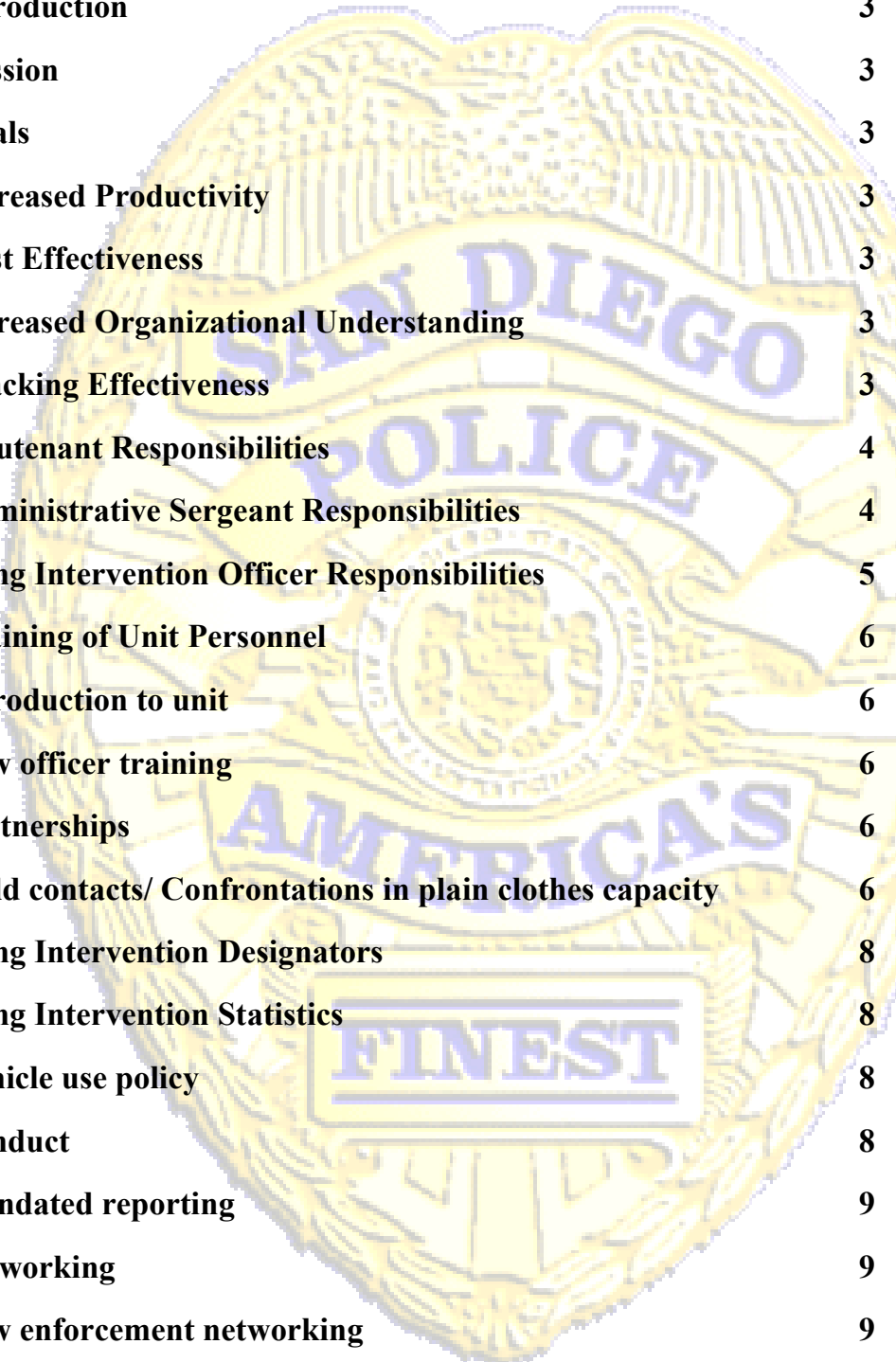
The background of the cover features a large, semi-transparent watermark of the San Diego Police Department badge. The badge is circular with a gold border and contains the text "SAN DIEGO POLICE" at the top, "AMERICA'S" in the middle, and "FINEST" at the bottom. The central emblem of the badge is also visible.

**SAN DIEGO POLICE
DEPARTMENT
GANG
INTERVENTION
UNIT
OPERATIONS MANUAL**

2020

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A large, semi-transparent watermark of the San Diego Police badge is centered in the background. The badge is gold with blue and white text. It features a central seal with a figure, surrounded by the words "SAN DIEGO POLICE" and "AMERICA'S FINEST".

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INTRODUCTION

The San Diego Police Department has implemented the Gang Intervention Unit (GIU) to partner with community based organizations, schools, and law enforcement agencies to assist in educating and mentoring youth that may possibly be at risk of being affected by gang activity or involvement.

MISSION

GIU is dedicated to reaching gang-impacted youth, their families, and communities by means of education services through the G.R.E.A.T Program, interventions and resources that support positive and healthy adolescents.

GOALS

The goal of the Gang Intervention Unit is to positively impact and educate as many youth and families in the City of San Diego. GIU will educate, mentor and be a long lasting resource to the community.

INCREASED PRODUCTIVITY

GIU officers are a resource afforded to students and families throughout the city. GIU officers have the flexibility to adjust their schedules to attend community meetings, conduct school presentations and also mentor at risk youth.

COST EFFECTIVENESS

Schools and community groups will receive free of charge an officer to teach the G.R.E.A.T Program, mentor youth and have access to attend a tattoo removal and a boxing program.

INCREASED ORGANIZATION UNDERSTANDING

GIU routinely conducts presentations for community groups and youth to educate them on the dangers and consequences of gang life.

TRACKING EFFECTIVENESS:

GIU officers monitor, track, and maintain a profile sheet for each participant in any of the programs. GIU officers will up the profile sheet anytime information changes. At the beginning and end of each school year a survey will be completed by the participant and parent to verify the effectiveness of the programs.

LIEUTENANT RESPONSIBILITIES

The Gang Intervention Unit Lieutenant reports to the Captain of Investigations II and is responsible for all phases of the day-to-day operation of the unit. The team consists of (1) Administrative Sergeant and (4) Gang Intervention Officers. The Lieutenant will establish operational policies according to the needs of the unit and will be responsible for the following:

- Provide support for administrative staff decisions and actions.
- Provide weekly briefings to the Investigations II Captain
- Develop and maintain relationships with community leaders.
- Enhance employee morale through the provision of training and resources.
- Identify and provide Unit training needs.
- Select personnel replacements.
- Maintain statistics and records on equipment, discipline, training, and overall unit activities.
- Supervise the Sergeant assigned to GIU.
- Conduct inspections as defined by Department Policy.

ADMINISTRATIVE SERGEANT RESPONSIBILITIES

Track effectiveness of programs and assignments.

Ensure GIU officers are aware of community meetings or events.

Adjust schedule and attend community meetings (I.E Gang Commission, C.A.S.T).

Be responsible for all administrative and personnel related matters of GIU.

Prepare the officers' evaluations, approve time off and vacations, handle CCF's, discipline, issue subpoenas, and provide the officers with career guidance and advice.

Monitor and approve curriculum and presentations provided by the GIU officers.

Monitor daily activity of GIU officers.

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Provide statistical data on resources provided and number of participants in each program upon request.

Coordinate any requests for gang intervention related training to community members.

Provide gang intervention training department wide upon request.

GANG INTERVENTION OFFICER (GIO) **RESPONSIBILITIES**

Create and establish a working relationship with elementary and middle school administrators and teachers, located within the City of San Diego, to identify students at risk of being involved in gang activity. Students will be referred by school staff and/or administration to the GIO.

The GIO will be available to conduct presentations about gangs to schools and/or community groups upon request. The GIO will conduct presentations via lectures and PowerPoint presentations. The GIO may customize the lectures to accommodate the audience.

Network with community members who run programs for at-risk youth and volunteer services for gang education and participate in mentorship programs.

Some of the ongoing programs that GIO's are involved with include a boxing program, tattoo removal laser treatment program, group therapy session program, Boys and Girls Leadership/ mentoring program and Success Agents program and G.R.E.A.T. program (Gang Resistance Education and Training).

GIO's may have to transport clients to facilities to receive treatment (ex: tattoo removal). Some of the facilities may be out of the county. In these instances, the GIO and GIU supervisor will ensure a Field Trip Waiver and Release of Liability form and an Out-of-County Travel Request forms are completed (G:\GANGS\GIO) and submitted to the Division Captain, via the Gang Unit Lieutenant, for approval.

The GIO will accept juvenile field interviews from uniformed Special Operations Unit Officers. GIO officers will make attempts to contact parents/guardians about the circumstance of the contact with Officers, and provide a list of resources to parents/guardians to assist the child in avoiding the gang lifestyle. The GIO will ensure that parental notification letters are sent to the parents/guardians of juveniles contacted by GIU.

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The GIO will act as the Safety Liaison Officer for the Gang Unit, attend quarterly meetings, and update and maintain the “Safety Board.”

GIU officers will brief the administrative sergeant on any scheduling changes that deviate from their normal schedules.

GIU officers will provide a weekly statistical report to the administrative sergeant.

GIU officers are authorized to work in both uniform and plainclothes, depending on their daily schedule.

When necessary, GIU officers will adjust their schedules to attend community meetings. (Gang Commission/C.A.S.T)

GIU officers have been assigned department telephones and will be available for questions during their shift to assist patrol units and community members.

TRAINING OF UNIT PERSONNEL

Officers selected to the Gang Intervention Unit will receive two weeks of unit specific training from a senior GIU officer prior to assuming the responsibility of a school or program. Additionally each GIU officer will attend and complete the accredited G.R.E.A.T program training. GIU recognizes each officer will bring a different knowledge base and background to the unit. Therefore, training is focused on the individual officer’s needs of the programs they manage.

GANG INTERVENTION OFFICE

Only GIU personnel will have access to the office or files. Absolutely no civilian personnel are allowed in the office without prior approval.

INTRODUCTION TO THE UNIT

The administrative sergeant explains the unit expectations and duties to the new officer and designates a senior GIU officer to train and mentor the new officer.

NEW OFFICER TRAINING

GIU officers will attend a week long accredited training through the G.R.E.A.T program.

New GIU officers will observe a senior GIU officer teach the curriculum prior to their own teachings.

New GIU officers will shadow a senior GIU officer in the boxing program prior to managing their own group of participants.

PARTNERSHIPS

GIU officers will build and maintain working partnerships with the appropriate members of the probation department, school principals, and community members.

FIELD CONTACTS/ CONFRONTATIONS IN A PLAIN CLOTHES CAPACITY

GIU officers will follow the procedure for field contacts/confrontations in a plain clothes capacity as outlined in the Investigative Procedures Manual (the following is from the August 2016 version and the most current version of Investigative Procedures Manual shall be followed). When GIU Officers are working in plain clothes and respond to calls for assistance, they will have their required safety gear that includes a bullet proof vest overlain with investigative cover with "POLICE" clearly printed on it, handcuffs, a portable radio, duty handgun and their Department badge and identification as outlined in DP 4.15,

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

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

Where direct confrontation with suspects is anticipated, the officers involved in the contact should wear clothing with the word POLICE clearly printed on it that clearly identifies the officers.

When not clearly identified as a police officer, the undercover officer should carry his/her firearm well concealed rather than partially or completely exposed to view.

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

Follow the instructions of the uniformed officer explicitly.

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

Comply with any requests of the uniformed officer without hesitation.

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

GIU DESIGNATORS

Lieutenant	OPS1L
Administrative Sergeant	OPS1S
Officers	OPS1 THROUGH OPS4

The units will use the radio frequency assigned to the area they are currently in.

GIU STATISTICS

The GIU administrative sergeant will keep a monthly log of the unit's statistics for feedback and measured effectiveness. The sergeant will evaluate the data on an ongoing basis and make changes as needed.

VEHICLE USE POLICY

GIU officers have access to unmarked vehicles that can be used during the course of their duties. GIU officers will be permitted to take home the unmarked vehicles at the discretion of the GIU Sergeant. These instances may include but are not limited to, completing the boxing or tattoo removal program late in the evening, attending an offsite meeting/police event after normal business hours or beginning the shift off site on a work related event. Due to the collateral CRO responsibilities each GIU Officer and Sergeant holds, the vehicles will be routinely used as noted above.

GIU is additionally assigned one marked patrol vehicle to be used to attend meetings and presentations while the GIU officers are in uniform. The marked patrol vehicle will be secured at a police facility at the end of each shift.

GIU Officers will adhere to San Diego Police Department Procedure 1.16 Off-Duty Use of department take-home vehicles.

GIU officers are to maintain a hand written log when transporting any participant in the boxing or tattoo removal program. The logs will be presented to the Administrative Sergeant at the completion of each work week.

CONDUCT

Conduct in the office shall be business-like and professional at all times. All members shall set a positive example, meet job related standards of performance and strive for professional development. GIO are a representative of the GIU on and off duty.

Violations of Equal Employment Opportunity (EEO) policies, the City's Threat Management Policy or any other Department Policy or Regulation shall not be tolerated and must be reported immediately to a Supervisor.

MANDATED REPORTING

GIU staff members will report **any** crime they are made aware of as outlined in Department Procedure 6.04, Crime/Incident Report Form. Certain crimes require further notifications. This includes, but is not limited to, child abuse incidents.

Any report taken by GIO shall be reported to the Unit Sergeant.

PARTNERSHIPS

GIU officers will build and maintain working partnerships with the appropriate members of the probation department, school principals, and community members.

NETWORKING

Networking includes interacting with others to exchange information in order to develop professional contacts. This includes a willingness to establish these connections without a formal direction at events, meetings and other locations where professionals gather. GIU officers should have business cards with them while on duty to facilitate networking opportunities.

Networking does **not** include soliciting donors or resources. GIU officers will adhere to policies regarding solicitation/donations. San Diego Police Officers are not authorized to solicit donations and will adhere to Department Procedure 1.35, Accepting Donations on Behalf of the Police Department. Civilian staff will establish protocols and guidelines for soliciting donors for the GIU. Refer to the Donations section of the Operations Manual for more details.

LAW ENFORCEMENT NETWORKING

GIU officers will work with law enforcement agencies outside of the San Diego Police Department. Networking to establish partnerships with these agencies is necessary because GIU provides services to the entire county of San Diego. Joining forces with other entities will ensure the GIU is available to as many youth participants as possible.

COMMUNITY NETWORKING

The GIU mission is achieved through interactions with community members that include principals, teachers, parents and various other community members. While serving underserved youth in the community is the center of the mission, this is achieved through collaborative partnerships throughout the community in the form of facilitating GIU programs in schools and presenting specific topics of interests.

Networking in a variety of methods (email, phone calls, meetings and social settings) is a skillset used by GIO's on a daily basis. The ability to engage community members in

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these settings requires general police knowledge, agency specific knowledge, GIU (mission, objectives, website, operations and programs) knowledge, an ability to establish a relationship with members of the community, and strong administrative skills, in addition to a passion for working with youth.

CONCLUSION

The Gang Intervention Unit will aggressively seek students and families to provide resources and mentorship. The GIU officers will build viable relationships with community outreach groups to promote a positive relationship between the San Diego Police Department and the youth in the communities they serve.

This Operations Manual cannot account for every situation the GIO will encounter and is only as a guideline. As situations and or missions change, the Operations Manual will change to the need.

