnership with outside agencies, community organizations, and leaders to aggressively combat violent crime, which adversely impacts the community.
- 3) Formulate plans of action, which will include determining the best response and resources available to address the identified task. To report back to the affected community or complainant on the action taken.
- 4) Work in a collaborative problem-solving effort with the Special Operations Unit and the Street Gang Unit to reduce gang violence.

- 5) Work in a collaborative problem-solving effort with San Diego County Probation to conduct probation compliance checks with a goal of reducing violent crime and apprehending violent offenders.
- 6) To work on both short-term and long-term problem-solving efforts.
- 7) Utilization of specialized patrol techniques including uniformed patrol saturation patrol, and plainclothes capacity to reduce violence in the command.
- 8) To work directly with the Southeastern's Community Relations Officers, Investigations, and the Command to identify and address community crime concerns.

#### **D. CRIME SUPPRESSION TEAM**

The core of the Crime Suppression Team (CST) is comprised of one sergeant and six patrol officers. This team utilizes a proactive approach to addressing crime and safety issues generated by community concerns. The team will work under the problem-solving philosophy. Officers will be encouraged to create innovative ideas and strategies, which will assist in the reduction of crime and increase an officer's effectiveness. CST will be responsive to the operational needs of the Command.

#### **E. DUTIES AND RESPONSIBILITIES OF PERSONNEL**

##### **a) DIVISION CAPTAIN**

The Division Captain serves as the Commanding Officer of CST and ensures the overall operational success of the CST.

##### **b) LIEUTENANT**

The Lieutenant serves as the primary point of contact between the CST Sergeant and the Division Captain. The Lieutenant ensures that the CST Sergeant successfully carries out the goals of the Division and provides logistical and personnel support.

##### **c) CST SERGEANT**

- Supervises the activities and enforcement of the Crime Suppression Team
- Identifies, implements, and manages projects, programs, training, and other activities related to community crime concerns
- Communicates via the chain of command, any changes in community concerns regarding property, persons, or quality of life crimes

#### **d) CST OFFICERS**

- Each team member is responsible for developing and reviewing strategies to address area crime trends.
- Each team member is responsible for being a liaison with divisional personnel and community members reference changes in crime trends.
- Each team member will act as a uniform presence and problem-solving expert.
  
- CST Officers will develop expertise on narcotics and gang activity at Southeastern Division.

#### **F. INVESTIGATIONS/COMPLAINTS**

To improve the quality of life for the citizens in Southeastern Division, the CST will be responsible for investigating complaints received by the Division or Department where the location has a nexus to the Southeastern Division. CST officers will be responsible for initiating the appropriate follow-up communications with complainants.

Officers will contact the reporting parties to elicit further information surrounding the complaint and to establish validity.

Officers receiving complaints should establish the validity of the complaint through the following means:

- a. Contact with reporting party
- b) *\*\*\*LECC/NIN Check (858) 495-7200\*\*\**
- c) Contact with Centralized Narcotics Liaison Detective  
(If narcotics suspected)
- d) Contact with Gangs Investigations Detective  
(If specific gang set suspected)
- e) Computer inquiries as appropriate
  - i. Target address (Immediate surrounding addresses if applicable)
  - ii. Vehicles located at the address
  - iii. Background checks on target occupants
  - iv. Calls for service
  - v. Crime/Arrest reports from the location
  - vi. Surveillance of target location
  - vii. Neighbor inquiries
  - viii. Vehicle stops/Field Interviews
- f) Notify the CST Sergeant of findings

If there is sufficient reason to believe criminal activity is occurring at the location, and CST has the necessary resources to address the complaint, then the officer who received the complaint will be the case agent and enter the address in the LECC/NIN for an extended investigation.

## **G. PLAIN CLOTHES DETAILS/INVESTIGATIONS**

To effectively address citizen complaints, the needs of the division, and assist other investigative units, CST officers may be used in a plainclothes capacity for surveillance or other enforcement tasks. During these operations, officers will utilize unmarked department vehicles only and will have all their operational gear with them to include:

- Duty belt
- Vest (with clear identification markers)
- Radio
- Badge (with department ID)
- Body worn camera

Some enforcement details may require the use of only a concealed firearm and credentials. The CST Supervisor in charge of the operation will be responsible for relaying required gear to all the CST members.

*AT NO TIME WILL OFFICERS ENGAGE IN PLAINCLOTHES OPERATIONS WITHOUT THE PRESENCE OF A CST SUPERVISOR UNLESS APPROVED BY THE COMMANDING OFFICER OR DESIGNEE*

## **H. REQUESTS FOR ASSISTANCE**

Through the course of normal duties, the CST may be requested to assist units from within or outside the department. All requests received will be directed to the CST Sergeant for review in accordance to Department Procedure and the CST Operations Manual.

CST will deny all requests for assistance if the CST Supervisor or other San Diego Police Department Sergeant is unavailable to supervise the event.

## **I. DAILY RECAP**

The daily recap is a computer-generated document designed to capture both the numerical data and a narrative summary of the day. The recap is completed by the CST Sergeant and is submitted to the CST Lieutenant at the end of each workday, as those statistics are incorporated into Southeastern Division's weekly report.

## **J. OPERATING PROCEDURES**

- a) The general hours for the Crime Suppression Team are:
  - o 1400 – 2400 hours Wednesday through Saturday
  - o CST Members understand that on occasion they may need to adjust their schedules in order to meet their commitments to the community, e.g. enforcement activity, problem-solving efforts, and necessary agency or community events may dictate a workday.
- b) All CST personnel will adhere to all Department rules and regulations.
- c) The normal duty uniform for CST Officers will be the class "B" uniform. The class "C" Field uniform is also authorized at the discretion of the CST Sergeant.
- d) The CST Officers will coordinate their work activities through the CST Sergeant.
- e) The CST Sergeant will coordinate his/her work activities through the assigned Lieutenant.
- f) CST will make maximum use of all resources, units, and organizations to accomplish the assigned missions; while ensuring that the team adheres to appropriate protocols.
- g) Suppress criminal activity by utilizing effective, high profile, proactive enforcement techniques.
- h) Investigate complaints of gang and narcotic activity.
- i) Address any concerns/ needs of Southeastern Division and the Department.
- j) Develop and maintain partnerships within the department, community, and outside agencies for problem identification and solving.
- k) Conduct accurate and thorough investigations utilizing both uniformed and plainclothes tactics.
- l) Maintain strict confidentiality concerning ongoing undercover investigations.

- m) Respond and assist patrol units with all critical incidents involving violence or suspected gang activity.
- n) Be a resource for Southeastern Division patrol officers and investigative units.
- o) Attend required training as scheduled by their Supervisor.
- p) Complete a Daily Recap of all CST activity and distribute to designated personnel.
- q) Attend Community Meetings and Community Events as necessary.

#### **K. CST OFFICER SELECTION PROCESS**

- a) Officers may be selected based on their stated desire to be on the team coupled with their Supervisor's recommendation.
- b) Officers may be selected based on the operational needs of the Command, Department, or specific mission
- c) Informal Interviews may be conducted at the discretion of the Division Captain.
- d) Officers assigned to the CST, may serve a maximum of 2 years. This timeline is at the discretion of the Division Captain and the operational needs of the Command.
- e) Due to the varied working hours and many additional responsibilities, officers will be able to rotate off the team. Any officer not meeting the requirements stated in this manual will be rotated off the team. The Command has the discretion to modify the rotation as needed.
- f) CST officers must be a non-probationary POII.
- g) A well-rounded officer who demonstrates the ability to address the needs of the division, and the department by utilizing a variety of enforcement tactics.
- h) Demonstrates their ability and continued competency in the research of criminal history databases, computer systems, and crime data systems
- i) Ability to efficiently complete and document detailed police investigations and arrests
- j) Maintain a calm, professional demeanor during violent situations, protests, and while dealing with uncooperative citizens and large crowds
- k) Maintain a flexible attitude when addressing the needs of Southeastern Division and the Department

#### **L. PERFORMANCE MEASUREMENT TOOLS**

- a. The CST Supervisor will communicate on a frequent basis with the designated Lieutenant to update the status of various projects, problem areas, and other work performance data.
- b. The primary role of the Crime Suppression Team is to provide the highest level of "customer service" to the citizens of and personnel assigned to Southeastern Division.

The CST Sergeant will be responsible for providing a work environment that promotes this philosophy.

To accomplish this, the CST Sergeant will:

- Solicit input from all CST personnel, Neighborhood Prosecutors, and Community Resource Officers on a regular basis.
  - Solicit input from Community-Based Organizations and citizens related to area crime and safety concerns.
  - Solicit input from any other personnel, organizations, or agencies that may be involved or related to area crime trends.
- c. The CST Sergeant will actively seek out input from the above sources and will respond to these recommendations promptly.