



San Diego Police Department

CRITICAL INCIDENT MANAGEMENT UNIT / HOMELAND SECURITY

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OPERATIONS MANUAL

SAN DIEGO POLICE DEPARTMENT

CRITICAL INCIDENT MANAGEMENT UNIT / HOMELAND SECURITY



Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).

MISSION

The mission of the Critical Incident Management Unit is to provide assistance and support to the Police Department in the preparation and management of, and recovery from natural, intentional and accidental disasters.

OBJECTIVES

The specific objectives of the Critical Incident Management Unit (CIMU) are:

1. To Provide Logistical Field Support

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

2. To Conduct Homeland Security Planning

- CIMU is tasked with disaster preparedness for the Police Department. CIMU coordinates within our Department to refine response plans for critical incidents to ensure best practices are used. CIMU works collaboratively with other Departments, agencies, and private businesses to plan and prepare our response protocols for critical incidents. CIMU ensures the Police Department to collaborate with other entities during critical incidents to respond effectively and efficiently.

3. To Facilitate Homeland Security Grant Purchases

- CIMU assists the Department with acquisitions of logistical equipment, vehicles, and supplies during critical incidents. CIMU maximizes the Department's ability to be prepared with the logistical support needed to manage an incident effectively.

4. To Coordinate Homeland Security Training

- CIMU aims to prepare Department personnel at all levels to respond during a critical incident. CIMU takes an all-hazards approach to the training they provide and adheres to the standards outlined in the National Incident Management System. CIMU training focuses on the specific roles and responsibilities of each rank within our Department and matches the type and level of training to those roles.

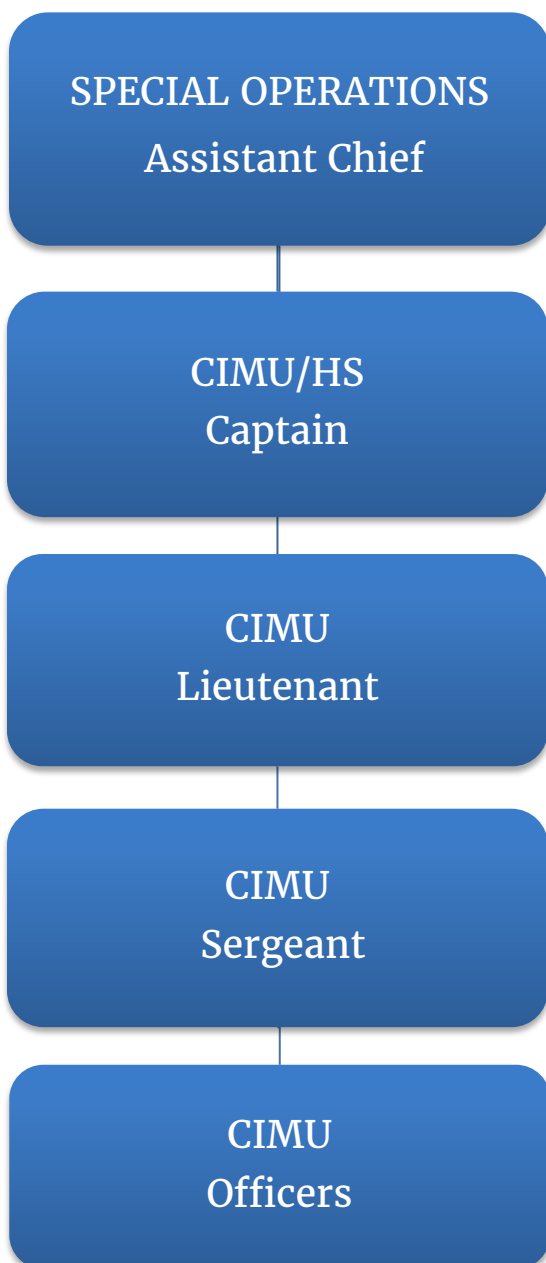
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5. To Coordinate the Respiratory Protection Program

- CIMU aims to keep the Department in compliance with Occupational Health & Safety Administration (OSHA) respiratory protection guidelines and regulations to keep our members safe in their duties. CIMU will manage the Department’s respirator seal ‘fit’ testing program, ensuring that all personnel issued an air-purifying respirator (APR) complete their annual testing and training requirements.

6. To facilitate the decontamination of exposed facilities and equipment by viruses such as COVID-19, using Tomi Steramist equipment.

ORGANIZATIONAL CHART



ROLES AND RESPONSIBILITIES OF CIMU / HS PERSONNEL

Captain

The Captain ensures that the overall mission and direction of CIMU is consistent with the San Diego Police Department's current strategic vision. **(Deleted – records of security)**

Lieutenant

The Lieutenant is the primary point of contact between the CIMU Sergeant and the Homeland Security Division. The Lieutenant ensures that the CIMU Sergeant successfully carries out the objectives of the CIMU work plan. **(Deleted – records of security)**

Sergeant

- Supervises the activities of the CIMU.
- Identifies, implements, and manages projects, programs, training, exercises, and other activities related to planning, preparedness, mitigation, response, and recovery from critical incidents.
- Ensures that emergency facilities and equipment are in a state of readiness and submits recommendations for the upgrade or replacement via the chain-of-command.
- During emergencies serves as a National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), Incident Command System (ICS) Specialist to the Incident Commander **(Deleted – records of security)**
- Coordinates with other agencies, disciplines, and City Departments regarding Homeland Security issues.
- Serves as liaison between SDPD Administration, Office of Homeland Security (OHS), and County Office of Emergency Services.
- Ensures State grant and purchase request procedures are followed.
- Ensures Homeland Security related training programs with OHS, In-Service Training, and Fiscal Management are completed.
- Liaison with the Criminal Intelligence Unit (CIU), to share Unclassified (UC), For Official Use Only (FOUO) intelligence information.
- Ensures the Department's participation in regional training exercises.
- Ensures monthly mileage audits are conducted on CIMU vehicles.
- Ensures the operations of the Department's Air Purifying Respirator (APR) Fit Testing Program.
- Solicits input from personnel, organizations, or agencies that may be involved in critical incident management, or wish to provide recommendations and provide timely feedback.

CIMU Officers

All officers assigned to the CIMU have the following responsibilities:

- Handles a scheduled rotation of on-call responsibilities.
- Provides field logistical support by deploying, setting up, and cleaning equipment assigned to CIMU.
- Provides training to Department personnel on CIMU equipment use.
- During emergencies, serves as NIMS/SEMS/ICS Specialists.
- Participates in regional committees and working groups to maintain a network of connections in the emergency management field.

Additionally, CIMU Officers must have a basic knowledge in each of the following areas of responsibility. Although all officers are required to have basic understanding, generally, one or two specific officers will be experts in each of the areas. The CIMU Sergeant manages officer's assignments regarding each area of responsibility, and officers should expect to receive assignments in all areas depending on the unit's operational needs. Examples accompany each area of responsibility listed below. Each area of responsibility listed below is accompanied by examples. The examples are not meant to be all-encompassing, but only illustrations of duties that may arise within that area of responsibility.

Emergency Management

- **(Deleted – records of security)**
- Facilitates the WebEOC crisis management program.
- Provides and facilitates exercises for the Police Department.
- Provides expertise to Department personnel during critical incidents.
- Works with In-Service Training to coordinate Department NIMS/SEMS/ICS training programs to verify that Department personnel comply with required guidelines.

Grants Coordination

- Works collaboratively with the City of San Diego Office of Homeland Security [City OHS] and City Purchasing on using the Department of Homeland Security Grants.
- Identifies equipment gaps within the Department that can be filled by the use of Department of Homeland Security (DHS) grant funds.
- Oversees the purchasing of Police Department equipment and vehicles through the Urban Area Security initiative (UASI), State Homeland Security Grant Program (SHSGP), and Buffer Zone Protection Program (BZPP) Grants.
- Provides expertise and assistance to other units regarding the process of utilizing DHS grants.
- Maintains accountability for the use of equipment and vehicles purchased using DHS grant funds.
- Assures equipment purchased operates appropriately during the warranty period.
- Maintains a department-wide “wish-list” with estimates to expedite the purchasing and planning process for grant funds.
- Coordinates grant funding for Homeland Security related training.
- Works with In-Service Training to track SDPD Officer’s attendance in Homeland Security related training.

Logistics & Equipment Coordination

- **(Deleted – records of security)**
- Identifies logistical needs for the Department and provides cost estimates for purchasing equipment.
- Coordinates and conducts training for CIMU Support Officers in command vehicle operations.
- Completes CIMU inventory and status inspections.

Mobile Field Force/ Fit Coordination

- Maintains, coordinates, and conducts the Department’s mobile field force training.
- Provides expertise to Department personnel on mobile field force matters.
- Manages the inventory of the Department’s mobile field force equipment.

- Identifies logistical needs for the Department and cost estimates for purchasing the equipment.
- Develops, reviews, and updates the Department's mobile field force guide.
- Provides and facilitates mobile field force exercises and expertise to the Department.
- Works with In-Service Training to track San Diego Police Personnel attendance in related training.
- Serves as a liaison between SDPD and allied agencies on mobile field force related training.
- Manages the Department's Respiratory Protection Program and ensures annual Fit testing is completed per OSHA requirements. Generally, one or two available light-duty officers will be assigned to CIMU to facilitate the testing.

Planning

- **(Deleted – records of security)**
- Designs, coordinates, and assists in the facilitation of Homeland Security exercises.
- Participates in regional first responder operations subcommittees, working groups, and planning teams.

(Deleted – records of security)

RULES AND REGULATIONS

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

OPERATING PROCEDURES

- **(Deleted – records of security)**
- Officers will coordinate their work activities through the Unit Sergeant.
- The Sergeant will coordinate his/her work activities through the Unit Lieutenant.
- Staff will make maximum use of all resources, units, and organizations to accomplish their assigned missions; while ensuring that appropriate protocols are followed.

CALLOUT PROCEDURES

Critical Incident Management Unit personnel are subject to callouts. All CIMU personnel will monitor their cell phones unless they are on approved leave or ill. All on-call CIMU personnel will notify the CIMU Sergeant immediately if, for any reason, they are not available to respond to a callout.

The CIMU Sergeant will be responsible for making an on-call schedule. **(Deleted – records of security)**
A copy will be routed to the Watch Commander. During a major incident, all available CIMU Officers may be called to assist. Only those on-call will be required to respond unless it is an emergency callback situation.

CIMU personnel can be requested for logistical and equipment support as well as for Incident Command Specialist (ICS) expertise. **(Deleted – records of security)**. Personnel will generally not be assigned a specific role at field incidents since they are there to provide equipment and lend their expertise to the Incident Commanders. **(Deleted – records of security)**. During the initial stages of a percolating or developing emergency, personnel will be pulled in many critical directions. It is imperative that Unit supervision coordinate to effectively manage and carry out the many responsibilities of the Unit.

Mobile Field Force (MFF) Callouts-

(Deleted – records of security). When an MFF activation occurs, the WC will send a mass text identifying the event, level of MFF activation, address and any other pertinent information. This text is intended to be for informational purposes unless a specific callout by CIMU staff is necessary.

The Incident Commander may request resources to respond based on the type of MFF event. **(Deleted – records of security)**. The request will come through the CIMU chain of command for approval for the callout.

Decontamination Callouts-

CIMU possesses a Steramist decontamination machine capable of sanitizing structures and equipment. CIMU staff that are trained or certified in the Steramist use are subject to being called out to decontaminate structures and equipment as scheduled by the CIMU chain of command.

Cell phones are the primary means of notification for an emergency callback of CIMU staff.

During regular business hours, the CIMU Sergeant should be contacted when there is a critical incident or emergency **(Deleted – records of security)** or specialized equipment and expertise is needed. After regular business hours, callbacks should be made via the Watch Commander's Office to the on-call CIMU Sergeant. The Unit Sergeant will determine the level of officer callout to carry out the requested mission. The Unit Sergeant will keep Command Staff apprised of callouts and ongoing events.

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

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VEHICLES

(Deleted – records of security)

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

(Deleted – records of security)

CIMU personnel must live within 60 minutes of their work facility. **(Deleted – records of security)**

Additionally, the following procedures will be adhered to:

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