TRAFFIC DIVISION

Operations Manual

San Diego Police Department

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TRAFFIC DIVISION
MISSION AND GOALS

Mission

Our mission is to contribute to the safety of all persons using city highways through the provision of services that identify and reduce hazardous traffic conditions; maintain the safe and efficient flow of traffic; conduct thorough and impartial investigations: and provide an effective traffic education program for citizens and officers.

Goals

We will contribute to a safe environment for all persons using city highways by:

- Enforcing all state and local traffic laws in a fair, impartial manner
- Maintaining a high-quality collision investigation and reporting system
- Providing specialized enforcement targeting drunk drivers, abandoned vehicles, and unlicensed or suspended drivers
- Identifying hazardous traffic conditions throughout the city

TRAFFIC DIVISION'S UNIT ROLES AND RESPONSIBILITIES IN SUPPORT OF NEIGHBORHOOD POLICING AND THE PRACTICE OF PROBLEM SOLVING DEFINED

Traffic Division is made up of three components: Traffic Operations, Traffic Motors, and Parking Enforcement. Each component has smaller units, assignments, and each has specific responsibilities that support the division's goals and objectives. Each unit contributes to the support of neighborhood policing and problem solving.

Traffic Division enforces state and local traffic laws. This responsibility directly relates to neighborhood policing, as it helps to reduce the city's collision rate and helps keep insurance rates down. Enforcement is a problem-solving tool, as it reduces property loss and injury when directed at locations with high collision rates, or specific traffic problems. The enforcement of DUI laws, issuing traffic citations, removing hazardous and unregistered vehicles, impounding vehicles with outstanding parking citations and unlicensed drivers, are the most frequently used methods of enforcement. The arrest of felony and misdemeanor suspects at collision scenes, and hit-and-run suspects after a follow-up investigation, also prevents future collisions.

Traffic Division provides assistance in maintaining efficient traffic flow throughout the city. We assist area commands with this function, utilizing motorcycle officers, collision investigation personnel, and Retired Senior Volunteers. We respond directly to citizens' concerns via Citizen Complaint Form investigations, Citizen Request Forms, Route Slip responses, email requests from the city’s Traffic Engineering Department, and educational programs.

Traffic Division maintains a high-quality collision investigation and reporting system. We handle all fatal, felony, major injury, hit and run, and Police/City Equipment collisions, as well as government and county vehicle collisions. Our uniformed Collision Investigation Bureau (C.I.B.) is the lead unit in response to traffic investigations, with strong support from motorcycle officers, and the Traffic Investigation Unit (T.I.U.). C.I.B. units also handle minor injury collisions in the Area Commands when time allows.

Traffic Division proactively identifies hazardous traffic conditions throughout the city, and our personnel use problem solving techniques to resolve them. We work closely with City Engineers to correct problems and use enforcement when appropriate. We attend patrol line-ups and, upon request, go to neighborhood policing meetings to identify problem areas. The Division also has a proactive traffic education program for citizens, as well as officers. Traffic officers will assist area command personnel with their P.O.P. projects.

TRAFFIC DIVISION'S INDIVIDUAL ROLES AND RESPONSIBILITIES IN SUPPORT OF NEIGHBORHOOD POLICING AND PRACTICE OF PROBLEM SOLVING

Traffic Operations

A. Collision Investigation Bureau (C.I.B.) - Conducts preliminary investigations of serious injury and fatal collisions.

CIB also investigates police, City Equipment, government and county vehicle collisions, pursuit collisions, minor injury, and misdemeanor hit and run collisions. CIB works to identify community concerns and directs enforcement to address specific problem-solving models. C.I.B. routinely responds to C.R.F.'s and Route Slips, assists patrol with traffic related problems, and attends community meetings.

B. Traffic Investigations Unit (T.I.U.) – T.I.U. provides traffic investigative expertise, and are the primary resource for other employees, city/government workers in traffic matters. T.I.U. conducts collision investigation follow-ups, identify and arrest outstanding suspects from these investigations, and prepare District and City Attorney packages for prosecution.

C. Traffic Special Investigations Unit (T.S.I.) – T.S.I. investigates crimes and provides investigative expertise to reduce or eliminate criminal behavior associated with street racing, sideshows, and unsanctioned car meets or related events. The unit will also assist area commands and the Traffic Investigations Unit with investigations that identify organized traffic-related crimes, such as vehicle insurance fraud, court fraud, registration fraud, smog fraud, vehicle component theft and tampering, and organized car clubs known to participate in criminal activity and civil disobedience.

D. Office Manager - Acts as facilitator for the Traffic Division. Ensures the smooth operation of the division through various specific functions.

E. Community Relations Officer (CRO) - Promotes traffic safety; gives presentations to community groups, schools, and the military; is the liaison with the news media and the Media Services Unit, courts, City Transportation Design Division, and other governmental agencies. The CRO identifies, procures, and promotes grant opportunities in conjunction with the Division command staff, and Division associate management analyst. The CRO will also track and manage day-to-day grant field operations, which may include site assessment, equipment procurement, community contacts, staffing, scheduling, and any other activities deemed appropriate by the command staff. The CRO maintains ongoing liaison with the division analyst to ensure grant requirements are being met. If deemed appropriate by the command staff, the CRO may perform certain analytical responsibilities, which may include preparation and submission of grant paperwork and grant oversight.

F. Clerical Employee – Speak with citizens both in person, and over the telephone, triaging citizen's concerns and facilitating appropriate solutions. Clerical staff maintain and place orders for various Division supplies.

G. Traffic Division Volunteer (R.S.V.P. or V.I.P.) - Has day-to-day contact with citizens addressing their concerns. RSVP volunteers relieve other Traffic Division employees whenever appropriate assisting at accident scenes.

Traffic Motors

A. Motorcycle Officer - Assists area commands with any traffic problems, Special Events, and protests, provides answers to questions for patrol officers and at community meetings, including town councils, planning boards, merchant associations, and City Council offices. Much of Motors activity involves responding to citizen complaints and evaluating requests for traffic improvements. When appropriate, Motor officers submit requests to the Traffic Engineering Division of the City's Transportation Department in order to make traffic conditions safer.

B. Commercial/Construction Enforcement Officer - Responds to complaints from a variety of sources including: citizens, governmental agencies, other officers and outside agencies. The goal of the Commercial/Construction Enforcement Officer is to make streets and highways safer for all traffic.

See Traffic Motors Operations Manual for specific information.

Parking Enforcement

The Parking Enforcement unit promotes a quality living environment for the citizens and visitors of San Diego by maximizing available parking, maintaining traffic flow, and enhancing public safety and awareness.

The Parking Enforcement Unit consists of (1) Senior Parking Enforcement Supervisor (Lieutenant Equivalent), (8) Parking Enforcement Supervisors (Sergeant Equivalents), (76) Parking Enforcement Officer I and II's, (1) Office Support Staff and (1) Parking Dispatcher II.

Parking Enforcement Officers have been trained on a wide variety of skills including vehicle impounds and traffic control. Parking officers are utilized for multiple department needs including Special Event details and city disaster response.

For more information about the Parking Enforcement Unit please review the Parking Enforcement Operations Manual.

GENERAL RESPONSIBLITIES

Traffic Division Captain

The Traffic Division Captain reports to the Neighborhood Services Commander. The Captain is tasked with maintaining the smooth and orderly flow of traffic throughout the City of San Diego.

The Captain is responsible for all phases of the day-to-day operations of Traffic Division. This Operations Manual pertains only to Traffic Division. (For specific units within Traffic Division, see that unit's Operations Manual). The Captain establishes operational policies and sets guidelines to support the Department's Mission Statement. The Captain supervises the work and evaluates the performance of the Operations/Investigations Lieutenant, Motor Lieutenant, and Senior Parking Enforcement Supervisor (Lieutenant Equivalent). The Captain assigns job responsibilities, sets performance standards and work priorities.

The Community Relations Officers work with the Captain and community to oversee proper response to community needs and traffic problems under the Neighborhood Policing philosophy and guidelines. The Captain establishes direct communication with community leaders including City Council representatives. Through these contacts, he or she promotes problem solving at all levels of the command and encourages community participation to form a stronger partnership.

At the command level, the Captain conducts supervisors' meetings and when possible, attends C.I.B. lineups and Investigators' briefings. He or she approves assignment changes within the command, and temporary assignments of personnel in specialized units. He or she reviews and approves staff work including personnel evaluations, citizen complaints, discipline reports, pursuit forms, injury forms, transfer requests, and commendations.

Traffic Division Lieutenants

Traffic Division Lieutenants are responsible for coordinating the activities of the first line supervisors and officers; requiring that personnel adhere to department rules and regulations and abide by departmental and divisional policies and procedures; ensuring that harmony is maintained on the vertical and horizontal levels within the division and other units; conducting informal inspections in the field; and identifying training needs for Traffic Division personnel.

Traffic Sergeants

Traffic Division Sergeants are responsible for the direct supervision of officers on their squad. It is their responsibility to properly instruct officers in the performance of their duties and to keep them informed of new or revised laws, regulations, and policies and procedures that affect performance standards. Traffic Division Sergeants shall ensure that all safety practices are consistently followed and shall take corrective action when unsafe habits are observed. First line supervisors shall conduct field inspections to ensure compliance with established policies and procedures.

Traffic Officers

Traffic Division Officers are responsible for patrolling the entire city and taking action on traffic offenses, or hazards coming to their attention. Traffic Officers shall inform their supervisor of collision-prone areas they become aware of, and generally direct their problem-solving activity toward the safety of the motoring public. Emphasis will be on the prevention of collisions by the aggressive enforcement of hazardous violations. Members of the CIB Unit who have successfully completed the Post Traffic Collision Reconstruction course shall receive an additional 4% of their base pay.

Officers will continually update themselves on the aspects and disciplines of collision investigation, prepare thorough and accurate reports, and maintain proficiency with the equipment and computer programs used to fulfill their responsibilities.

TRAFFIC OPERATIONS AND SERVICES

Personnel Distribution

Captain: Reports to the Neighborhood Services Commander

The Traffic Division has two lieutenants and a lieutenant equivalent with the following responsibilities:

- **The Operations/Investigations Lieutenant**: Supervises CIB, TIU, Fleet Safety, Hit & Run, Tow Administration, Abandoned Vehicle Abatement, Grants and Community Relations, the Clerical staff, the Administrative Aide, Front Counter, Division Analyst, and Light Duty Personnel.

- **The Motorcycle Lieutenant**: Supervises the Motorcycle Unit, TSI, and the Commercial Vehicle Enforcement Unit. The Motorcycle Lieutenant has the option of riding a motorcycle, after completing the 80-hour motorcycle-training course.

- **The Senior Parking Enforcement Supervisor (Lieutenant Equivalent)**: Manages the daily operations of the Parking Enforcement Unit.

Operations/Investigations Lieutenant and Assigned Personnel

The Operations/Investigations Lieutenant commands police services that include: enforcement of state and local traffic laws citywide, through routine and specialized traffic enforcement; investigate fatal, felony, major injury, hit and run, police, city equipment, county and government traffic collisions; and review appeals of police equipment collisions.

Objectives

- To maintain high quality collision investigations and reporting system
- To provide effective follow-up on hit and run, fatal, and felony traffic collisions
- To direct special enforcement toward violations which have been identified as the primary causes of traffic collisions
- To provide a fair and impartial traffic enforcement policy

The Operations/Investigations Lieutenant is in charge of the Collision Investigation Bureau (CIB), the Traffic Investigation Unit (TIU), the Traffic Special Investigations Unit (TSI), Fleet Safety, Hit & Run, Tow Administration, and the Abandoned Vehicle Abatement Unit (AVA) and shall have direct supervision of its sergeants. The lieutenant shall see that their activity is directed toward the accomplishment of the unit's objectives.

The Lieutenant will:

- Routinely observe the various squads at briefings and make informal inspections of personal appearance, vehicle conditions, and parking areas
- Review overtime slips and address questionable overtime usage
- Review and approve completed reports from the sergeants, and forward those necessary to the Captain
- Review the unit's activity, both quality and quantity, and see that deficient areas are corrected. The Lieutenant shall review and approve personnel evaluations, ensuring objectivity and accuracy
- Serve as the division's Training Lieutenant
- Be responsible for overseeing the issuance, maintenance, and storage of all assigned equipment to the C.I.B. squads
- Act as the initial hearing officer for appeals of police equipment collisions and provide written response to the employee seeking the appeal
- Ensure CPRA requests for the Division comply with the information requested and deadlines met
- Ensure compliance and adherence of technologies used in the Division which fall under the Surveillance Ordinance

COLLISION INVESTIGATION BUREAU

The Collision Investigation Bureau (C.I.B.) has the primary responsibility for conducting thorough investigations of major injury, fatal and felony collisions, including D.U.I. and hit-and-runs. C.I.B. will investigate police vehicle, and pursuit collisions. If available, C.I.B. officers will investigate collisions involving City vehicles and other government agencies, when requested. When not investigating collisions, C.I.B. Units will patrol various areas throughout the City. They will enforce traffic violations, be alert for unsafe roadway conditions, traffic control devices not functioning properly, and unusual traffic incidents. C.I.B. will initiate the appropriate requests to rectify the unsafe condition. They will maintain their proficiency with the equipment and computer programs used to conduct their investigations.

C.I.B. Sergeant

The C.I.B. Sergeants are under the direct supervision of the Operations/Investigations Lieutenant.

The C.I.B. Sergeants are responsible for the following:

- Assign and schedule the C.I.B. squads to ensure effective coverage in the city.
- Notify T.I.U. and the Operations/Investigations Lieutenant of injury collisions where felony prosecution is likely, and police or pursuit collisions that result in significant injuries.
- Notify the Operations/ Investigations Lieutenant of officers requiring treatment at an emergency facility.

- Ensure adequate outside personnel and resources are provided to the C.I.B. officers to investigate injury and fatal collisions.
- Supervise C.I.B. officers in the investigation of serious injury, fatal and felony collisions.
- Ensure collision scenes are safely secured for the investigation.
- Ensure C.I.B. officers are adequately trained and equipped to investigate collisions.
- Review and approve all reports submitted by C.I.B. officers, ensuring the reports are accurate and complete.
- Serve subpoenas, court notices, and Random Drug Test notifications to officers.
- Timely reporting of officer injuries.
- Inspection of personnel assigned to the squad and their equipment.
- Ensure the accuracy and completeness of overtime slips and time cards.

C.I.B. Officers

After briefing, officers shall obtain all assigned equipment and check it for proper working condition. Any damage shall be immediately brought to the attention of a supervisor.

C.I.B. Officers shall:

- Patrol areas within the city and take action on traffic violations.
- Investigate all fatal and serious injury collisions, felony DUI collisions, and police equipment collisions.
- When available, and at the discretion of the C.I.B. Sergeant, they may investigate misdemeanor DUI and misdemeanor hit and run collisions, city equipment, city property and other governmental agencies vehicle collisions.
- See that a Traffic Division supervisor is notified immediately of every traffic felony, fatal or serious injury collision they investigate.
- Inform their supervisor of any unusual traffic incidents; report problems that delay or prevent them from completing their duties.
- Be alert for unsafe roadway conditions or traffic control devices and initiate appropriate requests to rectify the unsafe condition.
- Seek supervisor's approval of completed reports as soon as possible.
- Notify their supervisor if they are unable to complete their reports during normal working hours, seeking authorization of overtime.

It is understandable that occasional situations will arise that will put a strain on strict compliance with this procedure, such as lengthy or complicated late collision investigative reports. At times, to maintain accuracy in recording events, and for officers who have worked long hours to get

adequate rest, reports may be left incomplete. Under such circumstances, the investigating officer will complete the top three pages of the collision report in NetRMS and/or the top sheet of the arrest report before the end of their shift. This will be approved by a Traffic supervisor.

Assigned vehicles shall be refueled, per Department Procedures, and the interior cleaned at the end of shift. Officers shall pay extra attention to the interior of their vehicles at the end of shift for property or evidence. When a vehicle is in need of repair, officers shall write the vehicle up for repair per Department Procedures.

Officers shall use and care for equipment assigned to them in a manner appropriate with the training and instruction for said equipment.

Officers shall return all special equipment not assigned to a particular vehicle to the equipment locker. Inoperable or malfunctioning equipment shall be brought to the attention of a Traffic supervisor.

TRAFFIC INVESTIGATION UNIT

The Traffic Investigation Unit (T.I.U.) has the primary responsibility for thorough follow-up investigations of fatal, felony, and misdemeanor traffic related crimes. These crimes are processed through the appropriate judicial agency for prosecution. The Traffic Investigation Unit supports the Operations Unit supervisors and officers. They provide expertise in the preparation and gathering of evidence and facts, and assist in any other manner necessary. The unit maintains constant awareness of judicial decisions, trends in collision enforcement, and knowledge of collision investigation techniques.

A sergeant and one detective are on call 24 hours a day.

The Traffic Investigation Unit is notified of all fatal and felony collisions that occur 24 hours a day.

The Traffic Investigation Unit sergeant is immediately notified of all fatal collisions, felony hit-and-run, and felony D.U.I. cases (particularly where the suspect is in custody) and any other time the Traffic Investigation Unit's expertise is needed. **The Traffic Investigation Unit Sergeant determines the level of response required and initiates the necessary call out of T.I.U. personnel.**

The Traffic Investigation Unit sergeant is notified immediately anytime the following officer involved collisions occur:

- Serious injury to officer or citizen.
- Felony prosecution
- Fatality.
- Pursuit resulting in serious or fatal injury whether officer is actually involved in the collision or not.
- T.I.U shall be notified for collisions involving both on and off duty officers.

Traffic Investigation Unit (T.I.U.) Sergeant

The Traffic Investigation Unit (T.I.U.) sergeant is under the direct supervision of the Operations/ Investigations Lieutenant.

The Traffic Investigation Unit Sergeant supervises the detectives and 'light duty' officers assigned to the unit. This position is responsible for the following:

- Review and evaluate detectives' reports and investigative ability.
- Assign duties and cases on a fair and equitable basis.
- Perform inspections of equipment within the unit, office area, detectives' appearance, and vehicles assigned to the unit.
- Address equipment needs for the unit.
- Liaison with other City, State, and Federal agencies.
- Enter detective's stand-by time into One-SD for tracking.
- Retain unit stand-by duty rosters for two years after the last assignment date listed on the roster.
- Assist detectives in investigations as needed.
- Maintain a close working relationship with the news media and/or Media Services Unit regarding cases falling within the unit's jurisdiction.
- Determine which off-duty personnel will respond to fatal or felony collisions.
- Complete detective and officer evaluations in a timely manner.
- Supervise the Traffic Division Retired Senior Volunteer Program (R.S.V.P.).

T.I.U. Detectives

- T.I.U. Detectives will be responsible for conducting follow-up investigations on fatal, felony and misdemeanor crimes involving traffic matters and other crimes that evolve from those investigations.
- T.I.U. Detectives will also:
- Prepare accurate reports depicting the results of traffic investigations.
- Conduct follow-up investigations from other jurisdictions when requested to do so.
- Maintain a high level of knowledge in the area of collision investigations, trends, and legal aspects.
- Advise T.I.U. Sergeant of trends developed in officers' reports, both positive and negative, so that proper recognition or corrective action can be taken.

- Request complaints and warrants from prosecutors.
- Be responsible and accountable for all cases assigned to them.
- Testify in court on cases investigated, or as experts when required.
- Maintain an open line of communication with officers, other Department units, City, state, and federal law enforcement agencies, and City/county claim agencies.
- Ensure all assigned equipment is maintained in working condition, and all supplies needed are requested.
- Maintain a high level of proficiency in the use of photo and video documentation equipment.
- Perform additional duties as assigned by the unit sergeant.

TRAFFIC SPECIAL INVESTIGATIONS UNIT

The Traffic Special Investigations Unit is under the supervision of the Motors Lieutenant. **See Traffic Special Investigations Operations Manual for specific information.**

FLEET SAFETY/HIT & RUN UNIT

Fleet Safety Sergeant

The Fleet Safety Sergeant is under the direct supervision of the Operations/Investigations Lieutenant. The primary function of this position is the review of traffic collisions involving police and city equipment, as well as police pursuits involving Police Department personnel. The Fleet Safety Sergeant is responsible for the preparation of management reports concerning the status of police equipment collisions and police pursuits.

In addition, the Fleet Safety/Hit & Run Sergeant will oversee the Hit & Run Unit.

The responsibilities of the Fleet Safety/Hit & Run Sergeant include:

- Respond to any police equipment collision involving a fatality or serious injury to any involved party, or collisions involving police equipment where an indication of significant liability exists on the part of the city.
- Review all incidents involving police pursuits and traffic collisions that involve a Police Department vehicle to determine if each incident falls within department policy and procedures.
- The cause and preventability of each incident will be identified, and each area Captain will be provided an analysis of the incident.
- Complete and maintain chronological logs of all police equipment collisions and pursuits.

- Compile statistics as needed to assist area commands in determining their goals and objectives.

- Maintain files of police equipment collisions for a period of three years. Provide information to administrative officers as needed.

- Arrange and attend appeal hearings as required.

- Complete monthly statistics concerning police equipment collisions and pursuits.

- Prepare and disseminate quarterly statistical reports to all Commanding Officers concerning police equipment collisions and pursuits.

- Prepare a study of police equipment collisions identifying collision factors which can be favorably impacted by training, equipment improvement, supervision, or procedural changes.

- Supervise and oversee personnel assigned to Hit & Run. Liaison with TIU regarding cases determined to be prosecutable.

ABANDONED VEHICLE ABATEMENT UNIT

The Abandoned Vehicle Abatement Unit is under the supervision of the Operations/Investigations Lieutenant. **(For specific details concerning the duties and procedures of the Abandoned Vehicle Abatement Unit, refer to the Abandoned Vehicle Abatement Unit Operations Manual.)**

MOTORCYCLE UNIT

Objectives:

- To provide a fair and impartial traffic enforcement policy.
- To provide safe and orderly movement of motorcades and escorts.
- To collect, evaluate and analyze statistical data relevant to traffic in San Diego and submit appropriate reports.
- To provide efficient traffic flow at special events.

Motorcycle Lieutenant

This lieutenant commands police services that include the following: Enforce state and local traffic laws citywide; promote traffic safety; liaison with the courts and City Traffic Engineers, provide statistical information, and drafting of ad hoc reports.

Motorcycle Sergeants

These positions shall patrol their assigned areas, being alert for collision-prone areas; assign their personnel to the best advantage in achieving their objective of collision prevention and community involvement; require the highest standards of performance and conduct from their subordinates, training them as necessary to achieve this goal; plan motorcades and demonstrations; conduct crowd control and additional duties as assigned by the lieutenant.

Motorcycle Equipment Sergeant

This position shall have direct responsibility for the specialized motorcycle equipment; ensure that all equipment meets the standards required for safe operation of the motorcycles; act as liaison with garage personnel and city shops; and test and evaluate new equipment relating to motorcycle safety.

Motorcycle Training Sergeants

This position will have direct responsibility for the scheduling, preparation and instruction of the approved Motorcycle Training Course; ensure that instruction is given in a competent manner and that testing standards are objective; screen officers for qualifications consistent with the laws of the California Vehicle Code; and coordinate monthly motorcycle training consistent with operational needs.

Motorcycle Officers

These officers shall direct their efforts toward the prevention of traffic collisions through diligent enforcement and educational programs directed at negligent drivers and pedestrians. They shall recommend traffic control improvements and regulate and control traffic at congested areas and special events. The motorcycle officer assists C.I.B. with collisions as needed. The motorcycle officer works directly with the community in a problem-solving partnership, and facilitates motorcades and demonstrations as directed**. (For specific details concerning the duties and procedures of the Motorcycle Unit, refer to the Motorcycle Unit Operations Manual.)**

Commercial Vehicle Enforcement/Construction Enforcement Officer

This officer is under the direct supervision of a Motorcycle Sergeant. CVET officers are responsible for enforcement of the state and federal laws related to the operation of commercial vehicles requiring Class A, B, or a driver license requiring a special certificate by conducting the following:

- Surveillance and inspection of construction areas and locations frequented by commercial vehicles.
- Proactive enforcement by conducting checkpoints and roadside inspections of vehicles and drivers licensed and regulated by Title 49 CFR and Title 13 CCR.
- Investigate complaints initiated by citizens, Council offices, and fellow officers regarding motor carrier violations.
- Conduct safety inspections of City owned vehicles that are regulated by Title 49 CFR and Title 13 CCR.
- Liaison with the Federal Motor Carrier Safety Administration and the California Highway Patrol Motor
  Carrier Unit.
- Provide training and assistance to patrol and traffic officers as requested.
- Build and maintain partnerships with area stations, allied law enforcement agencies, the courts, civic groups and the citizens of San Diego.
- Respond to injury and fatal collisions involving regulated vehicles and conduct a Level 1 inspection of the regulated vehicle.

GRANTS AND COMMUNITY RELATIONS UNIT

Grants and Community Relations Unit Sergeant

The Grants and Community Relations Sergeant is under the supervision of the Operations/Investigations Lieutenant. The function of this position is to oversee all grant activity originating from Traffic Division, oversee participation in countywide grant collaborations, serve as the Department liaison for all Shared Mobility Device (SMD) issues, and oversee Traffic Division special projects as assigned by the Operations/Investigations Lieutenant.

The responsibilities of the Grants and Community Relations Sergeant include:

- Oversee all grant activity for Traffic Division, including grants issued by the California Office of Traffic Safety (OTS). Act as the Grant Director for Traffic Division grants.

- Identify, procure, and promote grant opportunities in conjunction with the division command staff and division analyst. Track and manage day-to-day grant field operations, which may include site assessment, equipment procurement, community contacts, staffing, scheduling, and any other activities deemed appropriate by the command staff.

- Maintain on-going liaison with the division associate management analyst to ensure grant requirements are being met.

- Represent the Department in countywide traffic collaborations.

- Ensure grant funded details are adequately staffed in order to meet the grant objectives.

- The Grants and Community Relations Sergeant has inspection responsibilities for DUI checkpoints, saturation patrols, education details, and other grant funded activities. The Grants and Community Relations Sergeant will ensure the details are conducted according to Department procedure and within the scope of the applicable grant.

- Supervise the Division's CROs.

- Conduct sensitive personnel and supervisor's investigations related to employee conduct within the Division, as assigned by the Operations/Investigations Lieutenant.

- Serve as the Department liaison to the Mayor's Mobility Committee.

- Serve as the Department liaison to the Shared Mobility Device Committee.

- Represent the Department at the Sustainable and Livable Neighborhoods Committee to answer questions related to Shared Mobility Devices and the

Department’s enforcement efforts.

- Work with the Police Department's Media Services office to provide the media with information regarding grant funded and Shared Mobility Device activities.

- Act as the administrator of new mobility and special projects, as assigned by the Operations/Investigations Lieutenant.

Community Relations Officers

Traffic Division Community Relations Officers (CROs) are under the Grants and Community Relations Sergeant's direct supervision. The CROs promote traffic safety throughout the City of San Diego through training, seminars, liaison with the Media Services Unit, and on-going partnerships with community-based groups and organizations. The CROs are also responsible for the following:

- Schedule and conduct traffic safety lectures to high school driver's education classes, military safety stand-downs, senior citizen complexes, and other businesses and civic organizations or groups.

- Maintain a written record of the number of presentations and the number of citizens attending each presentation.

- Represent the Police Department to community traffic safety organizations.

- Coordinate activities, focusing on National Traffic Safety (NTS) events such as 3D Month, Buckle-up America Week, and Child Passenger Safety Week with the California Highway Patrol.

- Work with the Police Department's Media Services office to provide the media with information regarding traffic safety issues.

- Assist all Police Department Community Relations Officers regarding traffic safety issues in their community. Upon request, attend community meetings to address traffic safety issues.

- Assist the Grants and Community Relations Sergeant in planning, coordinating, administering, and tracking DUI checkpoints and DUI saturation patrol operational activities. The task includes site assessment, equipment preparation, making necessary community contacts, and maintaining up-to-date files for tracking, analysis, and future court proceedings.

- The CROs have an instrumental role in ensuring grants serve their intended purpose and meet performance expectations. The CROs assist the Grants and Community Relations Sergeant by identifying and promoting grant opportunities in conjunction with the Division command staff and Division Analyst. The CRO maintains an on-going liaison with the Division Associate Management Analyst to ensure the fulfillment of grant requirements. If deemed appropriate by the command staff, the CRO may perform specific analytical

responsibilities, including preparing and submitting grant paperwork and grant oversight.

ADMINISTRATION

Front Counter Officer

NOTE: This position has been suspended indefinitely due to staffing constraints.

The Front Counter Officer is under the direct supervision of the T.I.U. Sergeant.

The primary function of this position is armed security of the facility, and the screening

of
citizens at the front counter prior to their entry into the office workspace. This officer is also responsible for processing all non-grant related driving under the influence arrest reports, misdemeanor arrests, and misdemeanor citations.

- Assure all required documents have been uploaded to NetRMS for misdemeanor arrests and citations (D.M.V L1, copy of citation, breath test, Admin Per Se, impound report etc.) Forward misdemeanor arrests to City Attorney through G-Suite. Arrest reports made in South Bay are forwarded to the South Bay District Attorney (MS SB 109) with all required documents attached.

- Update and maintain the Ride Along and Route Slips.

- At least once a week, send all 14601 C.V.C. and confiscated driver's licenses to D.M.V., Sacramento.

- Complete front counter collision reports.

Administrative Aide/Office Manager

The Administrative Aide is under the direct supervision of the Operations/Investigations Lieutenant and acts as facilitator for the Traffic Division. The responsibility of this position is to ensure the smooth operation of the Division through various specific functions.

The duties of the Administrative Aide are:

- Process Void Citations for the Division. Process all Dismissal Citations for the Department. Maintain/update current logs and copies prior to forwarding dismissals to Records Division.
- Oversee the procurement Card Program for new participants. Serve as the approval for all Motor Officers' fuel receipt transactions. Assist Comptrollers with monthly audits.

- Supervise and assign tasks to the Clerical Staff and Light Duty personnel.

- Administer the Random Drug Testing Program for Traffic Division.

- Review Inspection Reports from each watch. Notify the respective Traffic Lieutenant when Inspection Reports are missed by any watch or supervisor.

- Purge division files annually. Conduct inspection of non-ranking Division Member files to prevent the accumulation of information over one (1) year.

- Update manuals and codes assist office staff with questions and/or upset citizens, review Traffic Division's Operations Manual.

- Maintain and track incident logs, line-up books, parking citation destruction logs.

- Safety and Flex Benefits coordinator. Liaison with Human Resources and City's Risk Management Program during open enrollment and through the fiscal year.

- Assist the Fleet Safety Sergeant in maintaining the pursuit database.

- Responsible for maintaining Route Slips.

Word Processing Operator/Payroll Clerk

This position is under the direct supervision of the Administrative Aide.

The primary function of this position is to ensure the payroll for Traffic Division is processed and submitted in a timely manner.

- Prepare master schedules and daily time sheets.

- Post daily time sheet entries for current pay period to the synopsis. Ensure availability of synopsis to all supervisors for verification of overtime, leave taken, and time worked.

- Check yellow overtime slips submitted by division personnel for compliance with department policy and enter relevant information into the overtime log.

- Prepare Shift Change.

- Print and distribute alpha roster, call back roster, and telephone lists.

- Restock/maintain fax and copier machines.

- Prepare FTO memos and add trainees to schedules (Currently discontinued).

- Maintain OCA paperwork and keep a log of hours.

- Check the Red Book each morning for annual/sick leave, AOT classes and adjusted days off, add this information to the daily schedule.

- Check the Watch Commander Log, print previous day's incidents and include this sheet of information with the daily schedules. Copy and distribute to office personnel.

- Answer telephones promptly and courteously, respond to public inquiries and take messages as needed.

- Cross-train on all other clerical functions, provide relief as needed and perform any other assignments from the supervisor or division command personnel.

- Enter all traffic hit and run, fatal and felony collision cases into the L.A.N. computer system to generate a main log, individual logs and mail out detectives' letters.

Word Processing Operator/Subpoena/Supply Clerk

This position is under the direct supervision of the Administrative Aide.

The primary function of this position is to process Subpoenas and maintain supplies for the Division.

- Retrieve and enter appropriate information on electronic subpoenas into the county computer system, distribute for signatures, send to the Court Liaison Unit, and maintain an office file copy. Maintain a log of all served computerized issued subpoenas.

- Order the supplies for the Division. Check, reorder, initiate supply pick-up and restock all supply areas and forms as needed.

- Answer telephones promptly and courteously, respond to public inquiries and take messages as needed.

- Serve as backup, entering traffic hit and run, fatal and felony collision cases into the L.A.N. computer system to generate a main log, individual logs and mail out detectives' letters. Distribute mail. Miscellaneous typing.

- Cross-train on all other clerical functions, provide relief as needed and perform any other assignments from the supervisor or division command personnel.
- Responsible for typing and maintaining Trial by Declarations.

Clerical Assistant II

This position is under the direct supervision of the Administrative Aide.

The primary function of this position is to process payroll and maintain supplies for the Parking Enforcement Unit.

- Prepare master schedules and daily time sheets. Post daily time sheet entries for current
  pay period to the synopsis. Ensure availability of synopsis to all
  supervisors for verification of overtime, leave taken, and time worked.

- Check yellow overtime slips submitted by division personnel for

compliance with department policy and enter relevant information into the overtime log.

- Order the supplies for the PEO's. Check, re-order, initiate supply pick-up and restock all supply areas and forms as needed.

- Answer telephones promptly and courteously, respond to public inquiries and take messages as needed.

- Cross-train on all other clerical functions, provide relief as needed and perform any other assignments from the supervisor or division command personnel.

Associate Management Analyst

The Associate Management Analyst is under the direct supervision of the Captain.

The primary function of this position is to provide the necessary statistical analysis and documents required for the smooth operation of the Division. In addition to the primary function, this position is responsible for budget preparation and management, maintaining approved DUI grants, maintenance of historical computerized statistics, fiscal management of grants, review and analysis of legislative measures.

The responsibilities of the Associate Management Analyst are:

- Prepare analytical reports concerning various traffic related problems or issues as directed by command staff or requested by department personnel, other City departments, or other agencies and for the public.

- Prepare quarterly management and grant reports.

- Review and analyze division expenditures and encumbrances to ensure fiscal responsibility; and keep management updated on the status of the budget.

- Analyze new or proposed legislation to determine the fiscal impact on the City and the effect on department policy, procedures, or program responsibilities.

- Compile and distribute weekly, monthly, and annual division and department level traffic activity summary.

GENERAL POLICIES AND PROCEDURES

COLLISION INVESTIGATIONS

NUMBER OF TRAFFIC OFFICERS REQUIRED AT COLLISION SCENES:

At major collision scenes, it is the responsibility of the on-scene Traffic supervisor to determine and assign the number of Traffic officers needed to conduct a thorough, timely investigation. The number of Traffic officers at the collision scene will be closely monitored.

FATAL AND FELONY COLLISIONS:

Generally, one primary Traffic officer and two assisting Traffic officers will be assigned to the scene. If a fourth officer is needed for the hospital follow-up, that officer will obtain all the necessary hospital information. Use of additional Traffic officers for the investigation will be at the discretion of the on-scene Traffic supervisor. Traffic supervisors may request a patrol officer to conduct the hospital follow-up. Traffic Supervisors will advise patrol to utilize the hospital follow-up form located on the F drive.

A Traffic Division supervisor will respond to all fatal and felony collisions. If a supervisor does not respond to the original call, the primary unit will request a second broadcast until a Traffic supervisor is contacted.

INJURY AND APPLICABLE PROPERTY DAMAGE COLLISIONS INCLUDING D.U.I.s:

A single Traffic unit will normally handle these collisions. A second unit or officer should be used only when the circumstances dictate the need for assistance.

CITY EQUIPMENT COLLISION REPORTS:

11-82s on City property, with damage to City equipment or property only, require only Administrative Reports: Employee Report of Damage (RM1551) and Supervisor's Investigation (RM1555). The reports are retained and handled by the involved City division.

DELAYED COLLISION REPORTS:

Officers will be allowed to complete reports the following day in those cases involving lengthy reporting when officer fatigue becomes a factor. A supervisor's approval to delay completion of the report must be obtained.

Officers must complete the first three (3) pages of the CHP 555 report and route the partial report to the appropriate supervisor before securing.

In cases where a collision has resulted in a **felony arrest with the suspect in custody, the collision report should be completed before the officer secures if the following day is a normal workday for T.I.U.** If the collision report will require a lengthy period of time to complete, the investigating officer will contact the T.I.U. Sergeant, or the T.I.U. Detective assigned to the case and provide an estimated time of completion. Before securing, the officer will complete a minimum of the first three (3) pages of the CHP 555 report. The partial report will be provided to the T.I.U. Sergeant or Detective.

HIT AND RUN COLLISIONS INVOLVING INJURIES

Traffic officers who investigate Hit and Run collisions may occasionally have a victim complaining of a very minor injury and no property or vehicle damage. In this event, the officer should establish early on in the investigation if there is reasonable belief that the suspect had knowledge of any injuries to the victim and damage to the victim's property or vehicle. If this can be substantiated, a misdemeanor Hit and Run case should be completed, and the report sent to Records Division. If establishing knowledge on the part of the suspect is still uncertain, the officer should conduct an investigation and forward their findings detailing their conclusions to the Traffic Investigation's Unit for a follow-up. The detective assigned to the case will make the determination if the case is to be filed or worked as a prosecutable case.

POLICE EQUIPMENT COLLISIONS

Any officer involved in a police equipment collision will complete a "Collision Data Record" form. When completed, the form will be returned to the investigating Traffic officer. The "Collision Data" form will accompany the completed collision report but will not be numbered as a part of the report.

A brief statement is to be included in the "Collision Narrative" or "Witness Interviews" section of the Collision Report.

Collisions on City property involving only a police vehicle and/or damage to City property may be handled as City equipment and property collisions. (RM 1551 and RM 1555 only.) All other police equipment collisions require a top sheet, summary sheet, and a large diagram, and are in investigative format.

Officers should bear in mind that these are minimum requirements. Situations will occur which will dictate more in-depth investigations because of certain or special circumstances.

The following is needed on all collisions involving police personnel:

- Damage and/or injuries must be reported in great detail.
- Photographs are required on all collisions involving police personnel. If they are not taken, the reason will be listed on the Interoffice Communication form (P.D. 951), which will be attached to the original report.
- Police vehicle equipment numbers shall be placed in the "Owners" box on the top sheet.
- The investigator must explain in the reports how any listed speeds were determined.
- If the officer was on a radio call, a statement should be made as to the type of call.
- State on the summary if the officer was driving Code-3 with overhead lights on, rear amber, or No-Code.
- On the top sheet, show where the officer works (Division) in the street address block. For example, a detective working Eastern should be listed as "Investigations-Eastern." A patrol officer working Eastern, second watch should be listed as "Patrol-Eastern second watch." A detective or civilian working out of Headquarters or a Storefront, should be listed by assignment (i.e., Homicide – Inv. II; VICE – Inv I; OP Support)

POLICE PURSUITS

Pursuits that result in collisions will be reviewed by the Fleet Safety Sergeant to determine if our department policy was followed, or if there is a need to revise policy or procedure. **THE FLEET SAFETY SERGEANT SHOULD BE NOTIFIED IMMEDIATELY IF THOSE COLLISIONS RESULT IN A SERIOUS INJURY**. Copies of all reports generated from such collisions should be forwarded to him/her as soon as they are completed.

ARREST REPORTS

When a felony suspect is in-custody, the officer(s) shall complete the arrest report prior to securing if the following day is a normal work day for the assigned T.I.U. Detective. Any deviations must be approved by the T.I.U. Sergeant.

VEHICLE IMPOUND PROCEDURES
TRAFFIC CAGES

The Traffic Investigation Unit maintains three secure, caged impound stalls and a secured lot at Traffic Division for vehicle impounds. The T.I.U. Sergeant or a T.I.U. Detective will authorize all vehicle impounds to be stored in the caged impound area or secured lot. Only vehicles maintained for evidentiary purposes will be impounded to the secured areas. This includes felony hit and run vehicles, and any felony case involving a D.U.I. collision and some fatal collisions. In these cases, T.I.U. will be notified of the collision and will authorize a tow to the secured area if warranted. Vehicle components may be stored with the approval of T.I.U.

Bicycles, scooters, wheelchairs and other devices shall not be placed in the caged area unless specifically directed by T.I.U.

Additionally, no vehicle shall be impounded at Traffic Division (any area outside the impound cages or secured lot) without the approval of the On-Call T.I.U. Sergeant. This will facilitate any necessary investigative follow-up, inspections, or vehicle releases to be handled by a T.I.U. Detective.

INVESTIGATIONS UNIT POLICIES AND PROCEDURES

CRITERIA FOR CRIME CASE CANCELLATION

Crime cases may be canceled by **ARREST, EXCEPTION**, or as **UNFOUNDED**.

CANCELLED BY ARREST

- Suspect arrested and charged with the offense; suspect arrested and victim refuses to prosecute; suspect arrested but the City or District Attorney declines to issue a complaint.
- Suspect arrested but charged with a lesser-included offense; suspect arrested out of state and tried in that state and is not likely to return to California; or a Notify Warrant is issued for the suspect.

CANCELLED BY EXCEPTION

- Suspect identified, but not arrested, and victim refuses to prosecute; City or District Attorney declines to issue a complaint; extradition is denied; commits suicide or dies of other means.

CANCELLED AS UNFOUNDED

- The investigation proves the crime did not occur or there is no victim.

CANCELLED AS CIVIL

- The suspect vehicle has been identified, but no one can identify the driver.
- The victim driver agrees to civil/insurance restitution in lieu of prosecution.
- A civil agreement has been reached prior to the case being received by a detective.

FIELD CLEARED

- Investigating officer has already closed the case by contacting the suspect driver and both parties have exchanged information.

CASE FILED

- There is no suspect vehicle information or workable leads.
- Lack of cooperation from the victim or primary witness.
- Victim fails to aid in the investigation, fails to return calls

TRAINING REQUIREMENTS

Officers assigned to the Collision Investigation Bureau (C.I.B.) routinely investigate collisions involving serious injury and/or death, or collisions in which the City of San Diego is exposed to extensive civil liability. As a result, the officers must attend several specialized training classes and show proficiency in those special collision investigation/documentation skills necessary for performing their job functions.

During their time in Traffic Division, officers should attend and successfully complete the following classes:

- First year or prior to transfer to Traffic Division:
  - P.O.S.T. Intermediate Collision Investigation class
  - Basic Radar Operator class
  - Lidar Radar Operator class
  - DUI Enforcement seminar
  - TAL Station
- Second Year:
  P.O.S.T. Advanced Collision Investigation class
- Third Year:
  Interview and Interrogation class
- Fourth Year:
  P.O.S.T. Traffic Collision Reconstruction class (Optional. Officers receive an additional 4% pay increase if successfully completed).

The Commercial Enforcement class and Field Evidence classes are also recommended. Attendance will be based on need and officer interest.

The timeline listed above is a guideline and can be adjusted or rescinded based upon the operational needs of the Unit or at the discretion of the Commanding Officer or their designee.

To maintain a highly skilled and innovative CIB Unit, Officers are encouraged to pursue training and professional development opportunities that will lead to the aforementioned certifications despite not having the recommended time in the Unit.

PROTOCOL FOR PRESERVING COLLISION SCENE PHOTOGRAPHS

DIGITAL PHOTOGRAPHS

Department personnel who use “Axon Capture” will follow the below listed instructions when gathering photos, video, or audio with their department-issued cell phones:

1. Open the “Axon Capture” application,
2. Tap on the PHOTO, VIDEO, or AUDIO, icon(s),
3. Take the necessary photos, video, or audio
4. Tap the Capture icon in the bottom right corner and add the metadata (ID and CATEGORIES).
5. After attaching the metadata, tap SAVE in the top right corner,
6. Select the photos, video or audio and tap UPLOAD on the bottom of the screen.

By following these instructions, the photos will be saved correctly using the Department's unlimited storage in Evidence.com.

Traffic Division no longer requires a CD be impounded as evidence or provided as a working copy and members should use “Axon Capture" to record all evidence photos, video, and audio, unless otherwise directed by the investigator.

INCIDENT LOG INFORMATION

Each watch will make appropriate entries in the "Incident Logbook." The Division Operations Lieutenant **shall** be contacted, day or night, when any division employee is injured or involved in any serious incident.

On the correctly dated page, list;

- The time of occurrence of the incident;
- The type of incident (i.e., felony D.U.I., felony hit and run, police equipment collision, 11-80, fatal, etc.);
- Location of the incident;
- If a police unit or officer is involved, the unit number, equipment number, command assignment, officer's name, and a brief description of what occurred.
- Other collision entries - Identify P-1/P-2 by their age and sex, a brief description of the incident; investigating personnel, supervisor at scene:
- Any other information, which would be of interest to the command or administration;
- Name of supervisor making log entry;
- Any other incidents of a political nature, potential press value, or dealing with personnel matters that occur during a given shift will be documented on separate form(s) and left on the Captain's desk at the end of shift.

JOURNALS

Officers will complete a journal each workday in compliance with the requirements of Department Procedure 6.5, “Electronic Daily Journal.” When working in a two-officer unit, the names and ID numbers of both officers will be entered onto the journal. Status changes for either officer, such as attendance at court, meetings, etc., will be accurately listed on the journal by location, time of occurrence, and officer name. If one officer in a two-officer unit ends the shift early, that information, including the officer’s actual “end of shift” time will be documented on the journal.

Officers will not recap multiple activity when a single contact is made, but several documents are prepared; i.e., hazardous moving citation, a traffic warning, and a field interrogation. Even though three (3) different documents may have been prepared, the recap will reflect only one (1) contact per person.

Officers will recap traffic citations on their Daily Journal as "Hazardous” only when the violation poses a threat to the safety of motorists or pedestrians and could be the proximate cause of a traffic collision. This will generally include all moving violations within Division 11, Rules of the Road, of the California Vehicle Code (Sections 21000 to 23000 C.V.C.) plus Unsafe Equipment (Section 24002 C.V.C.) and Driving During Darkness Without Lights (Section 24250 C.V.C.). All other violations should be recorded as "Non-Hazardous" citations.

Because there will always be exceptions to this rule, supervisors should ensure that good judgment is used when recapping such activity.

The issuance of traffic citations to seek compliance with the law, whether "hazardous or non-hazardous," is an important role and all violations should be enforced when possible.

All supervisors will conduct inspections of journals of all personnel assigned to them in compliance with the requirements established in D.P. 6.5.

MAIL FOLDERS

All supervisors will inspect their subordinates’ incoming mail bins on a weekly basis to ensure they are cleaned out and not used as a "storage file".

TRAFFIC DIVISION CALL-OUTS AND TAKE-HOME VEHICLE GUIDELINES

Traffic Investigation Unit (Sergeants and Detectives)

The Traffic Investigation Unit is assigned three take home vehicles on a 24-hour basis for its sergeant and detectives. The unit sergeant is on-call on a 24 hour per day basis and responds to all fatal traffic collisions. The Fleet Safety Sergeant will have a full-time take-home vehicle due to on-call responsibilities related to police equipment collisions. The Grants and Community Relations Sergeant will have a full-time take-home vehicle for the purpose of responding to grant details, to inspect or manage a grant detail after hours, and to respond to any work function after hours (Council or committee meetings). The Fleet Safety Sergeant will also share on call responsibilities related to TIU call outs with the TIU sergeant, on a three-week rotation basis. The unit detectives are on call for one-week intervals. Detectives rotate work assignments. All usage will be consistent with those guidelines specified below under "Vehicle Usage."

On-call detectives respond to all fatal and felony collisions. This includes all manslaughter, felony drunk driving cases and felony hit and run collisions. Detectives also respond to all police pursuits involving serious injuries to an officer or citizen.

Requests for detective call-outs will usually come from Traffic Division sergeants, Communications, or the Watch Commander. Personnel requesting a TIU response during off-duty hours shall contact the on-call TIU sergeant by telephone. If unable to contact the TIU sergeant, Traffic sergeants shall contact the on-call detective by telephone. A current detective call-out schedule is distributed to each Traffic sergeant on a monthly basis. The Watch Commander and Communications also receive a copy of the schedule.

The TIU sergeant shall determine whether he/she, a detective, or both, will respond.

The District Attorney's Office has an on-call investigator who is assigned to a grant funded DUI Homicide Unit. The investigator responds to fatal or pending fatal collisions where the DUI driver is the suspected party at fault. The TIU segreant is responsible for making the phone notification to the DA Investigator. The on-call Deputy City Attorney should be notified for any prosecution misdemeanor fatal. The on-call Deputy City Attorney (Civil) should be notified for any cases where litigation is likely.

Traffic Investigation Unit Vehicle Usage

The on-call TIU sergeant and detectives may use the vehicle:

1. To commute between their residence and workplace.

2. To conduct Police Department related business, outside normal business hours.

3. For personal use and business within San Diego County while on call, however, must be prepared to respond directly to an incident when requested.

4. Members who live within or outside San Diego County, and within 60 minutes one-way to Traffic Division, are authorized to drive their vehicles home. **This policy does not apply**

to locations outside United States borders.

5. Members shall generally respond and be on scene within 60 minutes of receiving callback notification.
6. In addition to this operational policy, members shall also conform to procedures as outlined in SDPD DP 1.12 - Operation of Police Department Vehicles, and SDPD DP 1.16 - Off Duty use of Department Take Home vehicles.

INSPECTIONS

The frequency of inspections and the areas addressed by them are all highly relevant and reflective of sensible quality control measures to help ensure competent performance.

An ongoing inspection process will prove its value to our organization through increased efficiency, effectiveness, morale, and officer safety. The reference guide is a list of inspections that are mandatory.

The Police Department Inspections Guide identifies other inspection requirements that address specific areas of concern. These other areas should be continually monitored and inspected as appropriate.

It is the responsibility of each supervisor to be fully aware of the inspection procedures addressed in the Police Department Inspections Guide.

APPEARANCE AND GROOMING

Traffic Division officers have a reputation for the thoroughness of their work and the professional appearance of their uniforms and equipment. Uniforms shall be clean and pressed, shoes, and leather gear shall be shined. Vehicles are to be regularly washed and the interiors kept clean. All department issued equipment must be serviceable and available for use.

C.I.B. Sergeants and officers are authorized to wear the optional department approved Class 'C' uniform pants and shirts in either short or long sleeves. The uniform shall be blue in color. The regulation badge and brass nametag will be worn. No embroidery. No shorts.

Detectives shall dress in business attire that is in keeping with good taste. They shall maintain a set of Class 'B' uniforms for use if they are called out for patrol duties.

PAYROLL/RED BOOK PROCEDURES

Red Book entries for other than adjusted shift hours are to be entered on the schedules by the line-up sergeant or supervisor. The Payroll Clerk will enter administrative staff entries and adjusted shift hours.

Red Book entries must be made only by supervisors and must be accompanied by a leave slip. Accrued time must be verified on the Bi-weekly Vacation/Sick Leave Report.

Supervisors and line-up sergeants are responsible for entering their subordinates' work status on the daily schedule and advising the Payroll Clerk of their subordinates' work status or personnel changes as soon as possible.

DRUG TESTING PROCEDURES

The Office Manager is responsible for managing the Random Drug Testing Program. Medical Assistance personnel will notify the Office Manager of the persons selected for testing. The notice will be placed in an envelope and labeled with the name of the person selected to submit to the drug test. The envelope will be placed in the mail bin of the immediate supervisor of the employee for delivery. The sergeant or acting sergeant will serve the employee with the notice. The supervisor will date, note the time on the form and sign the portion depicting confirmation of delivery. The employee will report to the testing facility within four hours, complete the test, have the form stamped at the facility, and return the completed form to the immediate supervisor. The form will then be signed by the supervisor and returned to the Office Manager.

PREFERRED SHIFT SELECTIONS

Traffic Operations will administer a preferred shift selection process according to guidelines set forth in Article 50 of the Memorandum of Understanding. The Operations/Investigations Lieutenant shall oversee the program, ensure compliance with the M.O.U. and see that assignments are equitable and fair to participants as well as the other personnel assigned to the unit.

There will be one preferred shift position allowed per squad per watch. Days off are not guaranteed by the agreement in the M.O.U. They will be regulated according to the following guidelines:

> If two “preferred shift” officers assigned to a watch request the same days off, the more senior of the two will get the days off. If the two officers in question have the same days off selection the next shift change, they will be expected to swap, and the less senior officer will get the first choice.
>
> Preferred shift does not include a choice of service areas.

SUPPLIES

All supervisors have access to supplies that are frequently used. Personnel needing office supplies or commonly used items should contact their supervisor, who will provide the needed items from the Supply Room. If additional supplies are needed, the Office Manager should be notified.

No division personnel will request or obtain any supplies from the Central Supply Room or an area station supply room without a "Stores Requisition" form signed by the Captain.

STATION SECURITY

A **Security/Safety Committee** has been established for Traffic Division. The committee will be comprised of the T.I.U. Sergeant, the Office Manager, a C.I.B. Sergeant, and a Motor Sergeant. The Security/Safety Committee will meet at least twice each year, in March and September, to review the division's safety and security policies and procedures. The committee will recommend needed changes to the Traffic Captain. The Captain will complete an Inspection report documenting each meeting, and the committee's findings as part of his/her regular "workplace safety" monitoring process.

During critical incidents or disasters, the Security/Safety Committee will ensure that the Facility Emergency Plan is implemented.

All Traffic Division employees and visitors will be required to always wear identification in this police facility as follows:

Civilian personnel: Will wear the police identification card clipped to the outermost garment so that it is always visible from the front. Fleet Services personnel may wear their department issued uniform in lieu of their identification card.

Sworn and Reserve Personnel: When not in uniform, they will wear either the police identification card worn as described for civilian personnel or the police badge.

Visitors: All visitors to Traffic Division are required to be signed in at the Front Counter and issued a visitor card. This card will be worn on the outermost garment of clothing so that it is always visible from the front while in the facility. Visitors will be always escorted. Prior to leaving, they will return the card to the Front Counter and be signed out.

(Deleted – records of security)

Any Police Department employee authorizing entrance into the station other than through the front lobby will ascertain that a City Employee identification card is visible or will escort the person to the Front Counter to sign in and to be issued the proper visitor's card.

Any available division supervisor or sworn officer may process the visitor in accordance with this policy. Outside of normal business hours (0800-1700, Monday through Friday), weekends and holidays, all visitors, except Police Department personnel will be signed in and out by any sworn Traffic Division officer. While in the facility, the visitor will wear a visitor card.

RADIO ROOM

The Radio Room shall always be kept locked, and access is provided to all Traffic Division personnel. Supplies located within the Radio Room include portable radars, handheld lasers, and radio batteries. Personnel removing radars or lasers should sign them out on the log located within the room and sign them in when returning. Radio batteries should be those issued to Traffic Division and marked as such. Batteries issued to other divisions should be returned to those divisions.

Spare pool radio supplies are kept in a locked cabinet drawer in the Copy Room. Officers who require these supplies should obtain them from their immediate supervisor, who will sign the equipment out on the log provided in the drawer.

(Deleted – records of security)

PROCEDURES FOR FIELD UNITS

(Deleted – records of security)

RESOURCES

(Deleted – records of security)

CHRONOLOGICAL ORDER OF EVENTS

(Deleted – records of security)

POST INCIDENT

(Deleted – records of security)

(Deleted – records of security)

OTHER DISASTERS

(Deleted – records of security)