

SAN DIEGO POLICE DEPARTMENT

Office of the Chief of Police

OPERATIONS MANUAL



October 2020

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Scope

The Office of the Chief of Police is the ultimate authority for the operations, policies and procedures for the San Diego Police Department. This office sets, interprets and enforces the policies and procedures of the San Diego Police Department. This Operations Manual conveys the same authority as other Department rules, regulations, policies and procedures. All members assigned to this unit are expected to comply with the directives outlined within this manual. Violations of these guidelines may result in disciplinary action. However, this Operations Manual will not apply in such a way as to violate State or Federal laws, other department policies or procedures, or abridge the constitutional rights of members of this department. If for any reason any portion of this manual is held to be invalid, the remainder of the manual shall not be affected by any such decision.

Department Vision

We are committed to working together, within the Department, in a problem solving partnership with communities, government agencies, private groups and individuals to fight crime and improve the quality of life for the people of San Diego.

Mission Statement

The Office of the Chief of Police exists to provide leadership, set policy and procedures, define and manage the strategic plan, long term goals, liaison with city, state and federal agencies, prepare and manage the budget, oversee patrol and investigative operations, and lead the department to achieve its strategic goals and objectives.

Five-Year Plan

In an effort to prepare for future growth in population and the corresponding increase in resources required to maintain the level of services currently provided to the citizens of San Diego, the Police Department has developed a Five-Year Plan:

1. Rebuild the Organization
2. Re-Instituting Equipment Replacement
3. Address Under Funding Practices
4. Develop Programs to Evaluate & Implement New Technology
5. Develop & Maintain Facilities to Support Department Operations

The specific strategies and tasks to accomplish these goals are outlined within the Police Department Five-Year Plan manual.

Rules and Regulations

Personnel assigned to the Chief's Office work a variety of special assignments that are not detailed in this manual. Some assignments may require the adjustment of days off and/or work hours as directed by the Chief of Police. However, the employee's supervisor, in compliance with Department Policies and Procedures, must approve any schedule adjustment and/or special assignment.

Assigned personnel are bound by City and Departmental rules, regulations, policies and procedures governing conduct, accountability, ethics and actions.

Office of the Chief of Police

The Office of the Chief of Police is comprised of the Command Staff (Chiefs), Executive Support Staff, Executive Protection Detail, and Legal Advisors.

Hours

The Chief's Office is open from 0700 hours to 1600 hours, Monday through Friday. It is closed on weekends and legal holidays.

Access

Access to this office is restricted to official business only. All visitors and personnel not assigned to this office should check in with the Chief's Office Aide or the Administrative Sergeant for direction.

Personnel and visitors entering the Headquarters facility must comply with the security protocols outlined in Department Procedure 8.12.

No one is allowed access to the Chief's private office without specific permission from Chief's Office Staff.

Security

The Chief's Administrative Sergeant and Chief's Office Aide are responsible for providing security for the Office of the Chief of Police. Additionally, as outlined in the current Code 100 plans, the Internal Affairs Unit is assigned to assist.

The Operational Conditions, as outlined in Department Procedure 8.12, determine the functional level of security throughout the Department. However, access to this office is severely restricted when the OPCON level is above condition **Delta**.

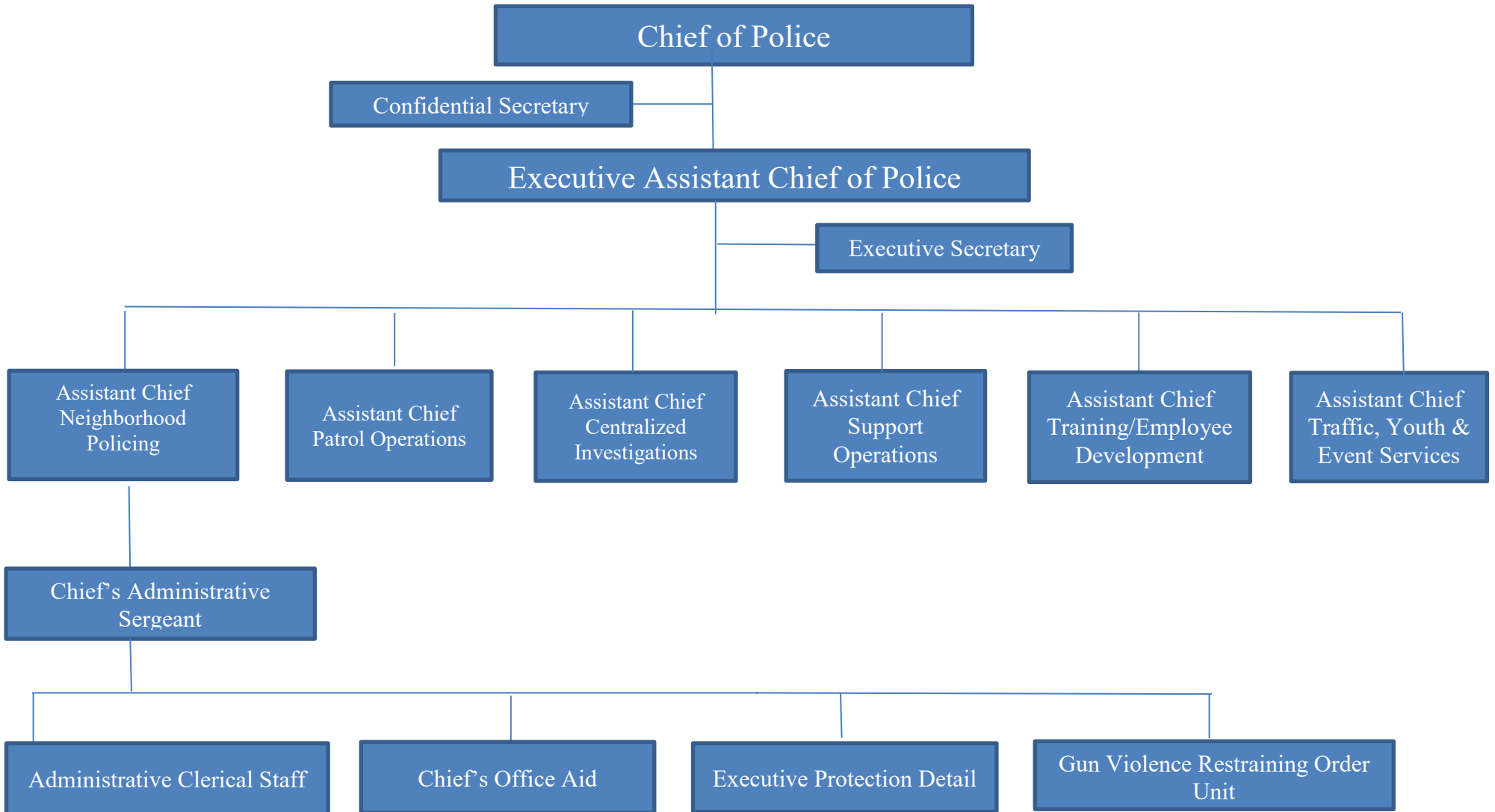
Emergency Situations

In the event of an emergency situation, such as a shooting, hostage situation or other critical incident, the Code 100 plan outlines the correct protocol to summon emergency aid and secure the premises.

Hazardous Materials and Bomb Threats

Upon receiving a suspicious package or envelope containing any substance that could be injurious, proper HAZMAT procedures should be followed and the appropriate resources summoned. The SDFD's HAZMAT Unit handles hazardous materials callouts and possible explosive devices are handled by MAST. These units may be summoned by radio or by telephone. Personnel in the area should be safely evacuated and suspicious items secured as defined by Department Procedures.

Office of the Chief of Police



Roles and Responsibilities

Sworn Staff

Chief of Police

1. Role

The Chief of Police is appointed by the Mayor and is responsible for leading, planning and directing the functions of the Police Department. With the approval of the Mayor, the Chief of Police appoints, directs and supervises Department personnel, subject to Civil Service regulation, and is responsible for providing leadership and direction for the overall operation and control of all property, equipment and personnel in the Police Department.

2. Responsibilities

Typical duties of the Chief of Police include:

- Establish Department goals and objectives based upon the needs of the community and resources of the Department.
- Effectively interact with the Mayor, City Council, Department heads and various community groups in order to provide efficient, cost-effective levels of service.
- Provide education, direction and leadership to the command staff and Department personnel, ensuring successful implementation of the Department's strategic goals.
- Promote high levels of customer service and quality of service delivery.
- Develop and maintain programs and policies ensuring operational readiness and personal accountability.

3. Confidentiality

The Chief of Police determines what information may or may not be released by personnel of this Department.

4. Schedule and Attire

The attire for the Chief of Police includes uniform and business attire, both of which are required to be in compliance with Department Procedure 5.10. Special events, presentations and ceremonies may require the need to wear a dress uniform.

The hours of the Chief of Police are determined by the needs of the Department, City Administrators and the Community.

Executive Assistant Chief of Police

1. Role

The Executive Assistant Chief of Police is the second in command and is selected by the Chief of Police. The Executive Assistant Chief is responsible for the day-to-day operations of the Police Department. The Executive Assistant Chief provides guidance, direction and supervision to the Department's Assistant Chiefs.

2. Responsibilities

Typical duties of the Executive Assistant Chief include:

- Directs the preparation, presentation, and administration of the department budget.
- Manages Department goals and objectives based upon the needs of the community and resources of the Department.
- Effectively represents the Chief of Police with the Mayor, Department heads and various community groups at the direction of the Chief of Police.
- Assists with managing and ensuring the successful implementation of the Department's strategic goals.
- Promotes high level of customer service and quality of service delivery.
- Develops and maintains programs and policies ensuring operational readiness and personal accountability.

3. Confidentiality

The Executive Assistant Chief must be sensitive and aware of the special needs and confidentiality issues involved with this assignment. While performing required duties, the Executive Assistant Chief may overhear or have confidential matters brought to his/her attention. The confidentiality of this information must be maintained at all times without compromise.

4. Schedule and Attire

The attire for the Executive Assistant Chief includes uniform and business attire, both of which are required to be in compliance with Department Procedure 5.10. Special events, presentations and ceremonies may require the need to wear a dress uniform.

The hours of the Executive Assistant Chief of Police are determined by the needs of the Department, City Administrators and the Community.

Assistant Chiefs of Police

1. Role

The Assistant Chiefs of Police assist the Chief of Police in the overall administration, planning, coordination, and direction of Department activities. They oversee divisional programs and activities, discipline, administer policies and manage their respective commands.

2. Responsibilities

The specific areas of responsibility for the Assistant Chiefs can be located by accessing the Command Staff and Commanding Officers List in the shared F-drive, PD Info, Co-List.

3. Confidentiality

The Assistant Chiefs must be sensitive and aware of the special needs and confidentiality issues involved with this assignment. While performing required duties, the Assistant Chiefs may overhear or have confidential matters brought to his/her attention. The confidentiality of this information must be maintained at all times without compromise.

4. Schedule and Attire

The attire for the Assistant Chiefs includes uniform and business attire, both of which are required to be in compliance with Department Procedure 5.10. Special events, presentations and ceremonies may require the need to wear a dress uniform.

The hours of the Assistant Chiefs are determined by the needs of the Department, City Administrators and the Community.

Chief's Administrative Sergeant

1. Role

The Chief's Administrative Sergeant reports directly to the Assistant Chief of Neighborhood Policing. The role of the Chief's Administrative Sergeant is to provide management level support to the Chief and Executive Assistant Chief as deemed necessary. The Sergeant supervises the activities and performance of the Executive Protection Detail (EPD), Gun Violence Restraining Order Liaison, Chief's Office Aide and the Clerical Support Staff, except those assigned to the Chief of Police and Executive Chief of Police. This position serves as a collection and assigning point for inquiries, complaints, questions and requests from the general public and other outside agencies.

2. Responsibilities

The Administrative Sergeant has a wide range of duties and responsibilities, which are unique to the position. They include:

- Supervision of Chief's Office Staff.
- Management oversight of the Mayor's Executive Protection Detail and security at the City Administration Building
- Management oversight of the Gun Violence Restraining Order Liaison in partnership with the San Diego City Attorney's Office, for complete operational details see the GVRO Unit Operations Manual.
- City Council Liaison for the Chief of Police
- City Council Priorities Coordinator
- Governmental Relations Assistant to Executive Assistant Chief
- Special projects as assigned by the Executive Assistant Chief or Chief of Police.
- Coordinator between the Chief's Office, other governmental and law enforcement agencies.
- Evaluates the work performance of the Executive Protection Detail, Chief's Office Aide, and Word Processing Operators to ensure attendance, accountability, and compliance with all Department Policies and Procedures.
- Provides counseling, career guidance, and training for staff.
- Provides administrative support to the Executive Assistant Chief and Chief of Police as needed.
- Prepares written correspondence, briefing notes, reports and other administrative documents as required.
- Serves as the Liaison and contact point for visiting dignitaries and VIP visitors. Also, coordinates, schedules, and prepares the agenda for their visit to this Department.
- Receives, evaluates and assigns inquiries, complaints and requests for service from within the Department, the general public and other outside agencies.
- Coordinates special events and assignments requiring the EPD.
- Handles 5150 or irate citizen calls as needed.
- Monitor Chief's Web Mail, respond, route, and track as appropriate.
- Performs other related duties as required.

3. Confidentiality

A Sergeant selected for this position by the Chief of Police and/or Executive Assistant Chief must be sensitive and aware of the special needs and confidentiality issues involved with this assignment. While performing required duties, the Administrative Sergeant may overhear or have confidential matters brought to his/her attention. The confidentiality of this information must be maintained at all times without compromise.

4. Schedule and Attire

The attire for the Administrative Sergeant includes uniform and business attire, both of which are required to be in compliance with Department Procedure 5.10. The Sergeant works a flexible 4/10 schedule with weekends and City-approved Holidays off. Normal work hours are 0600 to 1600 hours, Monday through Thursday or Tuesday through Friday. The periodic adjustment of hours is sometimes required based upon organizational needs.

The Administrative Sergeant should be armed at all times as this position also serves as security for the Chief's Office. A relief Sergeant will be required for days off. Selections for the relief Sergeant will be approved by the Executive Assistant Chief and Chief of Police, and should not impact patrol or other critical resources. In some instances, the Chief's Office Aide or members of the EPD can perform this function.

5. Operating Procedures

Security

The Operational Conditions, as outlined in Department Procedure 8.12, determine the functional level of security throughout the Department. However, access to this office is severely restricted when the OPCON level is above condition Delta.

Visible identification is required at all times. Unknown parties should be challenged and their business determined. Access to the Chief's personal office is restricted to personnel who work in the office, unless otherwise permitted. Department members or others requesting to drop items off "on the Chief's desk" should give the item to the Administrative Sergeant, Confidential Secretary or other Chief's Office personnel as highly confidential documents are sometimes left exposed on the Chief's desk for review.

Access

The main door to the Chief's Office is on a timed electronic lock, which unlocks at 0630 hours and locks at 1600 hours. Either the Chief's Administrative Sergeant or the Chief's Office Aide should remain until the electronic lock engages at 1600 hours.

A special keycard is required to gain access to the offices during non-business hours. A completed SUN access form, with the Executive Assistant Chief's signature, will be required to obtain this.

Morning Routine

Unlock all of the Chiefs' Offices to allow the custodial staff access. For relief personnel, the key is available in advance, or if it cannot be located, the Watch Commander has a master key.

Check the Chief's public e-mail account SDPDpolicechief@pd.sandiego.gov and do the following:

- Reply to requests from citizens electronically that their request has been received. (It is at the discretion of the Administrative Sergeant on how to handle each request based on the scope and nature of the problem. If a request is made for an appointment directly with the Chief of Police, their request should be referred to the online process at <https://www.sandiego.gov/police/contact/meeting-request>.)
- Requests from agencies, organizations, community groups, etc., should be forwarded to the Confidential Secretary.
- Requests for formal investigation into police misconduct should be forwarded to Internal Affairs.
- The Administrative Sergeant should handle requests for information, inquiries and comments.
- Read the PERF news to see items of interest to the Chief (force issues). Print and place on the Chief's counter.
- Advertisements should not be forwarded.

Check and respond to all voice mail messages.

Mail Distribution

Mail is delivered daily. The Chief's Office Aide sorts the mail and delivers it to the Command Staff within the Chief's Office. All mail directed to the Chief of Police comes to either the Chief's Office Aide or the Administrative Sergeant for routing. Mail should be distributed and/or assigned according to the following table:

MAIL DISTRIBUTION

Origin	Addressed to	Special Markings	Procedure
5150 Mail	Chief of Police	-	To 5150 File
Advertisements	Chief of Police	-	Open and Route
Appeal Letters	Chief of Police	-	Open and Route to Executive Secretary
Citizen Letters	Chief of Police	Confidential or NOT	Open and Route
Conference Opportunities	Chief of Police	-	Open and Route
Council Docket Items/schedules	Chief of Police	-	To Administrative Sergeant
Department Member	Chief of Police	Confidential	Give to Confidential Secretary
Department Members	Chief of Police	ASK THE CHIEF	To Confidential Secretary
DOJ	Chief of Police	-	Open and route
DOJ	Chief of Police	Confidential	Open and route
Legal Letters from Law Firms	Chief of Police	Confidential	To Chief's Legal Advisor
Legal Letters from Law Firms	Chief of Police	-	Open and Route
Mayor, City Council, City Manager Assignments	Chief of Police	Route Slips, other Citizen Requests/Complaints Forwarded to this Office	Open and Route
Mayor, City Council, City Manager Assignments	Chief of Police	Confidential	To Confidential Secretary
Outside Agency Letters	Chief of Police	Confidential or NOT	Open and Route
PERF	Chief of Police	-	Open and Route
Product Offers	Chief of Police	-	Open and Route
IA Documents	Chief of Police	Confidential or NOT	To Confidential Secretary
Training Opportunities	Chief of Police	-	Open and Route
Grant Items	Chief of Police		To Grant Office

Special Assignments

The Administrative Sergeant also provides the Chief and Command Staff with special support by gathering information, collecting statistics, evaluating complaints and summarizing the findings in report form. Briefing and speaking notes are researched and provided as requested for special events.

This office coordinates some special events, especially if they involve the Chief's participation.

Visitor Liaison

The Chief's Administrative Sergeant acts as the central point of contact for visiting dignitaries and guests to this Department from around the world. Official visitors include law enforcement and military officials and dignitaries, politicians, and other VIPs.

- Most arrangements to visit are made in advance. DOJ, the State Department, Visitor's Bureau, Universities or other official institutions usually sponsors visitors from foreign countries.
- Once contacted by the visitor or representative (it will be the Navy NIS for military visitors), do the following:
- Create a schedule based on the visitor's request. Some visitors have specific persons, points of interest or units within the Department that they wish to visit. Make contact with these units/persons and arrange the visit.
- If their schedule permits, arrange a meeting with the Chief of Police. These meetings are typically less than half an hour.
- The Chief's Office Aide typically does a tour of the Department. Units usually include: Communications, Watch Commander's area, and Crime Lab (weapons locker, fingerprints, and handwriting and bullet comparison labs). The Lab Manager should be contacted to set up this tour. Since people are working, a tour of the full lab is limited.

Chief's Office Aide

1. Role

The Chief's Office Aide reports directly to the Chief's Office Administrative Sergeant. The Chief's Office Aide's primary function is to screen visitors to the Office of the Chief of Police and handle incoming telephone calls and mail. The Chief's Office Aide provides direct administrative support to the Chief's Administrative Sergeant, Executive Assistant Chief and Chief of Police. This position also serves as a collection and assigning point for inquiries, complaints, questions and requests from the general public and other outside agencies.

2. Responsibilities

The duties and responsibilities of the Chief's Office Aide include:

- Provide security as needed for Chief Officers and staff.
- Opening the Assistant Chiefs' Offices and adjoining offices on normally scheduled workdays.
- Handling incoming telephone inquiries and overnight voicemail messages.
- Routing of all mail received and addressed to chief officers and mail station 700.
- Assignment and tracking of Route Slips received from Mayor and Council members.
- Notification / routing of outside information to Lieutenants, Captains and Chiefs.
- Coordinate outside organizations' requests for awards nominations throughout the Department.
- Log and distribute Department Service Awards, 25 years and higher.
- U-Visa Tracking Log.
- Calendar requests and complete background checks for Chief's citizens' meetings, held the second Thursday of each month.
- Schedules and coordinates tours of the Department.
- Maintain subpoena log.
- Monitor Chief's Web Mail, respond, route, and track as appropriate.
- Handles 5150 or irate citizen calls as needed.
- Receives, assigns and tracks the City's Route requests from the City Council and Mayor's Office.
- Attending to miscellaneous office duties and assisting Chief Officers and staff as needed.

3. Confidentiality

While performing required duties, the Chief's Office Aide may overhear or have confidential matters brought to his/her attention. The confidentiality of this information must be maintained at all times without compromise.

4. Schedule and Attire

This position is a uniformed assignment working a flexible 4/10 schedule with weekends and City-approved Holidays off. Normal work hours are 0600 to 1600 hours, Monday through Thursday or Tuesday through Friday. Adjustment of hours is sometimes required.

The Chief's Office Aide shall be armed at all times as this position also serves as security for the Chief's Office. A relief Chief's Office Aide will be required for days off. Selections for the relief Chief's Office Aide will be approved by the Chief's Administrative Sergeant and should not impact patrol or other

critical resources. In some instances, Clerical Staff within the Chief's Office can perform this function.

5. Operating Procedures

The Chief's Office Aide performs the following functions as a part of the daily morning routine.

Lights

Lights are on motion detectors. If switches are not on in the morning, they should be activated as follows:

- Three (3) sets to be turned on:
 - Set #1 Lights in center sitting area.
 - Set #2 Lights for North end Offices.
 - Set #3 Lights for South end Offices (Switch next to exit door).

Copy Machines:

Turn on three (3) copy machines.

- One at North end of office.
- One at South end of office.
- One in center sitting area.

Coffee

- Make one pot of Decaf coffee and one pot of Regular Coffee (Use 4 scoops)
- At about 1530 or 1600 hours, turn off coffee maker and rinse out pots.

Voice Mail

- Turn Off by 0700 hours
- Check messages -
 - **Press CFwdALL Button**
(Yellow) Voice mail button
 - (Deleted – records of security)
 - Press 1 1 to listen to messages and log in notebook.
- Turn On @ 1600 hours **Pres CFwdALL Button and enter 58288**

Mail Distribution

Mail is delivered daily. The Chief's Office Aide sorts the mail and delivers it to the Command Staff within the Chief's Office. All mail directed to the Chief of Police comes to either the Chief's Office Aide or the Administrative Sergeant for routing. Mail should be distributed and/or assigned according to the above table.

Morning Briefing

- At 0745 hours, set the speakerphone up for the morning conference. Dial 619-839-0741 to activate the conference call system. When prompted, enter the Moderator PIN followed by the Security PIN. Once the conference call is set, place the call on “mute.” For security purposes, the moderator and security PIN may change. Refer to the online account for further details, Masergy Conferencing <https://login.masergy.com/Login/>

Executive Protection Detail

Organization and Structure

The mission of the San Diego Police Department’s Executive Protection Detail is to provide personal security for the Mayor of the City of San Diego, City Council members when necessary, City Council meetings and the City Administration Building as deemed necessary by the Chief of Police.

The Executive Protection Detail is comprised of the following three elements:

- **Mayor’s Detail** provides fulltime security and personal protection coverage for the Mayor of the City of San Diego.
- **Council Security** provides security for the City Council at all City Council Meetings. Provides protection and maintains public order during open sessions with the general public.
- **City Administration Building (CAB) Security** provides security for city personnel and staff within the City Administration Building. This position also coordinates with the private security guards assigned to the magnetometer who control access to the building.

For complete operational details see the EPD Operations Manual.

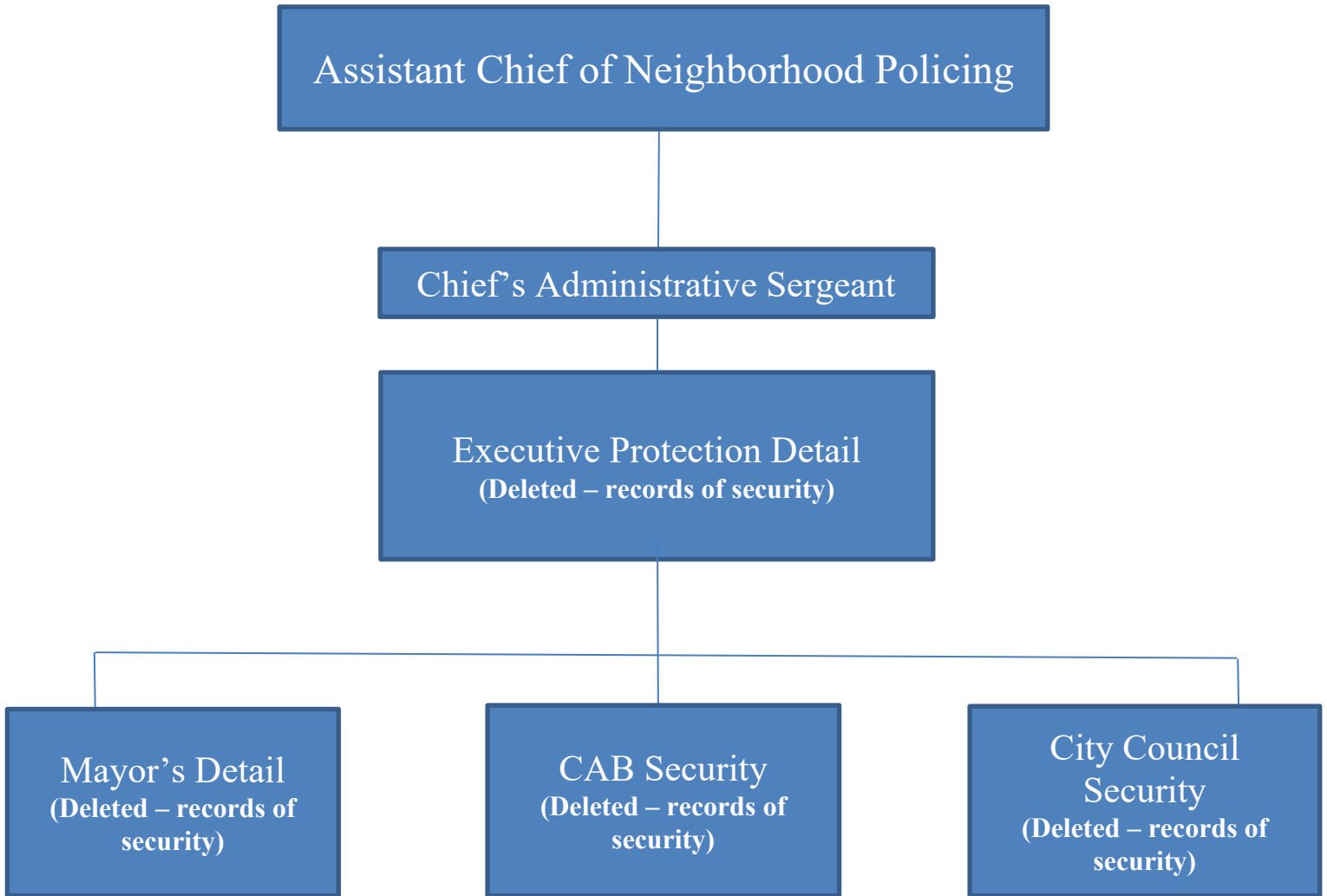
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These positions require professional appearance and bearing, dependability, maturity, confidentiality, ability to work in a team environment, and an understanding of protection protocols. Tactical experience is strongly desired, but can be substituted by related professional protection experience.

Officers/Detectives selected for this position must be sensitive and aware of the special needs and issues involved with the detail. While performing the required duties, EPD Unit members will overhear or have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times.

Officers/Detectives assigned to the unit may be rotated as deemed necessary by the Chief of Police.

This manual is not all-inclusive, and does not in any way relieve the EPD Officer(s) from the policies and procedures outlined in the San Diego Police Department Policy and Procedures Manual.



Mayor's Detail

1. Role

The Mayor's Executive Protection Detail provides fulltime security and personal protection coverage for the Mayor during their work hours. This detail also performs a wide range of duties and responsibilities, which are unique to the position.

2. Responsibilities

- Provides personal security for the Mayor while attending public and private gatherings.
- Conduct advanced site surveys and prepare security contingency plans when appropriate.
- Provides liaison between the Mayor and other governmental and law enforcement agencies.
- Operates, maintains and secures the Mayor's assigned City vehicle.
- Provides other duties as requested when assigned by the Chief of Police.
- Travels with the Mayor as necessary to provide personal security.
- Alerts the Chief of Police, Executive Assistant Chief and Administrative Sergeant on matters involving the Mayor, which require police attention or intervention.

3. Confidentiality

Detectives selected for this position must be sensitive and aware of the special needs and issues involved with the detail. While performing the required duties, EPD Unit members will overhear or have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times.

4. Schedule and Attire

(Deleted – records of security)

The EPD Officer(s) assigned to the Mayor will begin their work shift upon picking up the Mayor's vehicle at Western Division, and conclude when the Mayor is secured at his home.

Business attire is mandatory and shall be in accordance with Department Procedure 5.10. EPD personnel shall be armed at all times.

Council Security

1. Role

The Council Detectives provides security for the City Council at all City Council Meetings and maintains public order during open sessions with the general public. This element also performs a wide range of duties and responsibilities, which are unique to the position.

2. Responsibilities

- Provides security at all City Council meetings. Maintains order as necessary and responds to the security needs of the City Council.

- Identifies potential hazards during Council meetings and provides direction, when appropriate.
- Maintains liaison between City Council staff and the Chief of Police via the Chief's Administrative Sergeant.
- Remains outside City Council Chambers when in closed session to provide security, when appropriate.
- Maintains liaison with the Office of the City Clerk to prepare for future City Council and/or special meetings.
- Alerts the Chief of Police, Executive Assistant Chief and Administrative Sergeant on matters involving Council members, which may require police response or intervention.

3. Confidentiality

Detectives selected for this position must be sensitive and aware of the special needs and issues involved with the detail. While performing the required duties, EPD Unit members will overhear or have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times.

4. Schedule and Attire

The Detectives assigned to the City Council Security position will work a ten-hour day with Friday, Saturday and Sunday as days off, or Saturday, Sunday and Monday off. The Detective may be requested to attend other events at the discretion of the Chief's Administrative Sergeant.

The work hours for the EPD City Council Security Officer position begin when the EPD Officer arrives at the Council Office and conclude when Council secures. (Deleted – records of security)

Business attire is mandatory and shall be in accordance with Department Procedure 5.10. EPD personnel shall be armed at all times.

City Administration Building (CAB) Security

1. Role

City Administration Building (CAB) Security provides security for city personnel and staff within the City Administration Building. This position also oversees the private security guards assigned to the magnetometer who control access to the building. This detail also performs a wide range of duties and responsibilities, which are unique to this position.

2. Responsibilities

- Provides security for the City Administration Building. Maintains order and responds to the security needs of the CAB as necessary.
- Provides additional City Council security Tuesday through Thursday, or as needed.
- Coordinates with the civilian security guards assigned to provide building security and operate the magnetometer. Civilian security guards will screen visitors and authorized personnel entering the building. Visitors who raise security concerns will be directed to CAB Officers for processing.
- Understands the operation of the magnetometer.
- Enforce violations of Penal Code section 171b, pertaining to firearms and/or weapons brought into the City Administration Building. A duly appointed peace officer, a retired peace officer with authorization to carry concealed weapons, or a full-time paid peace officer of another state or the federal government who is carrying out official duties in California shall be granted entry while armed, consistent with Penal Code section 171b(b). (Refer to California Penal Code Section 171b for weapons as defined in this section).
- Identifies potential hazards and provides direction when appropriate.
- Maintains liaison between City Administrative Staff and the Chief of Police via the Chief's Administrative Sergeant.
- Remains outside City Council Chambers when in closed session to provide security when appropriate.
- Alerts the Chief's Administrative Sergeant on matters, which may require police response or intervention.

3. Confidentiality

Officers selected for this position must be sensitive and aware of the special needs and issues involved with the detail. While performing the required duties, EPD Unit members will overhear or have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times.

4. Schedule and Attire

(Deleted – records of security)

The CAB Officers may be requested to attend other events at the discretion of the Chief's Administrative Sergeant. Adjustment of days off and hours are sometimes required.

5. Operating Procedures

See the Executive Protection Details Operations Manual for detailed operating instructions.

Civilian Staff

Confidential Secretary to the Chief of Police

1. Role/Responsibilities

The Confidential Secretary to the Chief of Police reports directly to the Chief of Police. This position's primary function is to manage all aspects of the Chief's day-to-day activities and provide executive level administrative assistance as requested. The Confidential Secretary acts as a liaison between the Mayor's Office, Council Offices, media, department directors, law enforcement agencies and high-level public and private sector executives.

2. Confidentiality

Maintains security and confidentiality of information at all times.

3. Schedule and Attire

This position is a civilian assignment working a 5/8 schedule with weekends and City-approved Holidays off.

Business attire is required and shall be in accordance with Department Procedure 5.10.

Executive Secretary to the Executive Assistant Chief of Police

1. Role/Responsibilities

The Executive Secretary reports directly to the Executive Assistant Chief of Police. This position's primary function is to manage all aspects of the Executive Assistant Chief of Police's day-to-day activities and provide executive level administrative assistance as requested. The Executive Secretary serves as full clerical support to the Counsel to the Chief. The position is also responsible for all scheduling, agenda preparation and record keeping for the Chief's Executive Committee meetings, coordinates the appeal hearings, and issuing all department announcements. This position also serves backup to the Confidential Secretary.

2. Confidentiality

Maintains security and confidentiality of information at all times.

3. Schedule and Attire

This position is a civilian assignment working a 5/8 schedule with weekends and City-approved Holidays off.

Business attire is required and shall be in accordance with Department Procedure 5.10.

Senior Clerk/Typist

1. Role/Responsibilities

The Senior Clerk/Typist reports directly to the Chief's Administrative Sergeant. This position's primary function is to manage all aspects of the Assistant Chiefs of Police day-to-day activities and provide administrative assistance, including scheduling of appointments, preparing agendas, documents, and handling of mail. This position supervises the activities and performance of the Word Processing Operator. This position is responsible for all Payroll functions of the office, coordinates the Shooting Review Board Hearings, and distributes the Employee Parking Awards. Assist with other clerical support duties as required.

2. Confidentiality

Maintains security and confidentiality of information at all times.

3. Schedule and Attire

This position is a civilian assignment working Monday through Friday with weekends and City-approved Holidays off, but does have the option of working a 36/44 schedule.

Business attire is required and shall be in accordance with Department Procedure 5.10.

Word Processing Operator

1. Role/Responsibilities

The Word Processing Operator reports directly to the Senior Clerk/Typist. The Word Processing Operator performs clerical/administrative duties and

functions as required by the Assistant Chiefs and/or Senior Clerk/Typist. This position maintains the Weekly Duty Schedule (Chiefs and Captains), Mobile Field Force Duty Schedule (Lieutenants), Commanding Officer Schedule, the Command Staff and Commanding Officer listing, Organizational and Photo Chart, Captains, Lieutenant, and Civilian Equivalent Chart, internal lists, and maintain the department announcements on the Resource Library. This position is also responsible for the coffee and water fund, maintaining the office supplies, mail, and assisting with incoming calls. Assist with other clerical support duties as required.

2. Confidentiality

Maintains security and confidentiality of information at all times.

3. Schedule and Attire

This position is a civilian assignment working Monday through Friday with weekends and City-approved Holidays off, but does have the option of working a 36/44 schedule.

Business attire is required and shall be in accordance with Department Procedure 5.10.