Operations Manual



Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600 or are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

San Diego Police Department
Eastern Division
August 2026

Contents

Eastern Division Operations Manual **5**
Scope **5**
Organizational Chart **6**
Personnel – Duties and Responsibilities **6**
Captain **7**
Service Area Lieutenant **8**
Staff Officer **10**
Senior Clerk/Typist **12**
Word Processing Operator **13**
Front Counter Officer **15**
Telephone Report Unit **17**
Service Area Sergeant **18**
FTO Sergeant **21**
Police Officer **22**
Juvenile Service Team (JST) **24**
JST – Lieutenant (320s Lieutenant) ..... Error! Bookmark not defined.
JST – Sergeant - (320s Investigative Sergeant) ..... Error! Bookmark not defined.
JST –Detective ..... Error! Bookmark not defined.
JST - Officer ..... Error! Bookmark not defined.
MOU – SDUSDPD and SDPD **25**
Investigative Sergeant **26**
Detective **28**
Detective Callback Policy **30**
Crimes Against Property **30**
Crimes Against Persons **30**
Juvenile Crimes **30**
After-hours Detective Duty **30**
Eastern Division Investigations On-Call Guidelines **31**
NRC Officer **32**
Community Relations Officer **32**
Programs and Procedures **34**

Neighborhood Watch Program **34**
Retired Senior Volunteer Patrol (R.S.V.P.) **35**
Volunteers in Policing (V.I.P.) **37**
VIN Verification Process **38**
Impounding Vehicles For Evidence and Processing at the Eastern Parking Lot **39**
Command Post Location Index **40**
Police Equipment **41**
Police Vehicles **41**
Off-Duty Use of Department Take Home Vehicles **41**
Portable Radios **41**
Body Worn Cameras (BWCs) **42**
Cellular Phones **42**
Bean Bag Shotguns **42**
Alco-Sensor **43**
Digital Cameras **43**
Computer Systems **43**
MPS (Mobile for Public Safety) **43**
LAN (Local Area Network) **44**
General Rules **45**
Staffing **45**
Work Hours **45**
Shift and Work Plans **45**
Squad Conference **45**
Incident Log **46**
Journals **47**
Preliminary Investigations **47**
Overtime **47**
Vacation Policy **47**
Leave Policy **48**
Appearance **48**
Inspections **49**
Files **49**
Evidence and Property Disposition **49**
End of Shift Check-In **49**

Employee Orientation **50**
Station Security **50**
General Procedures **50**
Station Property **50**
Building Operations **51**
Property / Supply **51**
The Armory **51**
Locker Rooms **51**
Exercise Room **52**
Patrol Sergeants Office **52**
Report Room **52**
Squad Conference Room **52**
Waiting Rooms (Detentions Areas) **52**
Resource Room **53**
Lounge (Lunch Room) **54**
Community Meeting Room **54**
Copy Machines **54**
Bulletin Boards **55**
Inter-Agency Notification **56**
Background **56**
Definitions **56**
Notification **56**
Narcotics-Related Investigations **57**
Field Contacts/Confrontations **57**
Unplanned Events **58**
Moral Fund Policy **59**
Purpose **59**
Committee **59**
Accountability Of Funds **60**
Expenditure Of Funds **60**
The Fund Does Not Lend Money For Any Purpose **60**
Eastern Division "Top Cop" Award **61**

Eastern Division Operations Manual

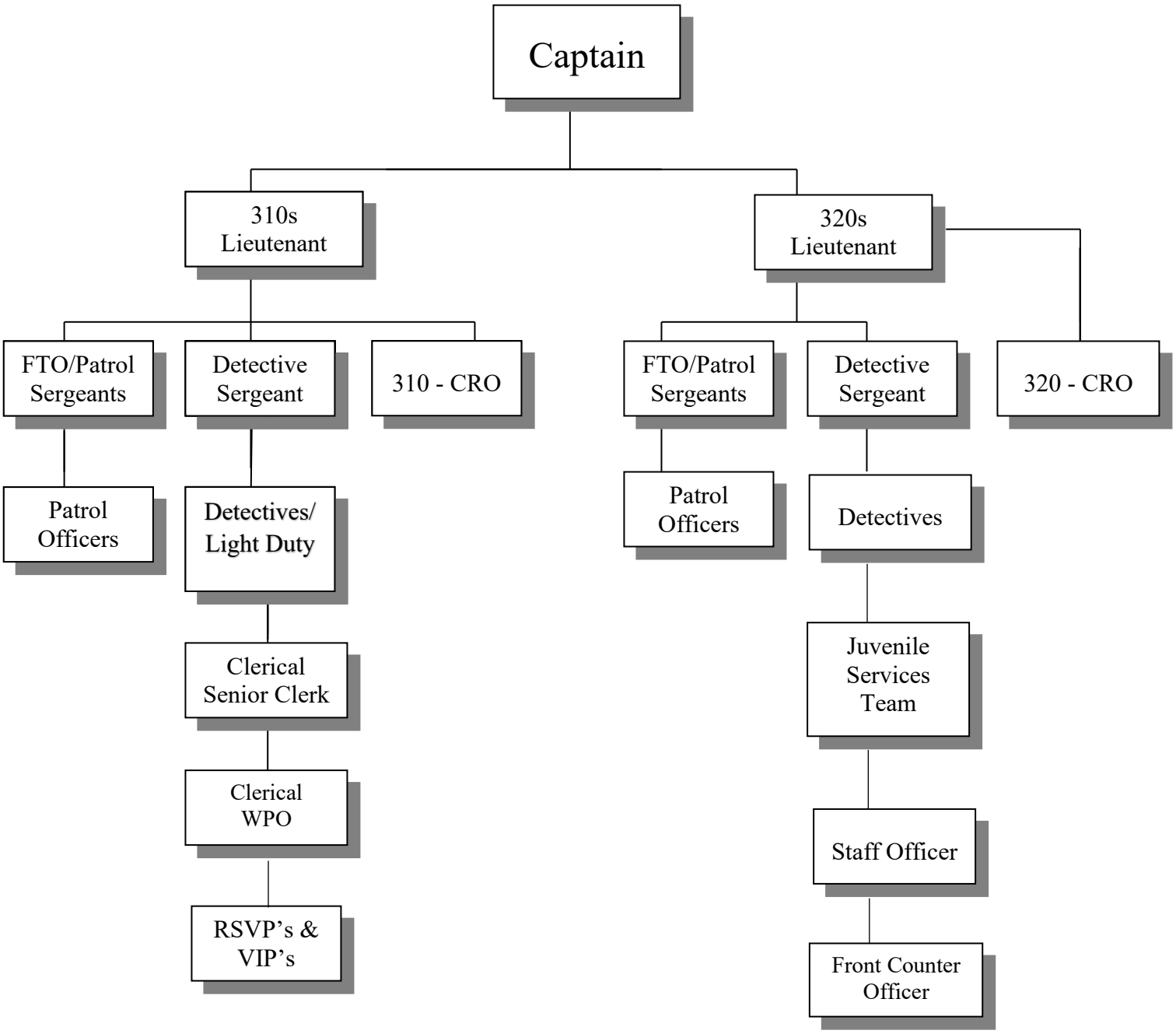
Scope

This manual provides job descriptions, policies and procedures specific to Eastern Division. This manual in no way supersedes City Administrative Regulations or Department Policies and Procedures.

The operations manual shall be reviewed by August 31 of each calendar year. Those persons whose responsibilities are specifically defined will review those areas particular to them. A Service Area Lieutenant will coordinate this review and produce an updated manual. The manual may be updated more often, as needed.

No operations manual or set of directives can address all situations that may arise during the performance of duty. Policy is broad in scope to encompass most situations. It is stated in general terms. This document conveys the same authority as other Department rules, regulations, policies, and procedures. All members assigned to this command are expected to comply with the directives outlined within this manual. Violations may result in disciplinary action.

EASTERN DIVISION
Organizational Chart



Personnel – Duties and Responsibilities

Captain

A Captain heads an area command and reports directly to the Northern Patrol Branch Commander.

The Captain is responsible for all phases of management and the day to day operations of the Division. The Captain establishes operations policies and sets guidelines to support the department's goals.

Duties and Responsibilities:

- Supervise the work of Service Area Lieutenants, evaluate performance, and oversee career development.
- Assign job responsibilities and set performance standards and work priorities.
- Oversee 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.
- Promote problem solving at all levels of the command and encourage community participation to form a stronger partnership.
- Coordinate the recruitment and expanded use of Volunteers in Policing (VIP's) and Retired Senior Volunteer Patrol (RSVP).
- Conduct regular supervisor meetings and, when possible, attend patrol lineups and investigative briefings.
- Approve assignment changes within the command and temporary assignments of personnel in specialized units.
- Review and approve staff work including personnel evaluations and investigations, citizen complaints, discipline reports, pursuit forms, injury forms, transfer requests, training requests, commendations and present Commanding Officer Citations.
- Oversee the disciplinary process to ensure appropriate and timely measures are taken to correct problems arising from employee performance or misconduct.

Service Area Lieutenant

The Service Area Lieutenant will report directly to the Division Captain.

The Lieutenant will assist with the daily management and operations of a service area and assume command in the absence of the Division Captain.

Duties and Responsibilities:

- Twenty-four hour management responsibility for patrol and investigation services in designated service area.
- Provide back-up responsibility for other service area when the assigned lieutenant is not available.
- The lieutenant works a 4/10-hour plan.
- Assume command at major incidents and prepare appropriate after-action reports.
- Supervise and evaluate Patrol, Investigative and Juvenile Services Team personnel, Community Relations Officers, Staff Officer, and the Senior Clerk Typist.
- Provide guidelines and direction for the preparation of contingency plans.
- Review and evaluate crime analysis publications and related statistical data and facilitate implementation of problem solving at all levels to address area problems.
- Preparation and coordination of staff reports, including monthly inspection and discipline reports.
- Monitor personnel and equipment needs and recommend resources.
- Actively participate in the preparation of a shift change schedule and monitor personnel staffing.
- Identify training needs, coordinate in-service training schedules and review application process for course attendance.
- Assign tasks; review and approve Blue Team generated complaints, EIIS Alerts and Use/Show of Force Submissions, and citizen request from a variety of mediums, as well as investigations and staff work prepared by sergeants.

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

- Conduct scheduled and unscheduled inspections of personnel and equipment.

- Monitor and track required monthly inspections and coordinate and prepare the annual command inspection conducted by the RAP Unit.

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

- Make final recommendations on the appointment or removal of training officers and preparation of termination packages of unsatisfactory probationary employees. Review daily and be-weekly trainee evaluations.

- Evaluate and recommend personnel for specialized assignments, promotions and review performance evaluations.

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

- Maintain liaison with other city departments, community leaders, City Council representatives, area law enforcement agencies, District Attorney's Office, private agencies, business groups, area committees and advisory boards.

- Oversee participation of sergeants, detectives, and officers at community meetings.

- Participate in key community meetings.

- Oversee the management of the investigations unit, participate in weekly investigative meetings, and review case management reports.

- Inspect Investigative Follow-Up Reports for quality.

- Coordinate activities with the Department's specialized investigative units, when appropriate.

- Coordinate R.S.V.P. and V.I.P. programs.

- Attend and participate in R.S.V.P. related functions (monthly meetings, graduations).

- Update the division's operations manual on an annual basis.

- Monitor, assign, and track the Random Drug Testing program for the division.

Staff Officer

Duties and Responsibilities:

- Monitor the division for safety issues and concerns.
- Monitor the use of the division bulletin boards.
- Maintain equipment inventories and ensure their operability. Inventory items including bean bag shotguns, 40mm guns, tasers, vehicles, portable radios, laptops, cameras, evidence equipment, fire extinguishers, Radar/Lidar devices, Portable Alcohol Screening (PAS), and Automated External Defibrillator (AED) devices, including repairs and calibrations.
- Arrange facility repairs and assigned equipment; i.e., locks, air conditioning, electronic gates.
- Issue facility and equipment keys and maintain key control.
- Order operational equipment and supplies, as needed.
- Maintain use/reservation log for the prisoner van.
- Maintain use/reservation log for the investigative (pastel) vehicles.
- Maintain use/reservation log for patrol vehicles used for 11-86/overtime details.
- Monitor and maintain a log for the Men/Women's locker assignments.
- Facilitate pick-up/drop off of equipment to Operational Support for officers working 2nd and 3rd watch hours.
- Monthly inspection of the Automated External Defibrillator (AED) at the Eastern Front Counter and in supervisor vehicles.
- Monitor cleanliness in and around the Prisoner Processing Area (also stock the fingerprint station with GSR kits, paper suits, and mouth swabs).
- Oversee the Eastern Division Morale Fund Committee and monitor the account.
- Make currency deposits from the monies recovered from the snack and coffee machines.
- Purchase items to restock the coffee and snack machines.

- Facilitate the placement of photos and awards for quarterly Eastern “Top Cop” and the “Employee of the Shift” awards and other awards on the awards plaques in the lineup room hallway

- Facilitate the fire extinguisher repair/service for patrol vehicles.

- Monitor the cleanliness of the divisional exercise gym. Facilitate repairs for the gym equipment.

- Work with garage personnel regarding patrol/detective vehicle inventory/availability.

- Provide General Services Fleet Supervisor with the monthly mileage updates for take home vehicles.

- Assist the administrative team with the incoming divisional telephone calls when they are not available.

- Accompany non-city workers onto the property for facility repairs or similar.

- Monitor the lost/found property bin and complete impounds, when necessary.

- Conduct periodic patrol vehicle inspections to ensure property impound compliance and address security issues with regards to non-secured weapons, when necessary.

- Prepare reports and assist in other activities as directed by the Commanding Officer or Service Area Lieutenants.

- Conduct inspections according to division and department policies and procedures, i.e., radio, shotgun, camera, and citation sign-out logs and Operational Support practices.

- Oversee the day-to-day maintenance and cleaning of the substation.

- Provide usage of community conference room for community meetings.

- Ensure equity of training opportunities for Eastern employees throughout the year.

- Obtain the Annual Leave/Vacation requests from divisional personnel and enter the information into the Redbook database.

Senior Clerk/Typist

The Senior Clerk/Typist reports directly to the Service Area Lieutenants. The Senior Clerk/Typist performs clerical/administrative duties and functions as required by the Commanding Officer and/or the Service Area Lieutenants.

Duties and Responsibilities:

- Supervise the clerical staff and distribute assignments, as necessary.
- Train, assess, and review employee performance.
- Type correspondence, memoranda, and other documents per the Standard Correspondence Manual.
- Organize and utilize the LAN Computer System.
- Receive and respond to e-mail sent to Eastern Division via police department website.
- Maintain filing system, station resources, and records.
- Assist with answering incoming telephone calls. Assist community members and other law enforcement personnel. Take messages or direct callers to appropriate personnel.
- Process bi-weekly payroll daily. Maintain records of leave slips, overtime slips, OCA forms, Discretionary Leave, etc. Maintain and/or prepare, and forward, all necessary documentation to Payroll, as required.
- Track monthly overtime usage for Eastern division and prepare reports for division Captain.
- Maintain and update the Light Duty Report on a weekly basis. Forward a copy to Medical Assistance and the Investigative Sergeant.
- Work as a liaison with other units to keep Eastern Division operational, i.e. Facilities Management, Data Systems, etc.
- Process Repossession Receipt monies daily. Complete spreadsheet for deposit into the City General Fund Account. Send to Fiscal Management each Monday after payday.

Word Processing Operator

The Word Processing Operator reports directly to the Senior Clerk/Typist.

Duties and Responsibilities:

- Type correspondence, memoranda, forms, and reports per standard Department Correspondence Manual. Create posters, fliers, signs, monthly birthday list, etc. as requested for unit morale.
- Sort and disseminate daily incoming/outgoing mail.
- Answer incoming telephone calls, make intercom pages, and take written messages, as required. Assist community members and law enforcement personnel with answering general questions or direct caller to appropriate personnel.
- Log subpoenas that are received through the mail and retrieve electronic subpoenas (DA37) from the County Computer system. Distribute subpoenas to appropriate sergeants. Update the subpoena database and the DA27 screen once the subpoena is served or needs to be transferred.
- Take inventory of supplies, forms, etc. and stocks and refills them on a daily basis. Also orders supplies, as needed, through Staples or City Stores.
- Assist in keeping PD Enterprise updated.
- Assist in obtaining computer Access/LAN Database for all Eastern division personnel. Assist personnel with computer/phone problems, contacting Help Desk when necessary.
- Prepare Drivers' License Inspection Form and other inspections, as directed by the Commanding Officer, and distribute the final copy to the appropriate unit.
- Prepare, update, and disseminate alphabetical and callback roster of all Eastern Division personnel.
- Prepare officers' mail folders and divisional personnel jacket folders as new personnel are assigned to the Division.
- Function as the “Key Operator” for in-house copiers/printers and fax machine. Provide monthly meter readings, order supplies, etc.
- Receive information and complete Citizen Request Forms, enter the information in the Eastern Division “G” Drive, and post it to the Eastern Homepage.
- Receive requests for vacation house checks, complete Vacation House Check Form,

and forward to appropriate personnel.

- Collect Vehicle Repossession monies and receipts daily. Organize repossession monies and receipts to create a Repossession Fee Receipt summary report which is sent to Fiscal Management on a bi-weekly basis.

- Maintain and update the Light Duty Report on a weekly basis. Email a copy to Medical Assistance, the Investigative Sergeant, divisional Lieutenants, and the Captain.

- Provide backup assistance on all clerical and payroll duties, as needed.

Front Counter Officer

The Front Counter position is under the supervision of the 310s Detective Sergeant and will be staffed daily. Hours of operation are 0700 to 1400, Monday through Thursday, except city holidays. (Closed effective July 1, 2026 until further notice)

Duties and Responsibilities:

- Greet the public and assist with information, guidance, and directions.
- Sign off correction notices.
- Assist clerical staff with answering phone calls.
- Take messages for supervisors, detectives, and officers and put in their mailboxes.
- Take crime reports that do not require immediate follow-up.
- Give vehicle releases for repossessed vehicles and collect required monies.
- Impound all weapons and found property turned into the Front Counter.
- Open the front doors at 0700 hours and secure the front lobby at 1400 hours.
- Make sure ALL visitors sign in and out and are wearing proper identification.
- Make sure the lobby and community meeting room are neat and clean at all times.
- Make sure all doors from the lobby to the rest of the station are always closed and secure. Periodically check all station doors to make sure they are secured, especially the armory.
- Take U.S. mail to clerical staff.
- Responsible for maintaining flags located at the front of the building.
- Perform other collateral duties and functions as requested by the Sergeant.
- Provide crime prevention information to citizens.
- Work with patrol, investigative units, and community resources to solve community crime concerns and problems.
- Provide victim resource information to citizens.

- Coordinate and maintain the Ride –Along program in accordance with DP 6.15
- Assist Eastern Investigations with NRC Cases on an as-needed basis
- Oversee the Drug Takeback and Sharp Takeback Program by;

    1. Verify the person is a resident of the City of San Diego, and;
    2. Inspect/verify that all medications are prescription and not over the counter, and;
    3. Ensure all liquid medications are secured in a ziplock-type bag, and;
    4. Inspect/verify that all sharps are secured in a proper “sharps container.”

Telephone Report Unit

Guidelines:

In December of 2009, the Centralized Telephone Report Unit became operational, taking over the primary responsibility for all telephone reports. Short term light duty officers may assist with telephone reporting at the area station at the discretion of the Commanding Officer. Long term light duty personnel will be temporarily reassigned to the Centralized Telephone Report Unit. Officers engaged in TRU duties at Eastern Division will generally work 0600 to 1600 hours.

Service Area Sergeant

The Service Area Sergeant will report directly to a Service Area Lieutenant. The Sergeant will supervise the daily activities of field officers and oversee the implementation of Neighborhood Policing in a designated service area.

The Sergeant will direct, supervise, and evaluate the activities of the patrol officers, reserve officers and other SDPD personnel assigned to their team.

Duties and Responsibilities:

- Supervise and monitor the work of all officers assigned to their team, ensuring that their work is directed to solving beat or service area problems.
- Educate, mentor and train officers to use their uncommitted time to apply problem solving techniques to community problems.
- Ensure problem solving is implemented with community input and officers participate in key community meetings.
- Coordinate team activities with investigative personnel and other patrol teams within the service area.
- Keep the Service Area Lieutenant informed on any significant field problems, crime trends, community activities, 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 and provide squad members with this information.
- Document officers' problem-solving efforts in their performance evaluations.
- 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.

- Evaluate and ensure proper officer safety techniques are being practiced.
- Identify and prioritize community/police problems.
- Use VIPs and RSVPs where appropriate.
- Make appropriate entries on the "Incident Log" regarding significant incidents only.
- Maintain liaison with the Watch Commander and Field Lieutenant and request assistance from specialized units, when necessary.
- Maintain liaison with Communications, in case problems occur.
- Monitor staffing and assign personnel accordingly. Manage overtime.
- Ensure timecards are complete and approved prior to the payroll closing period.
- Evaluate unique radio calls, field incidents and determine appropriate response.
- Monitor radio traffic and all vehicle pursuits at all times.
- Respond to serious and/or high-profile incidents or situations where the coordination and command of personnel are necessary.
- Conduct squad conferences, issue subpoenas, review crime information and obtain officer input during lineups. Assign units to use specialty equipment (pro-net, Lo-jack, evidence, MFF, etc.).
- Responsible for review of 11-10s at the end of shift (late report sergeant).
- Conduct personnel and equipment inspections, including audits of daily journals, M.P.S. messages, RIPA Data, and Body Worn Camera (BWC) footage.
- Investigate citizen complaints (category 2), Route Slips, E.E.O. complaints, Citizen Request Forms and prepare related reports.
- Prepare written performance evaluations in accordance with department mandates.
- Prepare disciplinary packages and administer discipline.
- Evaluate and recommend personnel for specialized assignments and promotions.
- Evaluate and monitor 4th waiver searches at residences and apartment/hotel rooms. Operations plan should be documented on “Tactical Action Plan”.

- Complete staff assignments as directed by the Service Area Lieutenant.
- Investigate and prepare Police Equipment Supervisory Accident Reports, Injury Reports and Vehicle Pursuit Forms.
- Provide clear expectations to personnel.
- Advise Service Area Lieutenant of major incidents and any critical incidents involving serious injury or death to officer.
- Submit all leave slips in a timely fashion prior to the end of the pay period.
- Assign drug screening request forms to officers and ensure that the officer completed the test as required by Department policy. Return drug screening form to Lieutenant.
- Administer Citizen Request Forms to area officers and ensure that they are completed in a timely fashion.
- Be aware of all station lock combinations to evidence locker, MMF locker, etc.
- Provide daily performance feedback to squad officers.
- Liaison with directors of major businesses, community organizations, and other institutions.
- Be a coach, teacher, mentor, and role model for patrol officers.
- Recognize and commend sworn, civilian, and volunteer personnel for outstanding work.
- Respond to, organize, and coordinate Critical Response Team (CRT) incidents, as required.

FTO Sergeant

One supervisor from each service area will be selected to serve as a Field Training Sergeant for each watch.

Duties and Responsibilities:

- Review daily trainee evaluations and daily journals.
- Evaluate Field Training Officer (FTO) performance.
- Ensure consistency among FTOs in the training and evaluating processes.
- Monitor the FTO's leave time.
- Review and submit daily and biweekly evaluations to the FTO Lieutenant.
- Be a resource to the FTO.
- Suggest appropriate training strategies.
- Provide input for employee evaluations to patrol sergeant regarding FTO's performance as a trainer.
- Advise FTO Lieutenant and FTO Administration of trainees experiencing difficulties during phase training, which would cause the trainee to be held back or re-phrased.
- Ensure that trainees know who their FTO Sergeant is and how to contact him/her if problems arise.
- Review and approve trainee Field Training Guide.
- On occasion, respond to radio calls with the training unit to ensure proper training strategies are being used and daily evaluations are consistent with observed activity.

FTO Sgt, FTO & Trainee Expectations

As a Division and as a Department, we recognize the value of and investment placed in the Trainees who come to our division. Without them our department quite literally has no future. Equally true, without those assigned to guide them through the Field Training process we can't even begin meet the crucial staffing needs they fulfill. Refer to FTO Admin for further guidelines.

Police Officer

Field officers will report to a sergeant and will be assigned to patrol a designated service area. Officers will respond to calls for service and take appropriate enforcement action. Officers will utilize their uncommitted time by concentrating on solving community problems.

Duties and Responsibilities:

- Identify community problems, crime trends, and initiate appropriate responses. Address traffic problems/issues on assigned beats and take appropriate action.
- Develop community partnerships and enlist their assistance in problem solving.
- Keep sergeants informed on any significant incidents and crime issues.
- Dedicate "uncommitted time" to work on problem solving efforts, community concerns, crime trends, and traffic issues.
- Respond to radio calls and submit related written reports.
- Provide testimony during court proceedings.
- Alert supervisors of possible citizen complaints.
- Provide reactive and proactive enforcement on known crime areas to deter and prevent criminal activity.
- Enforce state and municipal laws.
- Educate citizens and the business community on crime prevention techniques.
- Carry out assignments delegated by a sergeant.
- Maintain liaison with community leaders/groups and attend community meetings/forums in their assigned service area.
- Share crime information and knowledge with other officers during lineups and on an individual basis to enhance teamwork, efficiency, and safety.
- Attend mandated training (i.e. A.O.T and Department qualification shoots). Advise sergeants of upcoming schedule changes (i.e. vacation, schools, etc.), which would impact staffing.
- Submit requests for vacation, comp time, DL time, and floating holidays in a timely manner.

- Complete and submit a bi-weekly timecard prior to the end of the pay period.
- Advise sergeant of radio calls or investigations requiring follow-up, which cause the officer to leave the service area for an extended period of time.
- CRT trained officers will respond to all CRT-type calls and be prepared to assume a leadership role.

Juvenile Service Team (JST)

The Juvenile Services Team at is at Police Plaza under Community Youth Services.

MOU – SDUSDPD and SDPD

See MOU between the San Diego Unified School District Police Department (SDUSDPD) and the San Diego Police Department (SDPD) in the Eastern Division "G" Drive located under OPS Manual.

Investigative Sergeant

The Investigative Sergeant reports directly to a Service Area Lieutenant. The Detective Sergeant is responsible for supervising detectives assigned to a service area.

Duties and Responsibilities:

- Assign incoming reports for follow up.
- Oversee and assign "callout" duty rotation for area investigators. Be the contact person for patrol supervisors requesting an investigator for callout to an incident.
- Investigative Sergeants should respond to callouts on unusual or complex cases or cases where their presence or expertise would be beneficial.
- Review written work of investigators and ensure all reports are complete, accurate, and factual.
- Apprise the Captain and Service Area Lieutenants of crime problems and incidents affecting the Division, including the identification of series crimes.
- Participate in or conduct daily briefings regarding divisional crime information (conference call). Liaison with sergeants in other investigative units.
- Verify each investigator is properly prepared to perform his/her duties. This applies to attire, equipment, mental attitude, and training.
- Encourage maximum cooperation between detectives, patrol officers, and clerical staff.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney.
- Assign and track C.R.E.s from the District Attorney's Office.
- Supervise the officer in the No Required Contact (NRC) position assigned to Eastern Investigations, Front Counter Officer, or the light duty equivalent.
- Review all Eastern Patrol reports for follow-up assignment and provide feedback to patrol officers and sergeants.
- Identify problem reports by patrol officers and work with officers and sergeants to provide necessary training to correct any identified deficiencies.

- Identify possible crime series and advise area patrol sergeants, lieutenants, and CROs so that officers and community members are informed.
- Keep apprised of community issues.
- Track open cases to ensure timely completions by detectives.
- Attend patrol line-ups whenever possible and liaison with patrol officers and sergeants.
- Coordinate and facilitate problem solving projects or tactics to address developing crime trends and community concerns.
- Coordinate Front Counter personnel and coverage.
- Receive walk-in citizen complaints in the absence of the involved officer(s)' supervisor.
- Maintain contact with divisional employees on leave from Department (industrial leave, maternity, or leave of absence).
- Investigative sergeants are responsible for ensuring that their investigators complete their cases in a timely and comprehensive manner.
- Complete the weekly briefing report.
- Manage and attend Investigative Line-ups.
- Monitor, assign, and track the Random Drug Testing program for the division.

Detective

Eastern Division "generalist" detectives are assigned to a service area and report to an Investigative Sergeant. "Generalist" detectives investigate both "crimes against persons and property crimes" committed in their service areas.

Duties and Responsibilities:

- Review assigned crime and arrest reports for completeness and accuracy. Submit "Discrepancy Notices" to officers' supervisors on reports that contain discrepancies.
- Conduct background investigations on victims, witnesses, and suspects.
- Conduct interviews of witnesses and victims and interrogations of suspects.
- Evaluate impounded physical evidence.
- Conduct follow-up investigations to verify elements of the crime and verify officers' reports.
- Complete needed follow-up work on the collection of physical evidence, neighborhood checks, and coordination of needed lab work.
- Prepare investigative reports (District Attorney's packages, City Attorney's packages, and inactive follow-ups) and submit cancellation forms, when necessary.
- Arrest suspects. Disseminate suspect information.
- Release impounded property (when no longer needed as evidence).
- Provide testimony during court proceedings.
- Perform routine office functions.
- Address crime issues, long and short term, affecting their assigned service areas.
- Keep apprised of community issues in their assigned service areas and assist in enhancing community relations whenever possible, including, but not limited to, attending community meetings.
- Attend patrol line-ups, whenever possible, and liaison with patrol officers and sergeants.
- Provide information regarding crime trends and wanted subjects to patrol personnel.
- Initiate problem solving projects or tactics to address crime problems.

- Cases assigned to patrol officers shall be also assigned to a detective for tracking and accountability purposes.

- Fulfill on-call duties as required by the schedule set forth by the Investigative Sergeants. "Duty detectives" will respond to crime or arrest scenes or a police facility as directed by the on-call Investigative Sergeant to conduct immediate follow-up or assist patrol personnel.

- Attend investigative line-ups.

Detective Callback Policy

To increase the effectiveness of investigative support, the Service Area Investigative Sergeant should be notified under the listed circumstances to evaluate the need for callback of investigative personnel. If there is any doubt, the Service Area Investigative Sergeant should be notified.

Crimes Against Property

Any major crime scene where the loss is extensive and/or the crime scene is complex and suspect(s) are in custody.

Crimes Against Persons

Any felony assault crime where a victim has been seriously injured and a suspect is in custody.

Juvenile Crimes

- Notify Juvenile Services Sergeant.
- Any major incident involving juveniles. Also, where investigators could assist in the following:
  - Search for missing children under 10 years of age, and
  - Kidnapping or child stealing
- At the discretion of the on-call Investigative Sergeant.

After-hours Detective Duty

Officers or sergeants wishing to have a detective respond should call the on-call Investigative Sergeant for evaluation. Callback policy will be observed and, in the event a detective is required, the on-call Investigative Sergeant will dispatch the "duty detective".

The Detective Sergeant will notify Eastern division command of all detective callouts. This notification will be made via a text message or phone call to the area lieutenant as per Eastern division notification protocol.

Eastern Division Investigations On-Call Guidelines

- There will be a detective (and/or acting detective) assigned for a one week period.
- Tuesdays at 0700 hours will be the day and time of the rotation.
- The detective will be responsible for after hours (non-working hours) call-out determined by the on-call Investigative Sergeant.
- Detectives will have a take-home police vehicle and are authorized to use it in accordance with Department Procedure 1.16 - Off Duty Use of Department Take-Home Vehicles, including and giving attention to the most recent update, which includes the restriction of using the vehicle only for "to and from" travel between work and home.
- If an on-call detective takes a day off, such as a V-day, DL day, Floating Holiday, T.O., etc, the unmarked police vehicle **shall** be brought back to Eastern Division for that day. The detective can resume use of the vehicle when they are back from the above mentioned day off.
- Investigators shall dress in professional business attire.

NRC Officer

The NRC Officer, Front Counter Officer, or light duty equivalent reports directly to the 310'sInvestigative Sergeant. The NRC Officer's main responsibilities are to review and analyze misdemeanor arrest reports and citations prior to being forwarded to the City Attorney's Office for prosecution.

Duties and Responsibilities:

- Perform investigations to enhance misdemeanor and felony cases that have a high solvability factor.
- Process misdemeanor arrest cases for the City Attorney's Office.
- Process felony arrest cases for the District Attorney's Office.
- Cancel misdemeanor and certain property crime cases.
- Conduct computer checks of found property for possible matching cases.
- Review misdemeanor citations for accuracy before being sent to the City Attorney's Office.
- Review and enhance misdemeanor and felony cases without suspect information.
- Release found property and applicable evidence.

  Conduct computer follow-ups to enhance cases.
- Review video surveillance on crime cases and submit a BOLO or flyer
- Perform other duties as assigned by the Investigative Sergeants.

Community Relations Officer

The Community Relations Officer reports to the Service Area Lieutenant.

Duties and Responsibilities:

- Organization and administration of the Neighborhood Watch/Business Alert Program.
- Provide community-based data to the Division Captain and Service Area Lieutenant.
- Coordinate training to assist uniformed officers.

- Maintain liaison with the service area Advisory Board.
- Maintain liaison with community and business groups.
- Provide security advice to residential and commercial requestors.
- Liaison with public and press information officers.
- Liaison for community problems.
- Area Command Coordinator for speaker requests.
- Coordinate training for the Citizens Patrol Program.
- Accept citizen complaints.
- Provide crime prevention training for officers/community.
- Provide crime statistics to citizens at community meetings.
- Conduct station tours.
- Maintain an activity calendar listing important events and community meetings.
- Coordinate participation of sergeants and officers at community meetings.
- Work with patrol, investigative units, and community resources to solve community crime concerns and problems.

Programs and Procedures

Neighborhood Watch Program

The Community Relations Officers will coordinate the Neighborhood Watch Program for their command.

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

- The Neighborhood Watch Division Coordinator will be the only person authorized to assign dates and times of meetings. The Division Coordinator will be the Community Relations Officer.

- Any requests for meetings or information should be referred to the CRO.

- The Division Coordinator will contact the requesting party and set up a date and time for the meeting. The Division Coordinator will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons, or if the Division Coordinator sees a need, he/she should contact the Area Lieutenant.

- The Coordinator will complete a Group Control Form and enter the information in the "Alert" file in the computer LAN system.

- The Coordinator 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. The control form will be filed in the CRO's office.

Retired Senior Volunteer Patrol (R.S.V.P.)

Duties and Responsibilities:

- Work with detectives on follow-up witness checks retrieving surveillance video, when requested.
- High visibility patrol in Mission Valley when requested and during Christmas season.
- Assist in finding lost children and missing seniors during daylight hours.
- Attend community meetings.
- Liaison with Neighborhood Watch programs in Serra Mesa, San Carlos, Tierrasanta, and the College Area.
- Maintain and update the R.S.V.P. manual and assist with training.
- Assist businesses with target hardening to prevent burglaries.
- Distribute surveys, when needed.
- Participate in special projects (i.e. Tierrasanta Patriots Day Parade, Veterans Day Parade, Halloween Safety Patrols, La Mesa Oktoberfest).
- Enforce disabled parking regulations and verify space is properly marked.
- Enforce expired registration and Red Zone Parking Regulations.
- Assist with McGruff for fairs, schools, and other events.
- Assist with fingerprinting children to help with identification in case of abduction.
- Assist officers during truancy sweeps with paperwork and support at central collection and Processing Center.
- Do follow-ups for detectives on runaway juveniles.
- Assist schools and Juvenile Services Officers in evaluating School Safety Patrol (SSP) Performance.
- Identify and submit deficiency reports for street and obstructed street signs.
- Perform home safety checks.
- Identify graffiti and request immediate repair.

- Check homes of people on vacation.
- Visit homebound seniors as part of the “You Are Not Alone” (YANA) program.
- Conduct high visibility patrols and report suspicious activity.
- Submit 72-hour Violations to Vehicle Abatement.
- Conduct monthly meetings with all members.
- Conduct mail runs to CA/DA, HQ, Juvenile Agencies, Code Compliance, and all county court facilities.
- Check and monitor potential homeland security targets.
- Conduct follow-up visits to locations that set off false burglar alarms.
- Operate the License Plate Reader (LPR).
- Conduct computer theft surveys with defense contractors, when assigned.
- Maintain the database for Letters of Agency and insert PAC file entries.
- Conduct special drive-through runs by schools and trolley stations.
- Conduct traffic diversion around safety hazards with the purpose of relieving officers to return to patrol duties.
- Coordinate the Volunteer Certified Terrorism Liaison Officer program and attend quarterly briefings for certified Terrorism Liaison Officers (TLO’s) at the LECC.
- Participate in the semi-annual Drug Take Back events.
- Conduct tours of the station for community groups, such as scouts and schools.
- Produce and submit a monthly report to include statistics on tasks performed.
- Conduct recruiting events and seminars.
- Review property crimes utilizing the Dashboard program and realign patrols as necessary to increase presence in problem areas. Distribute crime prevention flyers at residences and on vehicles in affected areas.

Volunteers in Policing (V.I.P.)

Eastern Division has several Volunteers in Policing working various assignments.

Duties and Responsibilities:

- These volunteers are used primarily for staff work, clerical work, and computer work.
- Assist community members with answering general questions.
- The volunteers primarily work daytime hours and report directly to the Eastern Division CROs, Detective Sergeant, Staff Officer or Senior Clerk.
- The V.I.P.s have their own Operations Manual.

If any questions arise regarding the guidelines or operations of V.I.P.s, refer to their manual. The manual is maintained in the Staff Officer's Office.

VIN Verification Process

- Eastern Division no longer offers this service to Citizens. They must go to Traffic Division or the California Department of Motor Vehicles.

Impounding Vehicles For Evidence and Processing at the Eastern Parking Lot

Procedure Change Effective August 2017

If a vehicle must be impounded for evidence processing, it must be taken to the east open lot at Traffic Division. The impounded vehicle should not remain at the Traffic Division lot any longer than is necessary for evidence processing and collection. If the vehicle is needed for court purposes, the vehicle can stay at Traffic Division until it is no longer needed. At that time, the assigned detective will contact the Tow Administration to release the vehicle. Tow Administration personnel will arrange for the vehicle to be transferred to a licensed impound yard. Once transferred, the registered owner becomes responsible for the vehicle. The assigned detective must notify the registered owner of the vehicle release so they can retrieve it. Refer to Traffic Division for more information.

Command Post Location Index

(Deleted – records of security)

Police Equipment

Police Vehicles

The Commanding Officer, the Service Area Lieutenants, and patrol sergeants have specific vehicles assigned. Patrol units are to use pool cars and must log on and off the MPS on the pool vehicle. Investigative personnel may use pool vehicles, but must log on and off the MPS when using the vehicle. SWAT personnel will adhere to the standards and protocols established by the SWAT Operations Manual regarding vehicle assignments and use.

Department and command policy dictate that those using department vehicles will return the vehicles fully fueled and in clean condition. Employees are **prohibited from smoking while in a city vehicle**. This policy is to be strictly enforced as it concerns the safety and welfare of other city workers using the vehicles.

Vehicles assigned to the Eastern Command will be used for official business only. The appropriate supervisor must approve the use of Sergeant or detective vehicles. The prisoner van will be used only with the approval of a supervisor or the division Staff Officer. Police vehicles will not be taken to training courses (including in town) unless it is needed for the training and approved by a supervisor.

All police personnel discovering a vehicle in need of repair will park the vehicle in the area east of the garage. A Vehicle Work Request shall be completed detailing the needed repair and placed on the vehicle dashboard above the steering wheel.

Vehicles utilized for special duties, such as Radar/Lidar, CRO, and SWAT vehicles shall only be utilized by someone within those assignments or requisite training to operate them. Any use of these vehicles outside of these guidelines must be approved by a supervisor, prior to the vehicle being utilized.

It is the responsibility of the Staff Officer to conduct a monthly inspection of all marked vehicles. Additionally, patrol sergeants shall conduct an inventory of equipment assigned to supervisor vehicles. The Investigative Sergeants shall conduct monthly inspections of vehicles assigned to Eastern Investigations for compliance with this procedure.

Off-Duty Use of Department Take Home Vehicles

Eastern Division personnel will comply with Department Procedure 1.16, Off-Duty Use of Assigned Take-Home Vehicles.

Portable Radios

Eastern Division has Motorola 800 MHZ portable radios. Each officer has a Department-issued radio. The remaining radios are for use primarily by Reserve Officers, Trainees, or as spares.

The pool portable radios, batteries, and charging unit are located in the Staff Officer's office. Portable radios not assigned to an individual must be signed out. A log will be maintained in the Staff Officer's office for this purpose. Any officer returning a pool portable radio shall sign it in and place the battery in a charging unit.

Reporting defective radio equipment is the responsibility of the officer discovering the discrepancy. If radios are in need of repair, they will complete a Radio Repair form and submit the form and the radio to the Staff Officer. The Staff Officer will ensure the radios are submitted for repair and track their progress until they are returned to the station. The Staff Officer will inspect the log once a month for procedural compliance. The log will be retained at the command for six months.

Body Worn Cameras (BWCs)

Officers, detectives, and sergeants who are issued Body Worn Cameras (BWCs) are responsible for utilizing and maintaining them, as well as downloading and properly categorizing all videos as directed by Department Procedure 1.49, AXON Body Worn Cameras.

Cellular Phones

The use of cellular phones is also the subject of Department Procedure 2.10, Procedures for Landline and Cellular Phone Devices, and employees with issued cell phones should be aware of all rules and regulations concerning the use of cell phones.

Bean Bag Shotguns

Bean bag shotguns are assigned to patrol vehicles. This equipment is to remain in the assigned vehicles, except when the vehicle is removed from service for repair, during which time the equipment will be placed in the Armory.

Officers using any vehicle without a permanently assigned bean bag shotgun shall check out a bean bag shotgun from the Armory at the beginning of their shift and will check the bean bag shotgun in at the end of their shift, using the sign out log. The Staff Officer will inspect the log once a month for procedural compliance. The log will be retained at the command for 6 months.

Prior to loading the bean bag shotgun at the beginning of their shift, officers will ensure the bean bag shotgun is assigned to the vehicle. Officers will accurately record the bean bag shotgun and vehicle numbers on their daily journal.

Designated SWAT personnel will be responsible for the monthly inspection and cleaning of all bean bag shotguns. The Command Long Gun database will be updated to reflect the maintenance and inspection has been completed.

Alco-Sensor

Patrol officers who have completed the necessary training may be assigned an Alco-Sensor, if one is available. Ideally, each patrol squad will have an officer trained in the use of the Alco-Sensor.

Each Alco-Sensor device must be calibrated once a month by the officer at the Lab's Alcohol Analysis Unit. Alco-Sensors needing repair should be given to the Staff Officer or turned in to Operational Support.

Digital Cameras

These cameras are assigned to individual officers by Operational Support. In the event cameras need to be replaced, the Staff Officer or Operational Support will be notified.

Radar/Lidar

Patrol officers who have completed the necessary training may check out the equipment for use during their daily shift and must return the equipment at the end of shift. Only officers trained on the In-Car radar system may utilize the Traffic Enforcement vehicle for patrol use.

Radar/Lidar trained officers shall conduct a monthly enforcement detail to address locations within the division with high vehicular traffic or traffic complaints. Each enforcement detail will be documented with a paper journal and forwarded to the Staff Officer.

Any damage to the Radar/Lidar equipment must be documented and reported to the Staff Officer for repair or replacement.

Computer Systems

All uses of Department computer equipment, electronic systems and electronic data, including e-mail and the Internet, are limited to work-related purposes only. Use of e-mail and the Internet is provided as a means of efficient and effective communications, as a tool to obtain specific data pertinent to Department business and for other purposes that benefit the Department. Refer to Department Procedure 1.45, Use of City-Department Computer Systems, and City Administrative Regulation 90.62, "Electronic Mail and Internet Use."

MPS (Mobile for Public Safety)

- The MPS System is for official business only. It is used to communicate between officers in the field, supervisors, and Communications.

- The MPS System contains information relating to incidents, officers' daily activity, and statistics on workload.

LAN (Local Area Network)

- Only authorized City-owned software will be installed and used on these computers. No personal software is authorized.

- The original setup (files such as config.sys, autoexec.bat, and icons within Microsoft windows) must remain intact.

- There are two generic accounts for use by Eastern Division personnel not assigned logons.

- Computers are to be used for work-related assignments or matters. The playing of games or reviewing websites not associated with business information shall not take place.

General Rules

Staffing

Eastern Patrol currently is divided into two Service Areas utilizing four squads per shift.

There are twelve (12) Patrol Sergeants assigned to this command. Four are assigned to each watch (1st, 2nd and 3rd)).

Operational Support determines the staffing levels for the division. "Minimum" staffing criteria is to be strictly adhered to. Unscheduled leave days are not to be authorized if they will negatively impact staffing and our level of service (i.e. calls for service and officer safety). The submission of TOs will follow the POA MOU and Department Procedure 1.18, Payroll Procedures. Minimum staffing levels may be adjusted by the commanding officer. At present, patrol sergeants are authorized to hire officers for overtime in order to meet minimum staffing levels.

Work Hours

Normally, personnel of this command will be assigned to permanent or rotating shift work schedules consisting of a forty (40) hour work week. Under special circumstances, the Commanding Officer or an employee's immediate supervisor may deem it necessary to temporarily adjust the employee's work hours in order to address a particular need. An officer's schedule may be adjusted in accordance with the POA MOU.

Shift and Work Plans

Service Area lieutenants, patrol sergeants and patrol officers currently work the 4-day, 10-hour workday plan with 3 days off. Days off are designated during shift change. Staffing considerations are used to decide appropriate days off on each watch.

- First Watch hours are 0600-1600 hours.
- Second Watch hours are 1400-2400 hours.
- Third Watch hours are 2100-0700 hours.

Investigative sergeants, detectives, and Community Relations Officers are on the 4/10 plan.

Squad Conference

Squad conference (lineup) time is scheduled for the first thirty minutes of each shift. All officers are expected to clear for service upon the conclusion of lineup. A supervisor must approve any delays.

Eastern Division endorses the concept of Neighborhood Policing. Therefore, officers should address police-related problems and developments occurring within their areas of responsibility. In

addition to the dissemination of Department/Division information and In-Service training, squad conference time should be used to discuss and share information about area crime and suspects.

Incident Log

The command's Incident Log is to be used to summarize details of incidents that are noteworthy in nature that occur in Eastern Division.

Incident Log entries should be relevant, timely, and contain sufficient detail to document the incidents. Examples of noteworthy incidents may include:

- Incidents involving public figures, noteworthy individuals, or off-duty Police Department employees or other law enforcement personnel.
- Crimes resulting in serious injury or major financial loss.
- Missing juveniles under 10 years of age. Adults and juveniles (over 10 years of age) missing under unusual or suspicious circumstances.
- Incidents requiring command posts, special equipment, or callouts.
- Crime cases believed to be part of a series.
- Major arrests (including "Top Ten" and serial criminals).
- Incidents requiring coordination with, or assistance from, other agencies.

The supervisor most knowledgeable about the incident shall be responsible for making the Incident Log entry.

All supervisors shall review the Incident Log and Watch Commander's Log at the beginning of their shift prior to conducting lineup. Relevant information regarding incidents, crimes, and suspects should be disseminated to officers and detectives.

The Incident Log shall be maintained on Eastern Division's Home Page and reviewed each day at lineup. Incident entries shall be maintained for a minimum of thirty days.

The Captain and Service Area Lieutenants are to receive a copy of the Incident Log by e-mail when emailing the document to the Eastern Division Incident Log. It is the area Sergeant's responsibility to ensure this gets done.

Journals

It is the responsibility of all patrol officers to record and maintain a complete and informative Officers Daily Journal on their M.P.S.s, by using and understanding the S.D.P.D. Daily Journal Codes. Officer's daily journals will be created and reviewed in accordance with Department Procedure 6.05, Electronic Officer's Daily Journal.

Preliminary Investigations

Officers are expected to conduct accurate and thorough investigations in compliance with Department Procedure 6.06, Crime Scene Protection and Preliminary Investigation Reporting. Arrests and investigations are to be submitted by the end of the officer's shift unless they receive prior approval from their supervisor. The appropriate investigative sergeant will also be notified.

If the NetRMS system is not functioning properly, the report shall be handwritten and transposed by the officer when possible. A copy of all arrest reports, related reports, and investigations will be made for the appropriate area command investigative Sergeant.

- The following is the Crime Report Distribution of handwritten reports:
    - Officer makes appropriate copies and routes as follows:
        - Original to Records Division
        - Copy to appropriate investigative unit
        - Copy Of Misdemeanor Citations (For Scanning And Uploading To Netrms At A Later Date)
    - All original reports are sent to Records Division, except Misdemeanor Citations which go to Eastern Investigations.
    - No copies are to be made of the following:
        - Vehicle impound reports (unless impounded for evidentiary reasons)
        - Misdemeanor Citations
        - Vehicle collision reports

Overtime

It is incumbent upon all members of this command to appropriately manage their time so the accumulation of unnecessary overtime hours can be prevented. All supervisors are responsible for monitoring appropriateness of overtime usage.

Vacation Policy

At the beginning of each calendar year, a vacation schedule will be circulated throughout the command. Vacation requests will be approved based on the following priorities: rank; seniority within rank; and tenure within the Department. No more than one officer from each service area per watch may be scheduled for vacation at any one time.

Any deviation from this staffing policy must be approved by the Commanding Officer or Area Service Lieutenant. Additional requests for vacation time must be approved, in advance, by the immediate supervisor.

Leave Policy

Division personnel may enter the information into the electronic Redbook. Sergeants and above are then to approve the requests.

Approval for scheduled time off must be obtained from the officer's assigned sergeant. In the event of the sergeant's absence, officers may obtain approval only from a sergeant on their watch or their lieutenant or captain**.**

Supervisors approving a leave form will immediately forward it to our payroll clerk. This form may not be altered or changed after submission. If the weekly time sheets do not match timecards, the payroll clerk will go by the weekly time sheet.

Officers submitting leave requests must have sufficient accrued time on the books. Officers may not take earned time off from the current pay period. If it is discovered that an officer does not have sufficient time on the books to cover the request, the approval for the time off shall be revoked and that space made available to other officers.

Officers shall notify their supervisor immediately of any required or optional absence such as SWAT training, AOT, POST schools, 11-86 assignments, annual leave, TO's, industrial leave, injuries, military leave, sick, etc. All these absences impact minimum staffing levels.

Appearance

Personnel will wear clothing appropriate to their respective assignments. Attire must be neat, clean, and in good repair. Compliance with Department grooming standards, as set forth in Department Procedure 5.10, Uniform, Equipment and Weapons, and the Uniform Specifications Manual is expected.

Officers working light duty or the Investigations Unit will wear either a police uniform or appropriate business attire at the discretion of the Service Area Lieutenant.

Uniformed officers should exercise discretion in the selection of civilian attire to wear to and from work, keeping in mind their potential visibility to the public in and around the station. Clothing which displays vulgar or offensive language or portrayals should not be worn.

Inspections

Refer to the Police Department Inspections Guide for required inspections. The inspection guide is located in the Resource Library in the Inspections folder.

All personnel will be routinely inspected for appearance, equipment, and their adherence to policy, procedures, rules, and regulations. These inspections will take place at intervals designated by existing department procedures. Supervisors are responsible for completing appropriate inspection reports. The Service Area Lieutenants are responsible for ensuring all inspections are conducted appropriately and in a timely manner. All weapons not on the employee's person shall be locked and secured at all times.

Files

All police files are confidential and must be kept secure. File cabinets should be locked when unattended. Organizing and updating files will be the responsibility of all supervisory personnel.

Evidence and Property Disposition

Large quantities of property and items too large for property bins may be impounded in the bulk storage area next to Property Room (supervisor key to unlock). Property needed as evidence by other investigative units and certain specified items should be transported to the Property Room at Headquarters. (Refer to Department Procedure 3.02, 3.03, and 3.15 for appropriate instructions for impounding property.)

End of Shift Check-In

Routinely, patrol officers are not to return to the station any earlier than **(Deleted – records of security)**to end of shift (1st Watch - **(Deleted – records of security)**; 2nd Watch - **(Deleted – records of security)**; and 3rd Watch - **(Deleted – records of security)**). This will give them ample time to check in vehicles, radios, and distribute approved reports. Officers need to log-off their MPSs at that time to notify Communications they are 10-42. Officers must also remove tablets from their vehicle, storing them in the cart in the report room. Tablets must be plugged in to a data cable and power supply. Officers needing to return to the station earlier to complete reports, impounds, etc. must obtain supervisor's approval.

Officers are responsible for obtaining approval of their reports from a supervisor and properly submitting them. All reports and investigations must be completed and disseminated prior to the officer leaving the station.

Employee Orientation

One of the most significant events in the career of an employee is their assignment to a new division. The employee is then faced with learning new routines, getting acquainted with the geography, and establishing new working relationships. The transition is less traumatic when the time is taken to explain their new job responsibilities and orient them to their new workplace.

As soon as practical, the newly assigned employee should be introduced to investigators, patrol personnel, clerical staff, and station administration by the assigned supervisor or their designee.

Station Security

Persons who are not department employees are not allowed free access to the station. Although members of the public are invited and encouraged to visit our facility, they shall be escorted while inside the building.

Sworn and civilian employees should challenge identification of persons in the facility who are not known and not with an escort. Employees shall display a badge or city identification card while on the premises.

General Procedures

Proper identification will be displayed at all times while on station property.

Sworn personnel shall challenge individuals not displaying proper visible identification who are discovered on station property. Civilian employees and volunteers who discover individuals without proper identification are to notify a sworn officer immediately.

Family members and guests of employees, including Ride-Alongs, will not be allowed to roam the facility or access locker rooms unless escorted by their host.

Ride-Alongs and family members of employees are prohibited from attending line-ups, without prior supervisory approval, or from being within view of computer terminals that are being used to access restricted records or files.

Station Property

All access doors to the building will be kept closed and locked unless attended by sworn personnel. (The only exception to this is the Front Lobby door, which will remain unlocked during normal business hours while a sworn officer is in attendance).

Exterior and Interior security doors shall not be left propped opened.

Employees are not to leave personal vehicles parked in station lots for more than (1) one work day without obtaining permission from the Staff Officer.

Supervisors are not to allow duplication of keys issued to them. When appropriate, supervisors should provide their keys to those chosen to act for them in their absence.

Personnel discovering a malfunctioning parking lot gate or access door to the building are to notify the Staff Officer or a supervisor immediately. A broken gate or access door will not be left unattended or unsecured. If a malfunction occurs after hours or on weekends, the on-duty supervisor will notify the Watch Commander, who will arrange for emergency repair services.

Armory

The Armory Door is to remain closed and locked unless occupied.

The Staff Officer will conduct periodic inspections of the sign out/in logs to ensure compliance with procedures.

Building Operations

The intent of this section of the manual is to acquaint all Eastern Division personnel with the design of the building and the day-to-day operations within. It is the responsibility of all employees to ensure the building remains clean and orderly.

Property / Supply

As of February, 2019, the Property Room no longer has customer service hours scheduled

Officers will place impounded property and evidence (excluding items listed in Department Procedures 3.02, 3.03, and 3.15) in the individual property bins attached to the wall and complete an entry on the Impound Log.

Long rifles and shotguns will be impounded in the wall locker located inside the Impound Room.

The Armory

Bean Bag shotguns, spare beanbags, radar/lidar, 40mm, and portable radio batteries are housed in the Armory. The Armory will be locked at all times.

Locker Rooms

The Staff Officer is responsible for assigning a locker to Eastern Division personnel. Employees must place a Dyno-tape label on the door of each occupied locker to identify the occupant. The Staff Officer will ensure periodic inspection for compliance. Lockers should be locked when not in use.

Employees using the locker rooms will maintain the area in a neat and clean condition. Any

photos, drawings and other decorations on the exterior of lockers or that can be viewed by other employees shall be appropriate. No vulgar or offensive items or depictions shall be permitted. Stickers or other items that cannot be completely removed shall not be affixed to lockers.

Exercise Room

Personnel using exercise equipment are expected to follow reasonable safety procedures and return equipment to its proper place when finished. Children of police or city employees and all other non-employees are not authorized to use the exercise room.

Patrol Sergeants Office

The following is contained in the Patrol Sergeant's Office:

- Patrol files and staff report forms
- Citations

Report Room

- Blank report forms will be kept in the Report Room.
- It is the responsibility of the Patrol Sergeants to ensure this room is kept neat and orderly.

Squad Conference Room

- This is a multi-purpose meeting room, used primarily for patrol squad conferences and training.
- The DVD recorder and television monitor, Investigative Supplements, Crime Analysis folders, and beat crime files are kept in the Squad Conference Room.
- It is the responsibility of the lineup sergeant to ensure the room is left in a neat and orderly condition.
- Civilians on station tours will not be permitted in the Squad Conference Room without supervisory approval.

Waiting Rooms (Detentions Areas)

Two rooms are designed for the temporary detention of adult and juvenile suspects. Adult and juvenile suspects/detainees are to be handled in specific ways. Juveniles cannot be detained more than six hours.

ADULTS (18 YEARS OR OLDER)

May be handcuffed, or not, at officer's discretion. Detaining officers shall respond to reasonable requests for restroom use, water, etc.

JUVENILES

May or may not be handcuffed, at the officer's discretion. Detaining officers shall:

- Respond to reasonable requests for restroom use, water, food, etc.
- Maintain constant visual police supervision.
- Enter pertinent information into the "Juvenile Detention Log."
- Ensure a supervisor approves detention log entries.
- Separate juveniles from adults
- Ensure males and female detainees are kept separated.

For additional information and procedures for detaining juveniles, refer to Department Procedure 3.08, Juvenile Procedures.

Heavily inebriated (i.e., passed out) persons are not permitted in "waiting rooms" unless under constant surveillance.

The "waiting room" could be utilized to place witnesses that need constant supervision. Do not lock or handcuff them.

Victims of crimes are not to be placed in a "waiting room".

Resource Room

The Resource Room contains the following equipment or resources:

- Computer Equipment
    - Five (5) LAN Connected Computer Systems
    - One Printer
- A file drawer containing Patrol Officers' mail folders
    - Officers should check their mail bin and e-mail at the **BEGINNING AND END OF EVERY SHIFT.** Any new messages or material should be removed and acted upon as soon as possible.
- Storage bins
- Shredder
- Lost and Found

All Eastern personnel shall help in keeping the Resource Room clean and organized. Please dispose of all unwanted paper or material.

Lounge (Lunch Room)

- The lounge is for the convenience of all Eastern Division employees. It is every employee's responsibility to clean up after himself or herself.

- Vending machines and coffee machines are provided with vendor services coordinated by the Eastern Division Coffee Fund Committee.

Community Meeting Room

The Community Meeting Room is available for use by police-sanctioned groups and police-related functions during regular business hours (0800 - 1700 hours; Monday through Friday; holidays excluded). Non-profit community and school groups may request to use the meeting room, provided their intended activity is not of a political, religious, or commercial nature.

Exceptions to "Regular Business Hours" use of the Community Meeting Room will be considered when a San Diego Police Officer will be in attendance and assumes responsibility for building security.

The following rules and restrictions shall govern use of the Community Meeting Room:

- The maximum room capacity (25 persons) shall not be exceeded.
- Smoking is prohibited as detailed in Department Procedure 5.05, Use of Tobacco Products.
- Food and beverages are allowed under controlled circumstances.

The Police Department is not responsible for property left on the premises. It will be the responsibility of the group or organization occupying the room to return it to its original condition upon conclusion of the meeting. Failure to do so will result in loss of scheduling privileges.

Requests for scheduled meetings must be pre-approved by the Staff Officer before the Community Meeting Room can be reserved in the Department-wide computer system.

Copy Machines

All personnel will receive training in the operation of the copiers. The clerical staff, all sergeants and detectives will be trained to replace paper supplies and make minor machine repairs (paper jams, addition of toner, etc.).

The "key operator" will notify the vendor of machine malfunctions requiring the attention of a service representative. A short note describing the problem should be left in her/his in-basket.

Thermostat

Malfunctions of, or complaints about, the climate control system should be forwarded directly to the Staff Officer who will coordinate necessary repairs or adjustments.

Bulletin Boards

Other city employees and members of the general public frequently view bulletin boards within the Eastern Division Station. Their appearance and the materials posted are a reflection of our professionalism and the pride we take in our station.

A portion of the bulletin boards in the Employee Lounge are available for use by employees of the Police Department who want to buy, sell, rent, lease, give away, or exchange personal property, pets, real estate, or non-commercial services.

The following guidelines and restrictions shall govern the posting of notices and other materials:

- All materials must have the approval of an Eastern Division Supervisor (indicated by legible initials and date) prior to posting.

- Items being sold, rented, exchanged, etc. should be listed on a card or clean sheet of paper no larger than 8.5" x 11" (exceptions must have the approval of the Staff Officer or above). A photograph (if attached) may accompany the notice.

- All notices must be removed from the bulletin board 30 days after posting (exceptions must be approved by the Staff Officer or above).

- The bulletin board in the Exercise Room may only be used for the posting of notices and materials pertaining to physical fitness, conditioning, or recreation.

Inter-Agency Notification

Background

The nature of undercover investigations and the proliferation of task forces and teams involved in cross jurisdiction surveillance and various types of enforcement emphasize the importance of an accepted protocol for interagency notifications.

Equally important is the need for recognized procedures in the event of field contacts or confrontation between uniformed and plainclothes officers.

This policy shall address these two issues:
1) A protocol for the notification of planned events in another agency's jurisdiction; and
2) Suggested procedures to follow in situations involving a field contact or confrontation between undercover officers and uniformed personnel.

Definitions

A service agency is the law enforcement agency initiating an investigation or planned event, which enters into another agency's jurisdiction.

A venue agency is that law enforcement agency having primary responsibility for the delivery of police services in a geographical area.

A planned event is a law enforcement activity, which can be/is planned in advance, such as the service of a search or arrest warrant, a money or narcotic show, a protracted surveillance, etc.

Notification

Prior to a planned event, the service agency shall notify the venue agency, in a timely manner, of the proposed event. Notification will normally be to the venue agency's Watch Commander. Such notification should include:

- The time and location of the planned event and the names of involved persons, if applicable.
- The nature of the planned event, i.e., search warrant, etc.
- An assessment of the potential for problems.
- What assistance, if any, is or may be required of the venue agency.
- Description of vehicles involved (suspect and police).

Narcotics-Related Investigations

The following additional steps shall be taken to avoid confrontation between various law enforcement officers involved in narcotics-related cases and reduce the overlap of investigative steps taken:

Inquiry to Western States Information Network (WSIN) through SDLECC (San Diego Law Enforcement Coordination Center) phone number: **(Redacted – record exempt)**

- .

- Inquiry to the specific venue agency Narcotics Division, i.e. Narcotics Section, for San Diego Police Department.

- Inquiry to the San Diego County Integrated Narcotics Task Force.

Once received, the venue agency is responsible for:

- Maintaining the confidentiality of the information. Any intra-departmental notifications, which they deem appropriate, i.e. Communications, Watch Commander, Area Captain, etc.

- Providing reasonable assistance, if requested.

At the conclusion of the event, the service agency shall make an exit notification to advise of the event's termination. If possible, this notification should be to the same individuals or their relief. Should the event result in a noteworthy incident (i.e., a large seizure, arrest of a notable person, etc.), this information shall likewise be conveyed to the venue agency. Press notifications, if appropriate, should be handled by the service agency or jointly.

Field Contacts/Confrontations

Because plainclothes/undercover officers are not readily identifiable as law enforcement officers, contacts between them and uniformed personnel include the potential for confrontation. The primary responsibility for avoiding or defusing this risk lies with the non-uniformed officer(s).

Their actions and demeanor when contacted by a uniformed officer is critically important. The following suggestions are intended to assist in avoiding or alleviating the tension possible in such contacts:

- When officers and/or detectives are participating in enforcement action, the officers involved in the contact will wear clothing (such as a tactical vest with the word **POLICE** clearly printed on it) that clearly identifies the officers.

- When not clearly identified as a police officer, the undercover officer should:

- Carry his/her firearm well-concealed, rather than partially or completely exposed to view.

- When stopped, they will identify themselves verbally and indicate where credentials and weapons are located.

- Follow the instructions of the uniformed officer explicitly.

  Avoid any sudden movement, which could be interpreted as suspicious or threatening. Keep hands in sight and open.

  Comply with any requests of the uniformed officer without hesitation.

- Be prepared to provide the phone number and name of a supervisor or other agency member who may be contacted for verification as requested by the uniformed officer.

Unplanned Events

Recognizing the changing nature and direction that investigations may take, service agencies may find it necessary to enter into a venue agency's jurisdiction without prior coordination. In such instances, the venue agency will be notified as soon as possible.

Moral Fund Policy

Purpose

This policy is intended to establish guidelines for the formulation and maintenance of a non-profit morale fund for all divisions and units assigned within the Operational Support Administration.

The fund shall generate monies through the sale of coffee, soft drinks, or food items via vending machines or on-site sales.

Additionally, monies may be generated by the sale of divisional shirts, coffee mugs or any other items proposed by the committee with approval of the division's commanding officer and coffee fund committee.

The Eastern Division Morale Fund is the exclusive property of all personnel permanently assigned to the Eastern Division area command. The sole purpose for the fund's existence is to improve morale and better the physical working conditions for all.

Newly assigned personnel are immediately vested as full shareholders so long as they remain assigned to the command.

Committee

The morale fund shall be administered by the Division staff officer, and two other Eastern employees.

The Fund Manager will oversee the administrative details of the committee, such as scheduling and facilitation of meetings and assignment of issues pertaining to the fund.

The division's commanding officer shall have the overall responsibility for the moral fund. The moral fund routinely disburses monies for the purchase of coffee, cream and sugar, cups, paper plates, and plastic eating utensils.

Extraordinary expenses, such as shift change parties, cooking equipment, weight room equipment or any other expenditure requested by a member, shall be approved by a majority vote of the committee and documented in memoranda detailing the expenditure. The memoranda shall be signed by the approving committee members and retained by the Staff Officer for a minimum of two (2) years from the date of the expenditure.

Accountability Of Funds

The Staff Officer shall maintain a bookkeeping system to document the income and expenses of the Fund. This system shall be in the form of a written journal detailing each transaction and a checkbook register to document deposits and withdrawals.

The Staff Officer shall make the books available to any member upon request.

Detailed receipts shall be presented for all expenditures and be retained for a minimum of two (2) years.

The fund monies shall be kept in a financial institution selected by the committee. This account will have no more than two persons authorized to make withdrawals. An amount over $150.00 at any one time shall require signature of both parties designated. Otherwise, a single authorized signature is appropriate. Access to coffee fund monies shall be restricted to assigned personnel only.

An annual financial statement will be presented to the commanding officer for review at the end of the fiscal year. The annual statement will be kept for a period of five years. This report will be made available to any member of the command upon request.

Expenditure Of Funds

All requests for the expenditure of funds shall be made to the committee verbally or in writing. The committee will consider and vote on each request. In any case where the committee denies a request, the person making this request shall be notified.

If for any reason, a fund is dissolved, the committee will recommend how to disburse the remaining balance. Final approval for this shall remain with the division commanding officer.

The Fund Does Not Lend Money For Any Purpose

Fund members, while they enjoy a joint "ownership", are not allowed personal access to the assets. The fund will **NOT** LOAN MONEY FOR ANY PURPOSE.

All members, however, are encouraged to propose uses for the Fund assets. Prior expenditures have included a gas barbeque grill for the station lunchroom, shirts with the Eastern Division logo, contributions to charitable organizations, shift change parties, flowers, cards and parties for departing members.

Eastern Division "Top Cop" Award

Eastern Division's highest award is the "Top Cop" award. This award seeks to honor the well-balanced patrol officer who consistently performs all patrol duties in a competent and satisfactory manner. It seeks to award not an individual event but rather, to honor an officer's steady and consistent patrol efforts during the month. This award is reserved for officers serving in a uniformed patrol capacity and is separate from the SDPOA Officer of the Shift award.

Awardee selections are fielded from supervisor recommendations, with Command Staff making the final determination of which officer shall be recognized. Officers who are awarded will receive:

- An award citation (equivalent to a Commanding Officer's Citation);
- one (1) discretionary day off; and
- exclusive access to the use of a pre-designated and marked "Top Cop" patrol vehicle, in which they may leave all gear (excluding firearms) for the entire shift.

When an officer is awarded "Top Cop," a copy of the award citation and their photograph will be displayed on the award board which is directly outside of the patrol lineup room. Additionally, a copy of the citation shall be sent to Human Resources for placement in their permanent file as well as a copy being placed in their divisional file.