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SAN DIEGO POLICE DEPARTMENT

Western Division

Operations Manual

Scott Wahl
Chief of Police

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MISSION STATEMENT

The employees of Western Division are committed to providing quality police service to the citizens who live or work within its borders and visitors to our area. The service shall be provided in a fair and friendly manner, keeping within the guidelines of the Department Vision, Value and Mission Statement. We will embrace the concept of Neighborhood Policing and Problem Solving and apply them in everything we do.

This Operations Manual is a living document. It is to be reviewed on an annual basis or whenever a significant change is made in Division operations.

DIVISION CAPTAIN Duties and Responsibilities

The captain heads the Division and reports directly to the North Patrol Branch commander. The captain is responsible for all day-to-day operations of the Division. They establish Operational Policies and set guidelines to support the Department's Mission. Following are the duties of the captain:

Supervise the work of the Service Area Lieutenants. Evaluate their performance and oversees career development.

Assign job responsibilities, set performance standards, and work priorities.

Ensure proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines.

Establish direct communication with community leaders, including City Council representatives.

Appoint community members to serve on an Advisory Board to the Division.

Responsible for Strategic Planning and maintaining E.E.O. standards.

Promote problem solving at all levels and encourage community participation to maintain a strong partnership.

Coordinate the recruitment and expanded use of Volunteers in Policing (VIP's) and Retired Senior Volunteer Patrol (RSVP).

Conduct periodic supervisors' meetings and attend periodic patrol line-ups and detective briefings.

Participate in key community meetings and maintain liaison with area agencies.

Approve assignment changes and temporary assignments of personnel in specialized units within the Division.

Review personnel evaluations, citizens' complaints, discipline reports, pursuit forms, injury forms, transfer requests, and other administrative reports.

Conduct discipline review hearings, such as "Skelly" and other types of appeals.

INVESTIGATIONS LIEUTENANT
(Currently a collateral duty of service area lieutenants at Western)
Duties and Responsibilities

The Investigations Lieutenant reports directly to the Division Captain. Following are the duties of the Investigations Lieutenant:

Manage area station administration and command investigations.

Liaison with service area Lieutenants.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate Detective Sergeants and Senior Clerk Typist.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate implementation of problem-solving projects.

Prepare and coordinate staff reports, including quarterly reports and discipline reports.

Monitor personnel and equipment needs, recommend resource allocation, and provide annual budget documentation.

Identify training needs, coordinate In-Service Class assignments, and review application process for course attendance.

Assign tasks and supervise Citizen's Complaints, Route Slips, and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by supervisors and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspections Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Evaluate and recommend personnel for specialized assignments and promotions.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Participate in key community meetings.

Maintain liaison with the department's specialized investigative units, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.

Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.

Oversee participation of Sergeants and Officers at certain community meetings.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports and staff work prepared by sergeants.

Manage Division Investigative Funds and Informant Files.

Liaise with Reserve Services, Volunteer Services, and Retired Senior Volunteer Patrol.

Assume on call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

SERVICE AREA LIEUTENANT Duties and Responsibilities

The Service Area Lieutenant reports directly to the Division Captain. Following are the duties of the Service Area Lieutenants:

Manage daily operations of the Service Area.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate assigned Patrol/Specialized Unit Sergeants.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate problem solving to address area problems.

Preparation and coordination of staff reports including quarterly reports and discipline reports.

Monitor personnel and equipment needs and recommend resource allocation and provide annual budget documentation.

Prepare shift change schedule and monitor personnel staffing.

Identify training needs, coordinate In-Service Class assignments and review application process for course attendance.

Assign tasks and supervise citizens' complaints, Route Slips and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by Sergeants and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspection Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Prepare termination packages of unsatisfactory employees.

Evaluate and recommend personnel for specialized assignments and promotions.

Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Maintain liaison with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards. Oversee participation of Sergeants and Officers at certain community meetings.

Participate in key community meetings when necessary.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, pursuit forms, and staff work prepared by sergeants.

Assume on-call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

PATROL SERGEANT Duties and Responsibilities

The Patrol Sergeant reports directly to a Service Area Lieutenant. Patrol Sergeants supervise the daily activity of Patrol Officers and other personnel in the field.

Coordinate squad activities with investigative personnel and other patrol squads in the Division.

Conduct meetings and briefings to identify crime trends and evaluate the status of POP projects.

Keep the Service Area Lieutenant informed of any significant field problems, community activities and staffing and personnel issues.

Make recommendations to the Service Area Lieutenant regarding work priorities and training needs.

Evaluate problem solving activities initiated by officers.

Review current crime statistics and Division incident logs.

Review POP projects, assist officers with problem solving efforts and approve project closures.

Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.

Maintain liaison with community groups and participate periodically in key community meetings.

Assist officers with career counseling and recommended training classes for career advancement.

Monitor and evaluate officer safety techniques.

Ensure service and return of Random Drug Tests assigned to their officers.

Oversee participation of patrol officers in community meetings.

Make appropriate entries on the "Incident Log" regarding significant incidents.

Maintain liaison with the Watch Commander and request assistance from specialized units when necessary.

Manage overtime, monitor staffing and assign personnel accordingly.

Ensure timecards are complete, and approved prior to the payroll-closing period and submitted through ONE-SD.

Monitor radio traffic, including all vehicle pursuits, and evaluate field incidents.

Conduct squad conferences, issue subpoenas, review crime information, and obtain officer input during lineups.

Conduct personnel and equipment inspections.

Investigate CCFs, Route Slips, Citizen Request Forms, and prepare related reports.

Prepare performance evaluations.

Prepare disciplinary package when necessary and administer discipline.

Evaluate and recommend appropriate personnel for specialized assignments and promotions.

Investigate and prepare Police Equipment Accident Reports, Injury Reports and Vehicle Pursuit Forms. Inform the Staff Sergeant about the medical status of injured officers.

Provide oral and written expectations to field personnel regarding Department Vision, Values and Mission Statement, Diversity, POP, Neighborhood Policing, and daily patrol activities.

Review and approve requests for time off based on staffing needs. Document date and time when officer requests time off on the leave slip, and in the Electronic Red Book.

The Line-up Sergeant's shift starts 30 minutes prior to the beginning of line-up and ends 10 hours later.

Field and Late Report Sergeants work regular shift schedules.

The Late Report Sergeant is responsible for ensuring all Stop Card information is completed on the daily patrol schedule.

The Late Report Sergeant is responsible for ensuring all officers are accounted for at the end of each shift. The Late Report Sergeant is the only person to release people at the end of shift.

All Sergeants are responsible for ensuring officers do not return to the station or gas pumps more than 30 minutes prior to the end of their shift.

POLICE OFFICER Duties and Responsibilities

Field officers will report to a sergeant and are assigned to patrol a designated service area. Officers will respond to calls for service and take appropriate enforcement action. Officers will employ problem solving techniques implementing neighborhood policing strategies, during uncommitted time.

Exercise self-discipline on pursuits.

Identify crime trends and initiate appropriate responses.

Develop community partnerships and encourage their assistance in problem solving.

Keep sergeants informed of any significant incidents and crime issues.

Dedicate "uncommitted time" to work on problem solving efforts.

Respond to radio calls and submit related written reports.

Provide testimony during court proceedings when needed.

Alert supervisors of possible citizen complaints.

Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity.

Enforce city, state and traffic laws as required.

Educate citizens and the business community on crime prevention techniques.

Act as a Field Training Officer when selected for the position.

Carry out assignments delegated by a sergeant.

Seek knowledge of community leaders/groups and attend community meetings/forums in assigned service area.

Address traffic problems/issues in assigned service area and take appropriate action.

Share crime information and knowledge with other officers during lineups and on an individual basis to enhance teamwork, efficiency and safety.

Attend mandated training and quarterly Department qualifying shoots.

BEACH TEAM Duties and Responsibilities

The Beach Team is assigned to the 610s service area and reports to the Beach Team sergeant. Officers respond to Division wide issues, but primarily patrol the Ocean Beach area.

Officers monitor the radio and assist in handling radio calls when needed.

Officers receive training and are certified to operate the prisoner van, 4x4 SUVs, bicycles, and quads.

Officers work closely with the merchants in the 610s area and frequently attend the monthly OB Mainstreet Association meetings.

Officers utilize the monthly reports for crime trends and direct their activities toward the problem areas.

Officers are frequently requested to assist the other service areas when events occur that require extra staffing.

Officers are expected to properly maintain and track the necessary maintenance for the 4x4, quads, and other specialized equipment.

Officers are expected to develop a working relationship with other law enforcement units. (i.e. Narcotics Section, Parole, Probation, D.A.R.T., and the City and District Attorneys.)

Refer to the Beach Team Operations Manual for additional information.

Maintain a liaison with the CRO in the service area and attend community meetings when requested.

CRIME SUPPRESSION TEAM Duties and Responsibilities

The Crime Suppression Team is staffed with up to six (6) Patrol Officers and a Sergeant. Officers may be utilized throughout the Division, as needed, to assist with series crime investigations or other special projects.

Monitor the radio and assist in handling calls when needed.

Reduce crime through proactive, high-visibility enforcement.

Prepare and submit felony arrest packages to the District Attorney's Office for prosecution.

Identify crime trends and initiate appropriate responses.

Maintain partnerships with patrol and investigative units, working closely with service area investigators to identify and apprehend suspects.

Maintain a liaison with the CRO and attend community meetings.

Maintain liaisons and network with other specialized units and law enforcement agencies (i.e. Narcotics, Gangs, Vice, Robbery, SIU, RATT, Probation, and Parole).

Be available to provide training and assistance to other officers, in all service areas, with 11550/narcotic arrests and preparation of telephonic search warrants.

Assist in other service areas when events occur which require extra staffing or special skills.

Refer to the Crime Suppression Team Operations Manual for additional information.

POLICE INVESTIGATIVE SERVICE OFFICER Duties and Responsibilities

A Police Investigative Service Officer performs the more routine community service and non-hazardous police functions and is assigned to a patrol sergeant. The PISOs may also assist with the following:

Responds to requests for non-hazardous police services.

Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are not immediately known.

Conducts searches for lost children and evidence.

Checks reports of health and safety hazards in the community.

Protects crime scenes from bystanders.

Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel.

Investigates minor traffic collisions and assists at vehicle collision scenes.

Reports observed crimes in progress that require immediate police attention.

Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies.

Conducts security checks of residences and businesses.

PSYCHIATRIC EMERGENCY RESPONSE TEAM Duties and Responsibilities

To provide rapid response for mental health emergencies.

To provide de-escalation techniques and management of individuals displaying mentally disordered behavior.

Enabling the release of additional uniformed officers from scenarios involving mentally disordered persons, once the scene is secure.

Reduction of out-of-service time for uniformed officers on calls for mentally disordered persons.

PERT teams can transport to various facilities as client needs dictate. (PERT teams can transport patients to ANY appropriate mental health facility within San Diego County.)

To provide referral services.

To establish a collaborative working relationship between the San Diego Police Department and the Department of Mental Health.

PERT team referrals to County Mental Health will have admission priority.

If an individual does not qualify for commitment into a psychiatric emergency room or acute care facility, the PERT team will make reasonable efforts to find an appropriate disposition for the individual.

Handle calls from concerned citizens, businesses or family members for persons needing intervention/assessment for mentally disordered behavior who pose a minimal threat to the PERT team.

COMMUNITY RELATIONS OFFICER Duties and Responsibilities

The Community Relations Officer reports to the respective service area lieutenant.

Coordinate liaison with Neighborhood Watch and Nextdoor Groups.

Provide community-based data to the Division Captain.

Coordinate training to assist uniformed officers.

Maintain liaison with the area Advisory Board.

Maintain liaison with community and business groups.

Residential and commercial security advisors.

Public and press information officers.

Liaison for community problems.

Area Command Coordinator for speaker requests.

Assist with coordinating the R.S.V.P. Program.

Coordinate training for the Citizens Patrol Program.

Accept citizen complaints.

Supervise and maintain their area Storefront.

NEIGHBORHOOD WATCH PROGRAM

The Community Relations Officers (CRO) will coordinate the Neighborhood Watch Program for the Division.

Requests for Neighborhood Watch Meetings will be handled in the following manner:

Any requests for meetings or information should be submitted on an interoffice memo and forwarded to the area storefront.

The CRO will contact the requesting party and set up a date and time for the meeting. The CRO will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons or if the CRO sees a need, they should contact the area lieutenant.

The CRO will make out a Group Control Form and enter the information in the master log located on the LAN computer at Western Division.

The CRO will indicate in the master log that the meeting was handled. The Block Captain's name will be added to the Block Captain(s)' roster for the appropriate beat. This updated information is added to the Block Captain's list on the LAN system at Western Division.

RETIRED SENIOR VOLUNTEER PROGRAM

Duties and Responsibilities

The San Diego Police Department's Retired Senior Volunteer Program is committed to maintaining a spirit of cooperation and partnership with the community. The services provided by the Retired Senior Volunteer Patrol (RSVP) shall not consume public funds. Virtually all funding for operating RSVP is obtained through donations by local councils, citizens, businesses, foundations, service clubs and the like.

The objectives of the RSVP program are to provide an increased level of crime prevention programs, promote community awareness and acceptance of the RSVP program and provide additional resources to the SDPD area stations.

The RSVP Administrator reports to the Investigations Lieutenant (or designated Service Area Lieutenant).

- Vacation house security checks.
- "You Are Not Alone" (YANA)- shut-in checks.
- Drive-through problem areas.
- Business and citizen contacts.
- Walking patrol in shopping centers and schools.
- Financial institution and library security checks.
- Abandoned vehicle warning notices.
- Disabled parking citations.
- Deficiency reports.
- Recruiting.

NOTE: For additional information, refer to the RSVP Operations Manual.

VOLUNTEERS IN POLICING Duties and Responsibilities

Area Station V.I.P. - Assist area station by conducting follow up research, telephone calls to witnesses and victims, answering phones, filing and other office tasks.

Storefront V.I.P. - Help police staff in community relations office by answering phones, handling walk-in inquires, distributing information on police services.

Hours: Varies, depending on assignment

Location: Varies

Minimum Age: 18; Court Referrals: No

Volunteers must pass a Police Background check. (No persons with felony or misdemeanor convictions accepted)

DETECTIVE SERGEANT Duties and Responsibilities

Reports directly to the service area lieutenant. Supervises detectives assigned to a service area.

Sergeants are responsible for the following:

- Assign incoming reports for follow-up through the (NetRMS) electronic report system.
- Serve as the contact person for patrol supervisors requesting an investigator for call out to an incident.
- Conduct periodic case biopsies and review written work of investigators to ensure all reports are complete, accurate and factual.
- Apprise the captain and lieutenants of crime problems and incidents affecting the Division.
- Assure detectives are properly prepared to perform their duties. This applies to attire, equipment, mental attitude and training.
- Promote teamwork among detectives, patrol officers and other Division staff for effective crime fighting.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney's Office.
- Assign and track CREs from the District Attorney's Office and the City Attorney.
- Conduct Division investigations briefings as needed.
- Support the concepts of Neighborhood Policing and Problem Solving.
- Manage Investigator standby callback availability
- Manage investigative vehicle assignments.

DETECTIVE Duties and Responsibilities

Western Division detectives report to a detective sergeant. Detectives investigate general crimes in their service areas. Their duties include the following:

Review assigned crime and arrest reports for completeness and accuracy.

Conduct follow-up investigations in accordance with the Investigative Procedures and Inspections Manual, and other established Policies and Procedures.

Conduct background investigations on victims, witnesses and suspects.

Conduct interviews of witnesses, victims and interrogations of suspects.

Conduct live lineups and show photo line-ups when necessary.

Evaluate impounded physical evidence.

Complete needed follow-up work including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.

Prepare investigative reports, District Attorney Packages, Follow-up Summaries and Case Cancellations.

Disseminate suspect information to patrol and other investigative personnel.

Release impounded property (when no longer needed as evidence).

Provide testimony during court proceedings.

Address crime issues, long and short term, affecting their assigned Service Areas.

Keep current on community issues in their assigned Service Areas and assist in enhancing community relations whenever possible.

Include the concepts of Neighborhood Policing and Problem Solving in all investigations.

Accept standby call-back duty as assigned.

Conduct other duties as assigned.

SENIOR CLERK/TYPIST Duties and Responsibilities

The Senior Typist works directly for the Investigations Lieutenant (or designated Service Area Lieutenant).

Following are the duties of the Senior Clerk:

Supervision of clerical staff and assignment of clerical tasks.

Training, assessing and reviewing employee performance.

Handling of sensitive and/or confidential material.

Delegate typing to Word Processing Operator. The WPO maintains a log on all requests for typing: requestor, type of work to be done, due date and any other pertinent information.

Development of new policies and procedures for the clerical staff.

Maintain an adequate inventory of forms, materials and supplies.

Prepare the vacation schedule, disseminate it to Lieutenants, and type the final schedule in LAN. Distribute a completed copy to each lieutenant, put one in the C-file, one in the back of the T.O. book, and file the original.

Maintain station resources and records:

Department Procedures, Training Bulletins, Legal Training Information, Division correspondence, Announcements, Orders, and divisional files.

Act as liaison with Data Systems to ensure proper operation of the LAN system, report printer problems. Assist Division with requesting and setting up voice mail. Report problems relating to telephone, voice mail, overhead paging system, and other office equipment.

Ensure supervisors are provided with the "New Officer Orientation Checklist" (with cover memo attached) when new employees are assigned to Western Division.

Responsible for issuing station, storefront, and evidence room keys to officers; logging and tracking of keys.

OFFICE SUPPORT SPECIALIST Duties and Responsibilities

The Office Support Specialist (OSS) reports directly to the Senior Clerk/Typist.

Processes daily payroll documents that include time sheets, daily master schedules, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules.)

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine).

Assists with other clerical support duties as required.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Manage repossession fees and prepare bank deposits. Once monies are deposited, prepare DCR (Daily Cash Receipt) for City Treasurers Office and forward paperwork as required.

Uses the LAN PC to type a variety of reports, including confidential reports, memos, and other correspondence.

Updates Division staffing report at shift change, using Excel. Coordinates with Lieutenants, Staff Sergeant and Payroll Clerk to ensure information is accurate.

Processes daily payroll documents which include time sheets, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules)

OCA for Senior Clerk Typist as required.

GENERAL PROCEDURES STATION GUIDELINES

General

Visible identification will be required at all times except for the public lobby and public conference room. All citizens will be required to sign-in at the Front Counter and will be immediately escorted by Western Division personnel while in the station. Ride-A-Longs are not to attend roll calls and will wait in the public lobby until escorted by an officer. There will be no smoking except in designated areas.

All personnel are responsible for maintaining the station in a neat and clean condition. We all need to maintain a sense of pride in keeping a clean work environment.

Work Area

Work areas should be kept neat and clean.

All citizens being interviewed will be escorted to the interview rooms provided. No interviews are to be conducted in the office area.

Prisoners needing to use the bathroom facilities will be escorted by an officer to the Front Lobby to use those bathrooms.

Locker Rooms

Names and Identification numbers will be placed on the outside of locker doors. If no name is on a locker and the locker has a lock on it, the lock will be cut off and the items impounded. All occupied lockers will be properly secured with a working padlock / combination lock.

Officer Mail Bins

The file cabinet mail bins will be cleaned out daily by all officers. The bins are not designed for storage.

Report Room

Officers securing at end of shift will check out with the late report Sergeant in the Report Room and remain there until released (should check in fifteen minutes before the end of shift).

Patrol Sergeants' Office

Officers should enter the Sergeants' Office only to conduct business with a Sergeant, unless otherwise directed.

Armory/Radio/Battery Room

Shotguns, radios, and batteries are located in the armory. The door will be kept closed and locked at all times.

The SWAT armory is located behind the armory/radio/battery room and is restricted for use by SWAT personnel and supervisors.

STATION SECURITY

The following are measures designed to enhance the security of our facility:

The front door to the station is to remain locked outside of normal business hours (Monday through Friday, except holidays). **The Front Counter is currently closed to the public due to staffing limitations.**

All employee entrances will remain locked. Doors will not be propped open unless absolutely needed with supervisor approval and an armed officer (full duty) assigned to monitor the door until the situation is resolved and door secured.

All employees, while on station premises, shall wear identification of the following nature and in the following locations:

Civilian police personnel will wear a department identification card on the outermost garment.

Sworn personnel are to wear their badge and ID on the outermost garment when not in uniform.

Reserve officers shall wear the badge and ID on the outermost garment when not in uniform.

HOLDING CELL POLICY

The holding cells should be utilized on a limited basis for the safe, temporary confinement of certain subjects who have been arrested and are awaiting transportation to jail, or who have been lawfully detained during a criminal investigation. Police personnel must carefully consider Departmental liability and responsibility to ensure the well-being of all subjects being held in the holding cells. One holding cell is designated for juvenile offenders.

General Guidelines

Persons placed in holding cells must be observed at all times. Pens, pencils, matches, lighters, cigarettes, or objects that can potentially be used as a weapon, are to be removed from detainees prior to placing them in cells.

Persons placed in a holding cell should be noted on the officer's daily journal as an arrest or detention. Entries will include time placed in the cells and then time removed. Prisoners are not to be held in the holding cells at the end of shift solely for the purpose of having the oncoming shift provide transportation, without first receiving a supervisor's approval.

Females, males, and juveniles shall not be placed into the same cells together.

Juvenile Holding Cell Guidelines

Juveniles placed in the holding cells are subject to the following conditions:

The minor may not be detained longer than six hours.

The detention may only be for the purpose of giving the officer time to investigate the case, facilitate release of the minor to parents or guardian, or arrange transfer to Juvenile Hall.

The minor must be separated from adults (Sec 208 W&I).

The minor must be told how long the incarceration will last.

The minor must be adequately supervised.

Juvenile Detention Log Usage

All officers shall list the juvenile detainee's name, the date and time such detainee was placed into the holding cell and the time the detainee was released.

All personnel are expected to adhere to this policy. Abuses may result in the loss of these cells for detention purposes.

Holding Cell Area

Officers placing suspects in holding cells will fill out the appropriate log.

All suspects' pockets will be emptied, and all items will be placed in a paper bag. Before suspects are placed in the holding cell, it will be cleared of any items. After a suspect is taken out of a cell, it will be checked for damage, or any items left by the suspect.

Officers will remove their weapons while fingerprinting suspects.

Suspects will be handcuffed unless kept under constant observation.

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WESTERN DIVISION SCHOOL LIST

SCHOOL	ADDRESS	BEAT	YorT
610 Service Areas			
Barnard Elementary	2930 Barnard St.	613	(T)(619) 224-3306
Cabrillo Elementary	3120 Talbot St.	615	(T)(619) 223-7154
Correia Middle	4302 Valeta St.	613	(T)(619) 222-0476
Dana (5 th /6 th)	1775 Chatsworth Blvd.	612	(T)(619) 223-1300
Dewey Elementary	3251 Rosecrans Pl.	611	(T)(619) 222-6808
High Tech High	2861 Womble Rd.	615	(T)(619) 243-5000
Loma Portal Elementary	3341 Browning St.	614	(T)(619) 223-1683
Ocean Beach Elementary	4741 Santa Monica Ave.	613	(T)(619) 223-1631
Point Loma High	2335 Chatsworth Blvd.	613	(T)(619) 223-3121
Sacred Heart	4895 Saratoga Ave.	614	(T)(619) 222-7252
St. Charles Borromeo Acad.	2808 Cadiz St.	611	(T)(619) 223-8271
Silver Gate Elementary	1499 Venice St.	613	(T)(619) 222-1139
Sunset View Elementary	4365 Hill St.	618	(T)(619) 223-7156
High Tech Middle School	2861 Womble Road	615	(T)(619) 814-5060
Warren Walker	4605 Point Loma Ave.	618	(T)(619) 223-3663
620 Service Areas			
Birney Elementary	4345 Campus Ave.	627	(T)(619) 293-4400
Chesterton Elementary	7335 Wheatley St.	621	(T)(858) 496-8070
Florence Elementary	3914 1 st Ave.	621	(T)(619) 293-4440
Francis W. Parker (Lower)	4201 Randolph St.	626	(T)(858) 571-7800
Francis W. Parker (Middle/Upper)	6501 Linda Vista Rd.	621	(T)(858) 569-7900
Grant School	1425 Washington Pl.	626	(T)(619) 293-4420
Holy Family	1945 Coolidge St.	621	(T)(858) 277-0222
Kearny High School	7651 Wellington St.	621	(T)(858) 496-8370
Kit Carson Elementary	6905 Kramer St.	622	(T)(858) 496-8060
Linda Vista Elementary	2772 Ulric St.	621	(T)(858) 496-8196
Montgomery Middle	2470 Ulric St.	621	(T)(858) 496-8330
Montessori School of San Diego	1323 W. Spruce St.	626	(T)(619) 295-7591
New Alternatives	4309 3 rd Ave.	627	(T)(619) 692-0777
Twain High	6402 Linda Vista Rd.	621	(T)(858) 496-8260
St. Vincent's	4061 Ibis St.	626	(T)(619) 299-3880

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