Neighborhood Policing Division

Operations Manual

October 2026

San Diego Police Department

Scott M. Wahl

Chief of Police

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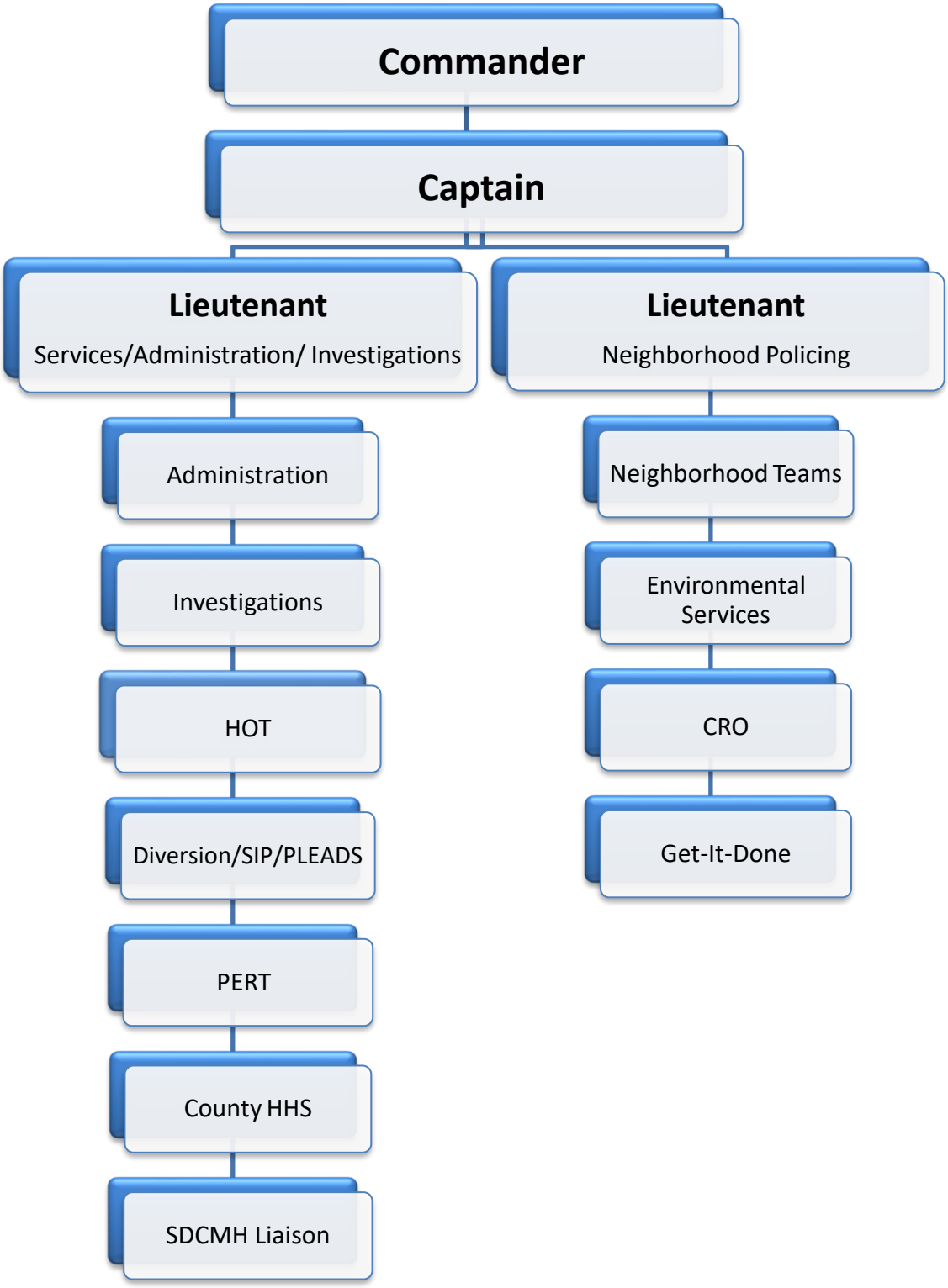
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Section I. # MISSION STATEMENT

The Neighborhood Policing Division's mission is to enhance the quality of life and safety in San Diego's neighborhoods in a manner that is compassionate, professional, and fair to all by effectively responding to community concerns while also ensuring equal rights and treatment for all San Diegans.

Section II. **CHAIN OF COMMAND**



Section III. # ADMINSTRATION

This manual establishes the Neighborhood Policing Division's operating framework for outreach, neighborhood problem-solving, lawful enforcement, City abatement coordination, crisis response, and community partnerships. It applies to sworn and civilian personnel assigned to the Division, subject to their roles and authority. All roles described assume personnel adhere to all standards articulated in their official Performance Plan.

Controlling order: The Constitution, federal and California law, controlling court decisions, San Diego Municipal Code (SDMC), City Charter and Administrative Regulations, and current SDPD Department Policies and Procedures. This manual supplements those authorities.

All personnel shall be responsible for maintaining a professional work environment free from offensive behavior, in compliance with applicable laws and Department policies and procedures.

CAPTAIN

The Neighborhood Policing Division Captain reports directly to the Commander of Neighborhood Policing. The captain is responsible for all phases of day-to-day operations of the division. The captain establishes operational policies and guidelines to support the department's and division's mission statements.

Duties and responsibilities include, but are not limited to the following:

- Assigns job responsibilities, sets performance standards, and work priorities.
- Ensures proper response to community needs and crime problems under the Neighborhood Policing area of responsibility and guidelines.
- Establishes and fosters relationships while directly communicating with community leaders, including City Council representatives, to facilitate collaborative problem-solving efforts.
- Responsible for Strategic Planning and maintaining E.E.O. standards.
- Promotes problem-solving at all levels of the Division and encourages community participation in problem-solving and issue identification to maintain strong partnerships.
- Conducts periodic supervisors' meetings and attends periodic patrol line-ups and detective briefings.
- Participates in key community meetings and maintains liaison with area agencies.

NEIGHBORHOOD POLICING TEAM LIEUTENANT

Duties and responsibilities include, but are not limited to the following:

- Twenty-four-hour management responsibility of Neighborhood Policing Team personnel.
- Supervises and evaluates the Neighborhood Policing Team Sergeants and the Environmental Services employee assigned to NPT.
- Reviews and evaluates crime analysis publications, related statistical data, and facilitates problem-solving efforts to address area problems.
- Prepares and coordinates staff reports including quarterly reports and discipline reports.
- Monitors personnel and equipment needs and recommends resource allocation and provides annual budget documentation.
- Monitors staffing of Neighborhood Policing personnel.
- Identifies training needs, coordinates In-Service Class assignments, and reviews the application process for course attendance.
- Establishes relationships and interacts with community leaders, school administrators, business leaders, residents, and other key stakeholders to identify problems, strategize and implement solutions through partnership efforts.
- Evaluates and recommends personnel for specialized assignments and promotions.
- Collects and evaluates strategic management information and makes appropriate recommendations to the Division Captain.
- Liaises with the Department's specialized investigative units and, when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, District Attorney's Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.
- Oversees participation of Sergeants and Officers at certain community meetings.
- Participates in key community meetings when necessary.
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SERVICES / ADMINISTRATION / INVESTIGATIONS LIEUTENANT

General Services duties and responsibilities include, but are not limited to the following:

- Twenty-four-hour management responsibility for the Homeless Outreach Team, Serial Inebriate Program (SIP), Prosecution and Law Enforcement Assisted Diversion Services (PLEADS), PERT (coordinate with the PERT program for the department), the HOT beds, and Health and Human Services personnel within the Department.

- Supervises Homeless Outreach Team Sergeants.

- Supervises the Operations Support Specialist.

- Reviews and evaluates crime analysis publications, related statistical data, and facilitates problem-solving efforts to address problem areas.

- Prepares and coordinates staff reports including quarterly reports and discipline reports.

- Monitors personnel and equipment needs and recommends resource allocation and provides annual budget documentation.

- Identifies training needs, coordinates In-Service Class assignments, and reviews the application process for course attendance.

- Establishes relationships and interacts with community leaders, school administrators, business leaders, residents, and other key stakeholders to identify problems, strategize, and implement solutions through partnership efforts.

- Collects and evaluates strategic management information and makes appropriate recommendations to the Division Captain.

- Liaises with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, District Attorney's Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.

- Oversees participation of Sergeants and Officers at certain community meetings.

- Participates in key community meetings when necessary.

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- Represents the San Diego Police Department as a member of the PERT county-wide council. Assists PERT with training to the community and at the various PERT academies (as needed).
- Coordinates with PERT staff to help resolve issues involving LPS facilities.
- Department liaison to San Diego County Mental Health Hospital.
- Department sworn personnel liaison to Mobile Crisis Response Team (MCRT).
- Reviews and updates SDPD policies and procedures involving PERT and mental health procedures.
- Facilitates responses to California Public Records Act (CPRA) requests.
- Oversees the Field Training Officer program for the division.
- Coordinates tasks, scheduling, and supervision of light-duty personnel.

Investigation duties and responsibilities include, but are not limited to the following:

- Twenty-four-hour management responsibility for investigations and Administrations
- Supervises the Detective Sergeant and administrative personnel
- Reviews and evaluates crime analysis publications, related statistical data, and facilitates problem-solving efforts to address problem areas.
- Monitors personnel and equipment needs and recommends resource allocation and provides annual budget documentation.
- Identifies training needs, coordinates In-Service Class assignments, and reviews the application process for course attendance.
- Liaises with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, District Attorney's Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.
- Coordinates Chaplain ride-a-long scheduling.
- Identifies, coordinates, and schedules training for NPD.

ADMINISTRATIVE PERSONNEL

Officers designated as administrative personnel report directly to the Services / Administration / Investigations Unit Lieutenant. The officer assists with the administrative operations of the Division.

Duties and responsibilities include, but are not limited to the following:

- Provides security for the station during normal business hours.
- Monitors the use of the division bulletin boards.
- Maintains equipment inventories and ensures their operability. Inventory items may include shotguns, tasers, vehicles, portable radios, alco-sensors, cell phones, cameras, recorders, video cameras, game cameras, batteries, and other station equipment.
- Arranges facility repairs, assigns equipment, and orders operational equipment and supplies as needed.
- Maintains an inventory/inspection log for division equipment.
- Maintains a use/reservation log for the Police Plaza meeting rooms.
- Prepares reports as directed by the Commanding Officer and Division Lieutenants.
- Issues facility and equipment keys to appropriate staff and maintains key control.
- Conducts inspections according to Division and Department policies and procedures.
- Oversees the day-to-day maintenance and cleaning of the substation.
- Inspects any holding cell area (if they exist) to ascertain maintenance, cleanliness, and safety.
- Manages the division's vehicle inventory and assignment roster.

Section IV. HOMELESS OUTREACH TEAM

The Homeless Outreach Team (HOT) is comprised of Neighborhood Policing Division officers whose principal role is to provide services in coordination with care partners throughout the County of San Diego in a collaborative manner.

GOALS

HOT leads a collaborative effort with community-based organizations while providing a compassionate and socially responsible approach toward improving the quality of life for chronically homeless individuals. HOT offers outreach to individuals experiencing

homelessness with a wide array of needs, especially to those individuals who are service-resistant.

The HOT model of outreach enables PERT clinicians and SD County HHSA specialists to meet individuals experiencing homelessness where they are currently staying or loitering (e.g., streets, canyons, alleys, parks), rather than relying on chronically resistant individuals to seek services on their own.

To break down the barriers to resistance, HOT rides in vans clearly marked as Homeless Outreach Team and does not generally make contact for enforcement purposes. This allows the PERT clinicians, HHSA service specialists, and community outreach workers (when riding with HOT) to build trust with these individuals to develop a plan to end their cycle of homelessness by utilizing all available resources and by providing evaluation and assessment of social services, mental health, or law enforcement needs.

HOT serves as a department-wide resource for patrol and NPT when responding to citywide community issues involving the chronically homeless.

OBJECTIVES

The team will conduct outreach activities citywide as directed by the Captain of the Neighborhood Policing Division and the Homeless Outreach Lieutenant.

RULES AND REGULATIONS

Sworn personnel shall wear Class C uniforms or other attire approved by the Division Captain. This includes the designated HOT uniform: a blue polo shirt with a stitched name and badge, and 5.11 Stryker model pants in Battle Brown (Item number 74369).

Civilian personnel shall wear Homeless Outreach Team shirts as directed by HHSA or PERT. All personnel shall always present a professional appearance in dress and grooming standards unless excused by the Chief of Police due to special assignments.

Team members calling in an absence shall notify the HOT supervisor and their respective agency at their earliest opportunity.

Police personnel shall submit a leave request and receive supervisory approval prior to taking leave. Leave requests shall be submitted in compliance with established department policies. Such time-off shall be indicated in the Department's computerized "Red Book."

Civilian personnel requesting leave must receive approval from their unit supervisor and their respective agency.

All office doors shall remain secure when there are no employees in the office. Computers, office machines, and other power appliances will be either turned off or placed in the appropriate mode when not in use.

HOMELESS COMPLAINTS

The following procedure will be followed when handling Homeless complaints generated by citizens and/or officers by phone or email.

- The assigned HOT officer will check the HOT designated phone **(Deleted – records of security)** and email **(Deleted – records of security)** every day and write down all pertinent information pertaining to the call, with a goal of responding within 24 hours.

- The assigned HOT officer will give the information to his/her supervisor for review and, if necessary, dissemination.

- The assigned HOT officer will evaluate the complaint and come up with a plan to find a resolution. The HOT officer will document what was done and who was contacted to address the complaint.

- The assigned HOT officer will provide the complainant with a brief disposition of the complaint.

Any schedule adjustments for police personnel must adhere to the Memorandum of Understanding between the City of San Diego and the Police Officers Association.

The County of San Diego Health and Human Services Supervisor must authorize schedule adjustments for County employees.

The Executive Director of PERT Inc. must authorize schedule adjustments for PERT, Inc. employees.

COORDINATED OUTREACH EVENTS

HOT supports Coordinated Outreach Events put on by the City of San Diego's Homelessness Strategies and Solutions Department.

In addition to the weekly outreach events, HOT will collaborate with other law enforcement agencies, MTS, and other agencies calling upon the support of HOT.

ROLES AND RESPONSIBILITIES

The City of San Diego Police Department has assumed the primary administrative responsibility for coordinating HOT activities for the division.

All police personnel assigned to HOT are assigned to the Neighborhood Policing Division. The Health and Human Services Agency (HHSA) Specialists are employees of the County of San Diego. The Psychiatric Emergency Response Team (PERT) clinicians are employees of Community Research Foundation (CRF).

HOT SERGEANTS

HOT Sergeants report directly to the Service/Administration/Investigation Lieutenant. HOT Sergeants are responsible for overseeing the day-to-day operations of sworn officers and other non-sworn personnel, including, but not limited to, the following positions:

1. Police Officer II
2. PERT Clinicians
3. Health and Human Services Specialists
4. Provisional Officers
5. Health and Human Services case managers/social workers managing the HOT beds at St. Vincent de Paul.

If a situation arises that involves a member of the HHSA or PERT and the sergeant is unable to resolve it, the sergeant will notify the appropriate-level supervisor for the agency involved.

Duties and responsibilities include, but are not limited to the following:

- Field supervision of all Homeless Outreach personnel.
- Be willing and able to obtain City van certification.
- Maintain divisional personnel files of all police personnel assigned to the team. These files will be maintained in the Services/Administration/Investigation Lieutenant's office.
- Represent HOT at community meetings.
- Liaises with homeless service providers and various organizational groups throughout the County concerning HOT activities such as County Health and Human Services Agency and PERT, Inc.
- Reports on HOT activity to the Neighborhood Policing Division Captain and Homeless Outreach Team Lieutenant.
- Training on HOT to area commands.
- Perform other administrative duties as required.
- The HOT sergeants will rotate on-call duties on a weekly basis. The on-call sergeant will not take a department vehicle home. They will only be responsible for answering their phone to facilitate services/placements or answer questions for officers in the field. An updated on-call list will be maintained by the Watch Commander's Office.
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HOT OFFICER

The police officers assigned to the Homeless Outreach Team report directly to the HOT Sergeants. HOT officers are primarily responsible for offering services and assistance to homeless individuals, building trust with them, to help them acquire the tools to address their homelessness.

Duties and responsibilities include, but are not limited to, the following:

- Provide safety for all team members.
- Provide police related record checks.
- Be willing and able to obtain City van certification.
- Participate in team, community or service provider meetings
- Facilitate client case management.
- Train new team members.
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PERT CLINICIAN

PERT clinicians assigned to the team are employees of Community Research Foundation (CRF). The Executive Director of PERT is responsible for staffing, performance monitoring, performance ratings, and leave approval of PERT clinicians. PERT clinicians are primarily responsible for providing referrals for mental health services and coordinating clinical placements of individuals experiencing mental crisis.

Duties and responsibilities include, but are not limited to, the following:

- Perform field evaluation of client mental status and make appropriate recommendations for placement at an appropriate mental health facility, crisis house, hospitalization, field release, etc.
- Promote, establish, and maintain collaboration with mental health facilities and providers in community programs and agencies, appropriate hospital facilities, jails, emergency medical programs, and other support systems.
- Know current legal and ethical issues related to mental illness.
- Complete all PERT case file forms, case management updates and mental health facility admittance forms.
- Attend HOT squad meetings, trainings, and service provider meetings as necessary.

- Provide training and promote team relations.

- Train new PERT clinicians as needed.

HEALTH AND HUMAN SERVICES SPECIALISTS

Health and Human Services Specialists (HSS) assigned to the Homeless Outreach Team are employees of the County of San Diego. The County of San Diego Health and Human Services Supervisor has responsibility for staffing, performance monitoring, performance ratings and leave approval.

HSS is primarily responsible for helping eligible individuals access social service and support programs.

Duties and responsibilities include, but are not limited to the following:

- Conduct eligibility evaluations and assessments of clients.

- Formulate an appropriate treatment plan to meet the client's eligibility needs.

- Check social service records to determine if a client is already receiving assistance; notify assigned caseworker when appropriate.

- Knowledge of resources for homeless individuals and families including, but not limited to, CalWORKs, Food Stamps, General Relief, Social Security and Veterans Benefits, and Housing Navigation.

- Knowledge of case management document procedures.

- Participate in meetings and collaborate with outside agencies, advocacy groups, business groups, and City and County Administration.

- Participate in multi-agency training and weekly team meetings.

- Compile statistics of client utilization of services, and provide data to City Manager, Board of Supervisors, PERT. and San Diego Police Department as requested.

Section V. NEIGHBORHOOD POLICING TEAM

The Neighborhood Policing Team (NPT) shall address neighborhood concerns and quality-of-life issues brought forward by citizens and businesses within the City of San Diego. NPT develops working relationships with community groups, businesses, social agencies, law enforcement agencies, and religious institutions that interact with the homeless to deliver effective responses.

GOALS

NPT's primary goal is proactive and reactive law enforcement.

OBJECTIVES

NPT will work with the Homeless Outreach Team and Neighborhood Policing Division Investigators to address quality-of-life issues in the City of San Diego. The team will work closely with the City Attorney's Neighborhood Justice Unit (NJU) to ensure compliance with the latest case law as it pertains to crimes associated with homelessness.

NPT will also help with the identification and apprehension of outstanding suspects, particularly within the homeless population.

RULES AND REGULATIONS

Sworn personnel shall wear Class C uniforms, business-like attire, or other attire as directed by the unit supervisor. All personnel shall maintain professional dress and grooming standards unless excused by the Chief of Police for special assignments.

Police personnel shall submit a leave request and receive supervisory approval prior to taking leave. These requests shall be submitted in compliance with established department policies. Such time off shall be indicated in the Department "Red Book."

ROLES AND RESPONSIBILITIES

NPT comprises several teams of officers and sergeants assigned to designated areas throughout the City of San Diego. NPT will utilize various resources and progressive enforcement to eliminate or reduce quality-of-life problems, particularly those which occur in areas identified by the community, through innovative strategies and tactics.

NPT SERGEANT

Each NPT Sergeant reports directly to the Neighborhood Policing Lieutenant. NPT Sergeants supervise the daily activity of NPT Officers and other personnel in the field.

Duties and responsibilities include, but are not limited to, the following:

- Educate and train officers to use their uncommitted time to apply problem-solving techniques and proactive enforcement.

- Coordinate team activities with investigative personnel and other teams within the Division.

- Receive, evaluate, and assign Get-it-Done complaints to the appropriate NPT officers.
- Conduct meetings and briefings to identify crime trends.
- Keep the NPT Lieutenant informed of any significant field problems, community activities, or staffing and personnel issues.
- Make recommendations to the NPT Lieutenant regarding work priorities and training needs.
- Evaluate problem-solving activities initiated by officers.
- Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.
- Liaise with community groups and participate periodically in key community meetings.
- Monitor and evaluate officer safety techniques.
- Ensure service and return of Random Drug Tests assigned to their officers.
- Oversee participation of NPT officers in community meetings.
- Liaise with the Field Lieutenant, Watch Commander and request assistance from specialized units when necessary.
- Conduct squad conferences, issue subpoenas, review crime information and obtain officer input during lineups.
- Investigate and/or address CCF's, Route Slips, Citizen Request Forms, Get-It-Done Complaints, and prepare related reports.
- Assist Environmental Services Division (ESD) with abatements as necessary.
- Inform administrative personnel about the medical status of injured officers.
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- **(Deleted – records of security)**
- **(Deleted – records of security)**

NPT OFFICER

NPT officers report directly to an NPT sergeant.

Duties and responsibilities include, but are not limited to, the following:

- Identify crime trends and initiate appropriate responses.
- Develop community partnerships and encourage community assistance in problem solving.
- Keep sergeants informed of any significant incidents and crime issues.
- Dedicate uncommitted time to work on problem solving efforts.
- Alert supervisors of possible citizen complaints.
- Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity.
- **(Redacted – record exempt)**
- Educate citizens and the business community on crime prevention techniques.
- Seek knowledge of community leaders/groups and attend community meetings/forums.
- Assist with abatements in cooperation with ESD as necessary.
- **(Deleted – records of security)**

GET-IT-DONE (GID) COMPLAINTS

Supervisors or their designee, who have personnel assigned to them who are responsible for addressing Get-It-Done (GID) service requests, will conduct a monthly inspection of closed service requests on the GID application. The inspections will ensure that the service requests contain the appropriate closure details and that the most appropriate communication code was used.

If the Lieutenant identifies a discrepancy in the service request closure, he or she will follow up with the employee to verify the closure details and communication code used. If the Lieutenant is satisfied with the reason, then no further action is required.

If the Lieutenant finds inaccuracies or errors in the service request closure, appropriate action will be taken to correct the issue, including additional training on the use of the GID application when necessary. Once addressed, the Lieutenant or designee will then re-inspect the closed GID service request to confirm the corrections were made.

DIRECT PLACEMENT DIVERSION INTO HOT BEDS

When an NPT officer contacts a homeless individual during an enforcement contact, the officer

will follow the following protocol:

1. If the individual has committed a felony crime, the officer will take appropriate enforcement per Department policies and procedures.

2. If the individual has committed a misdemeanor quality-of-life crime, such as illegal lodging or encroachment, BEFORE the officer tells the subject what enforcement action they could take, the officer will take the following steps:

    a. Check for warrants, 290 PC, and arson registration status. Individuals with these conditions will not be accepted into the HOT beds. The officer should take the appropriate level of enforcement and does not need to offer a HOT bed.

    b. Ask the subject the following three questions:

        1. **Are you currently in a shelter?**
            a) If yes, ask them why they are choosing to live in the streets and proceed to the next question.
            b) If no, proceed to the next question.
        2. **Have you ever been in a shelter?**
            a) If yes, ask them what happened that they are no longer in a shelter and proceed to the next question.
            b) If no, proceed to the next question.
        3. **If there is a shelter bed available, are you willing to go?**
            a) If yes, proceed to next step.
            b) If no, take the appropriate level of enforcement action AND proceed to the next step only to inquire if there was a bed available and document in your report.

    c. C**(Redacted – record exempt)**

    d. If there is no bed available, if the subject is on the Do Not Return (DNR) list, or they cannot place the subject into a HOT bed for ANY reason, the officer will contact HOT (0500-1500) or the on-call HOT sergeant, via the Watch Commander. This includes any time the officer believes the expertise of a HOT officer is needed to assist with the special needs of the individual.

    e. If they can place the individual into the shelter bed, the officer will inform the intake person of the transport and provide an estimated time of arrival. HOT is not to be used as a transport unit for basic direct placements into shelter beds.

    f. Upon arrival at the shelter, the intake person will meet the officer outside the facility. The officer will provide the intake staff with the individual's name, date of birth, and the officer's name.

g. The officer will complete a detention report, indicating the reason for the initial contact and information regarding the conversation with the shelter staff.

PROGRESSIVE ENFORCEMENT MODEL

NPT officers will use a progressive enforcement model when addressing quality-of-life offenses. Each step in the progressive enforcement model escalates the level of enforcement based on prior encounters and offers of shelter and services.

Officers shall follow the 4-Step progressive enforcement model for 54.0110 SDMC, Encroachment below:

1. During the 1st encounter, officers will offer a shelter bed, issue a warning, and educate the individual on the law of which they are in violation. If the individual accepts the shelter bed, officers will take the individual to the available shelter bed location.

2. During the 2nd encounter, officers will offer a shelter bed. If the individual declines the bed, they may be issued an infraction citation.

3. During the 3rd encounter, officers will offer a shelter bed. If the individual declines the shelter bed, they may be issued a misdemeanor citation.

4. During the 4th encounter, officers will offer a shelter bed. If the individual declines the shelter bed, the individual may be subject to a custodial arrest.

Each time an individual refuses a bed after that 4th encounter, the contact may result in an arrest.

3-Step progressive enforcement model for 647 (e) PC, Illegal Lodging:

1. During the 1st encounter, officers offer a shelter bed, issue a warning, and educate the individual about their violation. If the individual accepts the shelter bed, officers will take the individual to the available shelter bed location.

2. During the 2nd encounter, officers will offer a shelter bed. If the individual declines the shelter bed, the individual may be issued a misdemeanor citation.

3. During the 3rd encounter, officers will offer a shelter bed. If the individual declines the shelter bed, the individual may be subject to a custodial arrest.

Each time an individual refuses a bed after that 3rd encounter, the contact may result in an arrest.

ABATEMENT ROLES AND RESPONSIBILITIES

The San Diego Police Department's role during ESD waste abatement operations involving homeless personal property is limited to maintaining a visible presence, preserving the peace, and

enhancing the safety of ESD personnel and their contractors.

Officers may be required to intervene or take enforcement action if a request for assistance is made by ESD personnel or when a crime is taking place that requires an immediate response.

Safety risks during abatement operations may include confrontations with individuals attempting to retrieve waste from refuse packers, attempting to prevent collection of abated property or otherwise interfering with ESD personnel.

The Isaiah settlement allows individuals who return to the abatement site during the operation to claim their belongings and retrieve them. For safety reasons, retrieval is not allowed once the items are in the refuse packer.

Section VII. NPD INVESTIGATIONS UNIT

The mission of Neighborhood Policing Division's Investigative Unit is to conduct fair, impartial, and professional investigations of alleged crimes involving victims and suspects within the homeless population in the City of San Diego.

GOALS

The goal of NPD Investigations is to resolve these investigations by working collaboratively with the NPT, centralized and area investigators, prosecutors, and other law enforcement agencies in a problem-solving partnership focusing on the criminal prosecution of offenders and the reduction of quality-of-life crimes.

OBJECTIVES

The objective of NPD Investigations is to conduct thorough, comprehensive follow-up investigations into reported crimes and arrests, identify witnesses, and collect evidence necessary for the successful prosecution of suspected offenders.

RULES AND REGULATIONS

Sworn personnel shall wear Class C uniforms, business-like attire, or other attire as directed by the unit supervisor. All personnel shall always present a professional appearance in dress and grooming, unless excused by the Chief of Police for special assignments.

Team members calling in an absence shall notify their supervisor at the earliest opportunity. Police personnel shall submit a leave request and receive supervisory approval prior to taking leave. These requests shall be submitted in compliance with established department policies. Such time-off shall be indicated in the Department "Red Book."

ROLES AND RESPONSIBILITIES

NPD Investigations is composed of one Detective Sergeant investigative personnel. Detectives use

investigative resources and techniques to conduct comprehensive criminal investigations. Investigators review all crime and arrest reports submitted by officers and ensure all criminal elements are present. Investigators will work closely with the City Attorney's Neighborhood Justice Unit (NJU) to stay up to date on the latest case law as it pertains to crimes associated with homelessness and their prosecution. The Investigations Unit provides training and updates to NPD personnel as necessary.

DETECTIVE SERGEANT

The Neighborhood Policing Division Investigations Unit has one assigned Detective Sergeant. The Detective Sergeant reports directly to the Investigations Lieutenant.

Duties and responsibilities include but are not limited to, the following:

- Assign incoming reports for follow-up through the (NETRMS) electronic report system.
- Serve as the contact person for NPT and HOT supervisors requesting an investigator for a call-out to an incident that occurs during NPT investigators' working hours.
- Conduct periodic case biopsies and review written work of investigators to ensure all reports are complete, accurate, and factual.
- Keep the Captain and Lieutenants apprised of crime problems and incidents affecting the Division.
- Provide training, guidance, and feedback to division personnel on laws, updates, and procedures related to the enforcement of quality-of-life crimes.
- Promote teamwork among detectives, patrol officers, Neighborhood Policing Division officers and other division staff for effective crime fighting and responses to quality-of-life crimes.
- Serve as the liaison to the City Attorney's Office and District Attorney's Office.
- Review all C.R.E.'s received from the District Attorney's Office and the City Attorney's Office.
- Address issues or concerns noted in C.R.E.'s from the City Attorney's Office and the District Attorney's Office with reporting officers and/or supervisors.
- Evaluate requests from the City Attorney's Office and District Attorney's Office for additional information or follow-up and ensure accepted requests are completed and returned promptly.
- Conduct investigative briefings to command staff or division as needed.
- Coordinate tasks, scheduling, and supervision of light-duty personnel temporarily assigned to investigations.
- Prepare and serve Random Drug Testing (RDT) notifications.

- Serve as the liaison with other divisions, departments, agencies, and community groups as directed by the Division Captain and Lieutenants.

DETECTIVE

NPD Investigations Detectives report to the Detective Sergeant. Detectives generally investigate quality-of-life related crimes throughout the City of San Diego. Detectives are responsible for following the Investigator's Manual and being familiar with District Attorney and City Attorney issuing guidelines.

Duties and responsibilities include but are not limited to, the following:

- Review assigned crime and arrest reports for completeness and accuracy.
- Conduct follow-up investigations in accordance with the Investigative Procedures and Inspections Manual, and other established Policies and Procedures.
- Complete needed follow-up work including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.
- Prepare investigative reports, City Attorney Packages, District Attorney Packages, Follow-up Summaries and Case Cancellations.
- Prepare and execute search warrants and arrest warrants.
- Disseminate suspect information to patrol and other investigative personnel.
- Keep current on community issues throughout the city and assist in enhancing community relations whenever possible.
- Accept standby call-back duty as assigned.
- Periodically attend line-ups and detective briefings.

DETECTIVE TAKE HOME VEHICLE PROCEDURE

The NPD Investigations Unit is not required to be on-call. Detectives and/or Detective Sergeants assigned to a collateral duty outside of NPD, requiring call-out responsibilities, may utilize an NPD-assigned vehicle, with Command approval, and shall follow San Diego Police Department Procedure 1.16, Off-Duty Use of City-Owned Take-Home Vehicles.

The NPD Investigations Detective Sergeant shall maintain a vehicle sign in/out log to monitor vehicle usage. The log will include the name of the person signing out the vehicle, the purpose

of its use (e.g., ENT on-call), and the Start and End dates for the vehicle's sign-out.

Section VIII. **SPECIAL PROGRAMS**

PSYCHIATRIC EMERGENCY RESPONSE TEAM (PERT)

Duties and responsibilities include but are not limited to the following:

- To provide rapid response for mental health emergencies.
- To provide de-escalation techniques and management of individuals displaying mentally disordered behavior.
- Enable the release of additional uniformed officers from scenarios involving mentally disordered persons, once the scene is secure.
- Reduction of out-of-service time for uniformed officers on calls for mentally disordered persons.
- PERT officers may transport to mental health facilities without the escort of a second uniformed officer. If the situation dictates, the PERT officer may request backup from uniformed officers for the transport.
- PERT teams can transport to various facilities as clients' needs dictate. (PERT teams can transport patients to any appropriate mental health facility within San Diego County).
- To provide referral services.
- To establish a collaborative working relationship between the San Diego Police Department and the Department of Mental Health.
- If an individual does not qualify for commitment to a psychiatric emergency room or acute care facility, the PERT team will make reasonable efforts to find an appropriate disposition for the individual.
- Handle calls from concerned citizens, businesses or family members for persons needing intervention/assessment for mentally disordered behavior who pose a minimal threat to the PERT team.

SERIAL INEBRIATE PROGRAM

Summary

The Serial Inebriate Program was started in 2000 by the City and County of San Diego, inspired by the San Diego Police Department and the City's Medical Director for Emergency Medical Services

(EMS). The program is a San Diego City/County collaborative problem-solving effort and a national model.

Goals

The goals of the Serial Inebriate Program (SIP) are:

(1) to slow or stop the cycle of chronic alcoholics going in and out of Detoxification Centers, County Jail, and Emergency Rooms.

(2) to divert this population into County-funded treatment programs

(3) to significantly reduce the resources, time constraints, and manpower burdens to San Diego County's healthcare, law enforcement, and judicial infrastructure caused by homeless, chronic alcoholics

(4) to give people who routinely live on the street an opportunity to create a stable mainstream lifestyle

Objectives

The Serial Inebriate Program (SIP) will work closely with the City Attorney's Office, Public Defender's Office, San Diego County, the San Diego Fire Department, the Courts, and the service providers to address chronic inebriates in San Diego. SIP will also help with misdemeanor violations that are committed while individuals are under the influence of alcohol and the intoxication is a contributing factor to the behavior.

Rules and Regulations

Sworn personnel will wear Class C uniforms, business-casual attire, or other attire at the direction of the Division Captain. This includes the designated Intervention uniform of the blue polo shirt stitched name and badge and 5.11 Stryker model pants, Battle Brown in color (Item number 74369).

Team members calling in an absence shall notify their administrative supervisor at the earliest opportunity. Police personnel shall submit a leave request and receive supervisory approval prior to taking leave. These requests shall be submitted in compliance with established department policies. Such time off shall be indicated in the Department "Red Book."

All office doors shall remain secured when the office is unoccupied. Computers, office machines, and other power appliances will be either turned off or placed in the appropriate mode when not in use.

INTERVENTION SERVICES TEAM

Roles and Responsibilities

In addition to SIP, the Intervention Services Team is responsible for liaising with the Recovery and Bridge Center (Sobering Center), the Lifesaving Intervention for Treatment (LIFT), California CARE Court (Community Assistance and Recovery Empowerment), and the San Diego County Alternatives to Incarceration Committee.

The purpose of the Intervention Services Team is to address the most complex cases that require a greater time and resource commitment to reach long-term, viable solutions.

INTERVENTION SERVICES SERGEANT

Intervention Services Sergeants report directly to the Services/Administration/Investigations Lieutenant. Intervention Services Sergeants are responsible for overseeing the day-to-day operations of sworn officers.

Duties and responsibilities include but are not limited to, the following:

- Maintain divisional personnel files of all police personnel assigned to the team. These files will be maintained in the Office of the Homeless Outreach Lieutenant.
- Represent Intervention Services at community meetings.
- Liaise with homeless service providers and various organizational groups throughout the County concerning Intervention Services activities such as Turn Behavioral Health and the McAlister Institute.
- Provide QMR reports to the Neighborhood Policing Division Captain on Intervention Services activities.
- Review, revise, and approve contract invoices for payment.
- Oversee administration of contracts as directed by the Chief of Police.
- Provide training on Intervention Services to the Department.
- The Intervention Services Sergeant will be responsible for on-call duties. The Intervention Services Sergeant will be responsible for:

1. Maintain On-Call Roster and Schedule.

2. Field after-hours calls from patrol regarding topic-related questions and procedures.

3. Evaluate and coordinate Intervention Services Officers to respond to callouts involving SIP housing, jail and/or hospital transports, or any other incidents deemed necessary.

4. Respond to callouts when necessary and help facilitate resources.

INTERVENTION SERVICES OFFICER

Intervention Services Officers are assigned to the Neighborhood Policing Division and report directly to the Intervention Services Sergeant.

Duties and responsibilities include, but are not limited to, the following:

- Analyze the NETRMS bookings to find SIP-related arrests.
- Liaise with the San Diego County Sheriff's Department and the Office of the City Attorney on "in-custody" arrests.
- Liaise with San Diego Fire/Paramedics Resource Access Program to evaluate candidates for SIP based on the number of alcohol related paramedic transports.
- Liaise with San Diego County court programs like CO-STAR and any other program partner, agency, or service provider.
- Follow up on clients in treatment (visits).
- Take release orders and negative reporting to Superior Court.
- Appear in court as SIP expert.
- Input SIP-related data into the ACCESS 2000 database.
- Track offenders through justice and treatment systems.
- Provide SIP program training for the Department.
- Attend community and service provider meetings at the direction of the sergeant.
- Facilitate client case management.
- Provide training at lineups, Command Training, or as directed by the Command.

- Inspect the SIP housing units and enforce program housing rules.

- Inspect service provider facilities and ensure they are meeting the requirements stated in the "Statement of Work" section of their contracts.

- Liaise with the Mayor's Office, the Director of Homeless Strategies and Solutions, and the Director of Government Affairs.

- **(Deleted – records of security)**

Intervention Services Officers will have on-call duties. They will be responsible for responding to calls for service evaluated by the Intervention Services Sergeant.

City Vehicle Take Home Policy

The on-call Sergeant and Officers are authorized to take home assigned Department vehicles while on-call. Personnel not assigned take-home vehicles must receive authorization from a unit supervisor before taking a Department vehicle home. Employees who are authorized to take a Department vehicle home or use a Department vehicle outside normal working hours must adhere to the guidelines established by San Diego Police Department Procedure 1.16, "Use of City-Owned Take Home Vehicles."

Section IX COMMUNITY RELATIONS

COMMUNITY RELATIONS OFFICERS

Community Relations Officers (CRO) assigned to the Neighborhood Policing Division report directly to the Neighborhood Policing Division Team Lieutenant.

Duties and responsibilities include but are not limited to, the following:

- Department lead for the Get-it-Done application.

- Liaise with community and business groups.

- Act as a residential and commercial security advisor.

- Liaise between the City's City Code Compliance Division and the Neighborhood Policing Division as needed to address code violations created by business or community members on private property.

- Coordinate speaker requests.
- Share crime information and knowledge with other officers on an individual basis to enhance teamwork, efficiency, and safety.
- Coordinate Facility Maintenance request.
- Provide statistical data to the Division Captain and Lieutenants as needed.

Section X. **CLERICAL**

OFFICE SUPPORT SPECIALIST

The Office Support Specialist (OSS) reports directly to the Neighborhood Policing Lieutenant. The OSS also serves as the Payroll and Subpoena clerk for the division.

Duties and responsibilities include but are not limited to, the following:

- Use Microsoft Word in the LAN PC to type a variety of reports. These include confidential reports, memos, and other correspondence.
- Process daily payroll documents that include time sheets, overtime slips, daily master schedules, bi- weekly FTO lists, payroll checklist, and compiling and reviewing leave slips and labor cards.
- Coordinate, retrieval, service, and logging of officer subpoenas.
- Prepare transmittals to track personnel changes (transfers, resignations, etc.) as needed.
- Forward all necessary payroll and timecard paperwork to the Payroll Unit.
- Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures.
- Research incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.
- Assist with other clerical support duties as required.

PAYROLL

E-Time cards are often incomplete or with errors. Individual employees are ultimately responsible for the accuracy and timely completion of their own e-time cards. Supervisors are

expected to check e-time cards for accuracy prior to approving them.

E-Time cards that contain any error can be returned to the employee. The employee will only receive credit for the basic 80 hours if overtime requests are not submitted by Thursday following the end of the pay period. "Carry-over overtime" is no longer permitted. Department Procedure 1.19 is being modified to delete the section on "carryover overtime" (Section III, C, 3). If the overtime slip is not received on time, a memo prepared by the payroll clerk and signed by the captain is required for the employee to receive credit/pay. There is no guarantee it will be included in the next paycheck.

Payroll will check overtime slips against e-time cards to verify that the account numbers listed on the time cards are correct.

INACCURATE REPORTING OF LEAVE STATUS

Daily time sheets are often inaccurate because supervisors do not report employees' status accurately. It is important that supervisors notify divisional payroll clerks of TO's, vacation days, sick leave, etc. Extreme care must be taken when determining which type of leave an employee will use before reporting it. The divisional payroll clerk shall take a proactive approach to solving these problems. Leave slips are checked against the time sheet daily. If there is a discrepancy, a notice is given to the officer stating the contradiction. The employee should respond to the payroll clerk as soon as he/she receives the notice. Generally, the error can be corrected before it reaches the payroll office.

LEAVE REQUESTS

Sworn personnel requesting time off shall submit their leave requests to their immediate supervisor. Compensatory Time may be denied if not requested at least seven (7) calendar days prior. Vacation day requests for more than an employee’s regularly scheduled annual vacation are solely at the Department's discretion.

Upon approval of leave time, supervisors will be responsible for recording the type of leave in the Electronic Red Book. Each entry into the book will require a supervisor’s approval. Only supervisors or officers acting as supervisors in an OCA capacity will be authorized to make entries into the book. Entries will be made only after a supervisor has received a leave slip from the personnel requesting leave time. It is the supervisor’s responsibility to check the Division’s Vacation and Compensatory Leave Time Report to ensure the personnel requesting leave have accrued sufficient time. Leave slips will be turned in to the Payroll Clerk immediately.

OUT-OF-CLASS (OCA)

OCA forms should be submitted no later than the first day worked in cases of scheduled leave (vacations, TO's, school), and no later than the last day worked in cases of unscheduled leave (i.e., sick leave, injury, etc.). Copies of late OCA's will be returned to the Commanding Officer. See Department Order 95-35 for details regarding tracking time during the fiscal year; 176 regular (non-overtime) OCA hours to be eligible for compensation at the higher rate of pay. The tracking log, along with the pink copy of OCA form that initiates the pay, should be forwarded to Payroll once approved by the Commanding Officer. Thereafter, only the pink copies need to be sent to

Payroll.

If the OCA continues into the new fiscal year, the officer will continue to be paid for working OCA until the end of his/her OCA assignment. Any additional OCA time worked that fiscal year would also be counted as part of the total number of hours required.

POSTING OF PAYROLL

Posting time off on the biweekly time sheet synopsis must be done daily. The completed original is sent to Payroll with the timecards. Prior to sending the synopsis to Payroll, a copy is made for the division file.

Leave slips are forwarded to the Payroll Unit daily (as they are received for that pay period). The synopsis has a separate column for leave slip entries; the date the slip is given to the payroll clerk is entered here. Leave slips submitted early, for future pay periods, are maintained by the division payroll clerk. Copies of the leave slips are made and filed for approximately three pay periods, then shredded.

DAILY TIME SHEET CORRECTION

This form must be prepared when there is a change to the time sheet that has already been sent to Payroll. Forward the original to Payroll and maintain a copy in the Division file.

SUBPOENA SERVICE

The proper and timely processing of subpoenas is an important supervisory responsibility that we all share. Failure to properly process subpoenas is both inexcusable and costly, resulting in wasted resources and diminished employee morale.

For these reasons, the following procedures for processing subpoenas are in effect:

- Upon receiving the subpoena, the subpoena will be logged and placed in the appropriate watch subpoena bin (see exceptions for short-notice subpoenas). Subpoenas will be distributed as follows:

- First Watch - Second Watch.

- The subpoena clerk at the NPD will print subpoenas and deliver them to NPD supervisors.

- Supervisors and acting supervisors will check the mail bins daily to ensure that subpoenas are promptly served. Whenever an acting sergeant or any non-supervisory officer conducts a line-up, it is the responsibility of an on-duty supervisor to ensure procedural compliance.

- The subpoena clerk will keep a log of each subpoena received at the Division. The subpoena is logged using various codes in the electronic subpoena system.

- Each supervisor is to sign, including ID #, and date the proof of service part of the subpoena.

The subpoenaed officer is to sign, including the ID #, and date the same half of the subpoena in the comments section.

- Tear the subpoena in half and return the signed half to the subpoena clerk. The subpoenaed officer keeps the other half for his/her records as a reminder of when he/she is due to appear in court.

- The returned copy is entered into the DA subpoena electronic service system and then sent to the appropriate court (M.S. 721B or Traffic Court at KM036). **NO COPY OF THE SUBPOENA IS KEPT AT THE DIVISION.**

- All manual subpoenas are handled in a similar manner to the electronic subpoena. They are received by the subpoena clerk (usually two copies of the subpoena), then logged in the subpoena log with an "M" (manual) notation, including all other subpoena information, and distributed to the appropriate folder for serving. Once complete, a copy of the signed subpoena is returned to the subpoena clerk for final processing and then returned to the appropriate court.

- When a subpoena is returned, the subpoena clerk will note the date served and log it in the electronic logbook.

- A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served. The supervisor or the officer (with his immediate supervisor's approval) may then contact the prosecutor and seek release from the appearance. A court excusal form is completed and mailed to M.S. 721B, or if less than ten days' notice, the excusal should be faxed. A copy of this excusal form is given to the subpoena clerk for notation in the electronic log.

- In the event an employee cannot be served, the supervisor is responsible for notifying the appropriate person or agency in a timely manner, as well as completing an "Officer's Declaration for Continuance" form and returning the subpoena to the subpoena clerk for processing.

- Civil and other non-criminal subpoenas, i.e., depositions and civil litigation relating to the officer's duties, are forwarded, along with the Cost Recovery Form, to the civil subpoena clerk, Fiscal Management, M.S. 715, after the officer appears in court.

- All criminal, civil, and Civil Service Commission subpoenas will generally be accepted for service by the Department or command/unit subpoena clerk, if received a minimum of five court days prior to the court appearance date. Officers may be individually served up to the date of appearance and must not refuse service on short notice. Civil subpoenas served at the front counter should include the Cost Recovery Form. If one is not attached, the person delivering the subpoena will be directed to Fiscal Management, HQ, 7th floor, to pay necessary fees before the subpoena is accepted at the command. Commands are to cooperate by accepting subpoenas for employees they reasonably know are available for service. This includes subpoenas from the Marshal's Office, process servers, and other agencies (DMV, Parole, etc.).

- For further information, refer to Department Procedure 1.11, Procedures for Court and Subpoenas.

Section XI. GENERAL PROCEDURES

STATION SECURITY

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LOCKER ROOMS

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

OFFICER MAIL BINS

The file cabinet mail bins will be cleaned out regularly. The bins are not designed for storage.

PARKING LOT

All personal vehicles will be parked in general, unreserved parking spots. Personal vehicles shall not be stored long-term on the premises without the permission of the captain. All vehicles shall be locked and secured when unattended.

SHOTGUN MAINTENANCE

Officers assigned shotguns are responsible for the cleanliness and maintenance of their shotguns in accordance with Department Procedure 1.05, Firearms Procedures.

COFFEE FUND

Neighborhood Policing Division (NPD) has a "Coffee Fund." NPD sells various food and drinks in its canteen/kitchen using Venmo digital payment platform and cash. The items are not monitored and rely on the honor system. Items are restocked as necessary. The fund is managed by the Detective Sergeant and is subject to periodic inspections by the RAP Unit. Money raised via the fund goes to the purchase of division appreciation awards and morale/team building events.

Section XII. **CONTIGENCIES**

CODE 100
NEIGHBORHOOD POLICING DIVISION STATION

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DEPARTMENT OBJECTIVES

To ensure the safety of personnel, secure the police facility, and to provide uninterrupted police service.

COMMAND STRATEGY

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EXPLOSIONS OR FOUND BOMBS

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EARTHQUAKES

Personnel should remain inside the building and, if possible, get under a desk, table, or doorway, avoiding locations where there may be falling objects. Gas and electricity should be shut off. Do not light matches, cigarettes or turn on electrical switches.

Check personnel for injuries and search for trapped persons. Provide emergency first aid if necessary. The ranking officer present will ensure that the emergency procedures are implemented.

FIRE EMERGENCIES

In the event of a fire, notify the Fire Department via police radio or 9-1-1. When safe to do so, the Watch Commander should also be notified. Direct all people to an area away from the fire, outside the building. Ensure that all doors and windows are closed, when possible. Attempt to extinguish small fires with available fire extinguishers if safe to do so.

Section XIII. ADDITIONAL RESOURCES

ENVIRONMENTAL SERVICES DEPARTMENT (ESD)

ESD is responsible city wide to address citizen complaints and code violations regarding trash, refuse, illegal camps, etc. They post and abate camps. Areas with trash only are de-littered.

CALIFORNIA HIGHWAY PATROL (CHP)

CHP is responsible for dealing with trash, refuse, and illegal encampments on state property throughout San Diego County. CHP coordinates with CALTRANS to clear, post and abate state properties.

SAN DIEGO RIVER PARK FOUNDATION (SDPRF)

SDRPF is responsible for arranging and coordinating volunteer clean ups along the San Diego Riverbed which covers San Diego County.

METROPOLITAN TRANSIT SYSTEM (MTS)

The Metropolitan Transit System is responsible for cleanup and the abatement of trash and encampments on county property.

Section XIV.

ATTACHMENTS

ABATEMENT PROCEDURES

The following procedures shall be followed when assisting ESD during a waste abatement involving homeless personal property:

A. An officer will be assigned to each ESD crew to act as a safety element during abatement operations. The officer assigned will meet with ESD crews at a predetermined location prior to the start of the abatement.

B. Once the area to be abated is known, and it is safe to drive through the area, officers are encouraged to utilize their patrol vehicle PA system to notify those with property in the area of the forthcoming operation when appropriate. See below for the standard Abatement Announcement. Officers should offer to connect homeless individuals in the area with available services through the HOT team.

C. To standardize the process and ensure consistency, the following announcement shall be given:

> "The City of San Diego Environmental Services will be conducting an abatement operation in this area starting at (time). This is your only verbal advisement of the abatement operation and your opportunity to relocate any personal belongings you do not wish to be discarded. Any property left unattended will be abated and may be discarded. Anyone with property who refuses to leave the area while the Environmental Services crews are working may be subject to citation or arrest."

D. The officers assigned to the abatement operation shall remain with the ESD crew(s) until advised by an ESD supervisor that the abatement operation has been completed.

1. **Exception:** If the abatement is taking place near the area of an emergency, urgent call for cover, or a high-priority "crime in progress" call, the officers will evaluate the need to respond.

2. If the officers determine they should respond, they will advise the ESD crew.

3. When the priority incident has been resolved, the officers shall return to their assigned abatement crew.

E. If there are structures or tents erected in the area to be abated, the following procedures shall be followed:

1. For the safety of ESD personnel, and prior to ESD commencing its abatement of the area containing the structure or tent, officers shall contact

anyone associated with it and advise the person to gather their belongings and leave the area or be subject to enforcement action.

2. This will be considered an enforcement contact, and officers shall follow all relevant Department Policies and Procedures, including the activation of their body-worn cameras.

3. If, upon visual observation of the structure or tent, the officers conclude that it is unoccupied and there is no apparent safety risk to ESD personnel, the officers will inform ESD personnel.

4. If the structure or tent is closed, and the officers are unable to clearly determine whether the structure is occupied, the officers shall:

    a. From the exterior of the structure or tent, call out to the potential occupants, identify themselves as San Diego Police Officers, and announce their purpose.

    b. If the officers receive no response, open the structure or tent, announcing themselves as San Diego Police Officers while doing so.

    c. Visually inspect the interior of the structure or tent for occupants. Property within the structure should be moved only to the extent necessary to determine whether the structure or tent is occupied. This inspection is conducted for the safety of the occupants and ESD personnel.

    d. When the officers conclude the structure or tent is unoccupied, inform ESD personnel.

5. It will be the ultimate responsibility of ESD personnel to ensure no person(s) are in the structure or tent prior to it being impounded or discarded.

F. Enforcement during abatements should be balanced with the need for ESD to complete the abatement operation.

G. Officers shall request an NPT unit not assigned to the abatement to assist with a custodial arrest. If NPT officers are not available, another clear unit should be requested to respond and take custody of the arrestee to allow the abatement to continue uninterrupted.

H. Occasionally, officers assigned to work the abatements are asked by ESD to impound identifiable items, as required by their procedures. Department Policies and Procedures shall be followed for the impounding of such found property.