OPERATIONS MANUAL

SAN DIEGO POLICE DEPARTMENT

LOGISTICAL SUPPORT UNIT

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MISSION

The mission of the Logistics Support Unit is to provide the Police Department with specialized and emergency equipment in the safest and most efficient manner possible during any major incident.

2026

OBJECTIVES:

1. Provide Logistical Field Support

    - LSU has access to emergency supplies, equipment, command vehicles, and resources during critical incidents. They are available 24 hours a day to respond and provide logistical support to all field operations.

    - LSU works collaboratively with other departments, units, and agencies to provide logistical support for planned and un-planned events.

2. Coordinate the Respiratory Protection Program

    - LSU aims to keep the department in compliance with Occupational Health & Safety Administration (OSHA) respiratory protection guidelines and regulations to keep its members safe in their duties. LSU will manage the Department's respirator seal "FIT" testing program, ensuring all personnel issued an air-purifying respirator (APR) complete their annual testing and training requirements.

    - Facilitate the decontamination of exposed facilities and equipment by viruses such as COVID-19, using Tomi SteraMist equipment.

ROLES AND RESPONSIBILITIES OF LSU PERSONNEL:

Captain

The Captain ensures the overall mission and direction of Logistics Support Unit (LSU) is consistent with the San Diego Police Department's current strategic vision.

Lieutenant

The Lieutenant is the primary point of contact between the Logistics Support Unit (LSU) Sergeant and the Command. The Lieutenant ensures the LSU Sergeant successfully carries out the objectives of the LSU work plan.

Sergeant

- Supervises the activities of the Logistical Support Unit and the Department's Respiratory Protection Program.
- Identifies, implements, and manages projects, training, exercises, and other activities related to logistical planning, preparedness, response, and recovery from critical incidents.
- Ensures emergency equipment and supplies are in a state of readiness and submits recommendations for the upgrade or replacement via the chain-of-command.

- Ensures the operations of the department's "Air Purifying Respirator" (APR) FIT Testing Program.
- Handles a scheduled rotation of on-call responsibilities.
- Provides field logistical support by deploying, setting up, maintaining, and cleaning equipment assigned to LSU.
- Provides training for department personnel on LSU equipment use.

The LSU Sergeant manages officer's assignments regarding each area of responsibility, and officers should expect to receive assignments in all areas depending on the unit's operational needs. Each area of responsibility listed below is accompanied by examples. The examples are not meant to be all encompassing, but only illustrations of duties that may arise within that area of responsibility.

Officers

- LSU Officers must have a basic knowledge in each of the following areas of responsibility, and they will have expertise in at least one of the areas.

LOGISTICS & EQUIPMENT COORDINATION OFFICER:

- Maintains the department's mobile command vehicles and support equipment assigned to LSU in a 24-hour state of readiness.
- Works with Operational Support to manage the inventory of the department's "Personal Protective Equipment" [PPE].
- Manages the reservation, tracking, and deployment of LSU equipment.
- Identifies logistical needs for the department and provides cost estimates for purchasing equipment.
- Coordinates and conducts training for Field Personnel in command vehicle operations.
- Completes LSU inventory and status inspections.

RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR:

- A full-duty POII will be permanently assigned to the Respiratory Protection Program to act as the administrator. This officer will manage the Department's Respiratory Protection Program and ensure annual FIT testing is completed as per OSHA requirements. This officer shall be required to attend a 5-day OSHA training course to assist them in becoming the Subject Matter Expert for the department.
- This officer shall oversee the testing, scheduling, email, digital storage and updating of all completed FIT tests.

- An annual audit will be conducted by the Respiratory Protection Program Administrator, to ensure all department members who are required to possess a mask stay up to date with the OSHA mandated testing.
- In addition, one or two available light-duty officers may be assigned to LSU to help facilitate with the FIT testing program, as needed.

RULES AND REGULATIONS

- The standard-duty uniform for LSU Officers will be:
    - Class "C" uniform or blue long or short sleeve polo shirt with San Diego Police
      logo on left side
    - Blue law enforcement cargo pants (5.11 or similar type pants) with a black belt and black boots (closed-toed)
    - White or black crew neck tee shirt
- All LSU staff will adhere to department rules and regulations.
- The Logistical Support Unit office will generally be staffed by officers Monday through Friday, working the 4/10 plan. However, due to the many field responsibilities of LSU, business hours are in a constant state of flux. All personnel are issued department cell phones. It is highly recommended that employees needing to meet with LSU staff do so by either email or cell phone.
- As representatives of the San Diego Police Department, LSU staff will conduct themselves positively and professionally, reflecting highly on the overall membership of the organization

OPERATING PROCEDURES:

- The main LSU office is located on the first floor of **(Deleted – records of security)**, San Diego, CA.
- The majority of LSU equipment is stored in garages and warehouses at City Shops located at **(Deleted – records of security)**, San Diego, California. However, LSU has equipment strategically staged around the city for faster response times when needed.
- Officers will coordinate their work activities through the LSU Sergeant.
- The Sergeant will coordinate his/her work activities through the Operational Support Lieutenant.
- Staff will make maximum use of all resources, units, and organizations to accomplish their assigned missions, while ensuring that appropriate protocols are followed.

CALLOUT PROCEDURES:

Logistical Support Unit personnel are subject to callouts. All LSU personnel will monitor their cell phones unless they are on approved leave or ill. All on-call LSU personnel will notify the LSU Sergeant immediately if, for any reason, they are not available to respond to a callout. The LSU Sergeant will be responsible for making an on-call schedule. Generally, there will always be one LSU Sergeant and two LSU officers on-call. On-call personnel are eligible to take their city vehicles home per DP 1.16., "Off Duty Use of Department Take Home Vehicles." The schedule will be routed to all LSU personnel and posted in the office and a copy of the on-call schedule will be routed to the Watch Commander. During a major incident, all available LSU Officers may be called to assist. Only those on-call will be required to respond unless it is an emergency callback situation. LSU personnel can be requested for logistical and equipment support. LSU officers responding to equipment deployment calls outside standard working hours shall receive door-to-door compensation for the duration of the response.

DECONTAMINATION CALLOUTS:

LSU possesses a SteraMist decontamination machine capable of sanitizing structures and equipment. LSU staff trained or certified in the use of the SteraMist decontamination machine are subject to being called out to decontaminate structures and equipment as scheduled by the LSU chain of command. This is only to be used for disease related exposure; it is not to be used for anything with actual matter that needs to be cleaned and removed such as bodily fluid.

CALLOUT NOTIFICATIONS:

Cell phones are the primary means of notification for an emergency callback of LSU staff. LSU staff are issued either a department cell phone or are eligible to receive the cell phone stipend.

During regular business hours, the LSU Sergeant should be contacted when there is a critical incident or emergency, and logistical support is needed. After regular business hours, callbacks should be made via the Watch Commander's Office to the on-call LSU Sergeant. The LSU Sergeant will determine the level of officer callout to carry out the requested mission. The LSU Sergeant will keep command staff apprised of callouts and ongoing events.

On a rotational basis, the Duty Officer and, as needed, the LSU Sergeant will respond to any critical incident when requested by the Watch Commander or Incident Commander. After arrival, LSU personnel will obtain a briefing from the Incident Commander and evaluate if additional personnel or equipment is required.

Some examples of events which LSU will respond to when requested are:

- ENT Callout
- SWAT PRT Assist/Code-10
- SWAT Code-11 and Code-12.
- Major fires - high-rise buildings or facilities with special populations (hospitals, nursing homes, etc.) and brush fires which present a threat to homes/businesses and may require evacuation.

- Aircraft crashes or Alert II's or higher.
- Major civil disorders.
- Dam emergencies.
- Earthquakes.
- Possible terrorist events.
- Hazardous material accidents (facility/transportation) which present a significant threat to public safety/health.
- Any critical incident requiring logistical support to an Incident Commander.

VEHICLES:

The use of all department vehicles will occur in accordance with Department Policy 1.16, which sets response and incidental use guidelines for take home vehicles, and any published unit-specific guidelines for each position.

All future job bulletins will specify the department's response time requirements pursuant to Department Policy 1.16, in addition to unit-specific response requirements.

LSU personnel must live within 60 minutes of their work facility. LSU personnel are responsible for activating and transporting vital specialized equipment during critical incidents, major disasters, and emergencies. LSU has specialized equipment staged at strategic locations throughout the city for quick response times during disasters or emergencies. LSU vehicles play a crucial role during a critical incident and are used to tow specialized Department Equipment anywhere within San Diego County.

In the event of a disaster or critical incident, it may be necessary to call in additional LSU personnel to assist the on-call LSU Sergeant and Officer. For the listed reasons and to expedite response times, LSU officers not on official On-Call status are authorized to drive their police vehicles to and from home **ONLY,** but **DO NOT HAVE AUTHORIZATION** for 24-hour in-County use of their police vehicle. LSU Officers are authorized to drive their police vehicles to and from home **ONLY** and should monitor their department cell phones in the event of a callback.

The LSU Sergeant and the on-call LSU Duty Officers are authorized to take home their assigned vehicle and shall generally be on-scene within one (1) hour of receiving a call-back notification. While on-call, LSU personnel are allowed 24-hour in-County use of their vehicle.

Additionally, the following procedures will be adhered to:

- Whenever practical, vehicles will be parked off-street.
- Vehicle doors will be locked, and alarms, if installed, will be armed.
- After each response, the vehicle will be inspected, and supplies replenished as soon as practical.

PURCHASE CARD (P-CARD) USAGE:

As part of LSU's goal to provide logistical support during department emergencies, qualified LSU staff are provided with P-cards for necessary purchases during emergencies More specifically, LSU staff may receive requests from incident commanders to provide food and drink during protracted events.

Following are procedures which staff should follow:

1. The Incident Commander (IC) should make equipment or food requests to LSU staff. If LSU staff are already on scene, the staff member(s) should be proactive with food coordination.

2. Within one to two hours into an event, LSU staff should reach out to the IC to determine if a meal request will be forthcoming at the approximate four (4) hour mark into an event. LSU staff should anticipate likely delivery delays depending on the number of meals that are requested. The four-hour mark is generally a reasonable time to begin feeding personnel who cannot leave the scene for meal breaks. LSU staff should inform the IC of the tentative four-hour feed time. However, an IC can make the request to feed personnel at any time.

3. Upon receiving a meal request, LSU staff should obtain the requested number of meals and expected delivery time.

4. LSU staff should contact contracted meal vendors to see if they can meet the meal request. If they can, LSU staff shall use the established purchase order to make the purchase.

5. If the contract vendor cannot meet the request (example - number of meals in a couple hour period), LSU shall use issued P-card to purchase necessary meals from a local vendor to fulfill the meal request.

At some point during the ordering process, LSU staff shall attempt to notify direct chain of command personnel of the impending request, and which path they are or have decided to take to fulfill the meal request. If during normal business hours, an email to the Administrative Service Manager **(Redacted – record exempt)** would be appropriate.

6. LSU staff will facilitate the pick-up and delivery of the food. The LSU member purchasing the meals is responsible for the necessary accompanying paperwork, which includes the following:

- Hard copy purchase receipts.
- Roster of on-scene personnel meals were ordered for.
- Purchase Order (478) and Memorandum (report outlining the event and related requests).
- All required P-card documentation.

RESPIRATORY PROTECTION & FIT PROCEDURES:

OSHA requires annual FIT testing of all personnel issued an Air Purifying Respirator (APR). The testing is completed using an OHD Quantifit machine and tracked using a combination of OHD's FitTrack software and a spreadsheet stored on the CIMU G drive, as well as backed up with hardcopy paper files.

The Respiratory Protection Program Administrator will be responsible for maintaining, testing and tracking of FIT Testing. The program administrator will handle the download of the data from the testing equipment, upload the data to the system software, and collect the names of personnel due for a test from the software. The program administrator will be responsible for tracking personnel due for FIT testing. Tracking will include personnel who are currently due for a test, when and how many times they have been notified, the date scheduled to complete the test, and the completion of the test. Once the test is completed, the person will be removed from the due list, and a hard-copy form of their compliance will be returned to the program administrator.

Once the program administrator has the hard copy form, they will audit the form with the downloaded data to make sure the information is accurate. In a case where information is incorrect, they will make the needed corrections. Once the audit is complete, they will file the hard copy form appropriately. Hard copy forms are kept until the employee's next annual test is complete, at which time it is replaced with the updated form and discarded via shred bin. The electronic data within the FitTrack software is the primary records storage system for all completed FIT tests.

FIT TEST NOTIFICATIONS PROCEDURES:

When personnel are due for a FIT test, they will be notified via email by the FIT test officer and schedule a time for the testing. If the employee does not respond to the e-mail, the following schedule will be followed:

Rank of detective and below:

- After one week of no response, a 2nd notification email will be sent to the employee.
- After a second week of no response, a 3rd notification email will be sent to the employee and the employee's direct supervisor, as well as the LSU sergeant.
- If the employee still does not respond, the LSU Sergeant will make direct contact with the employee's supervisor. Rank of sergeant and above:
- After one week of no response, a 2nd notification email will be sent to the employee.
- If the employee does not respond to the 2nd notification the LSU sergeant will be notified, who will attempt to make direct contact with the employee.
- If the LSU sergeant's attempts to contact the employee fail, the LSU command staff will be notified to contact the employee. Once an agreed upon date is determined, the FIT test officer will schedule the employee for their test by sending them an Outlook calendar invite as confirmation.

EXEMPTIONS:

OSHA requires an employee issued an APR to be FIT tested. The department has determined that in some specific cases completing a FIT test may negatively affect an active investigation. Due to this, the department has determined that personnel assigned to the following units can choose if they would like to be issued an APR:

- Personnel assigned to the Narcotics Task Force
- Personnel assigned to the Violent Crimes Task Force

Upon being assigned to these units at their next annual FIT test, personnel will be provided with the following options:

- The employee may keep their issued APR, and test as required by OSHA
- The employee may turn in their issued APR to LSU. LAU will hold that employee's APR for the duration of time they are assigned to the unit. At the time the employee transfers out of the affected unit, they will be reissued their original mask and complete the FIT test process.