SAN DIEGO POLICE DEPARTMENT GVRO LIAISON

OPERATIONS MANUAL

June 2020

I.   UNIT MISSION

The San Diego Police Department's Gun Violence Restraining Order (GVRO) Unit works in partnership with the San Diego City Attorney's Office GVRO Unit to investigate, file and serve GVROs, and seize firearms related to GVROs.

II.   INTRODUCTION & ORGANIZATION

A.   In 2017, the San Diego City Attorney's Office's Gun Violence Restraining Order (GVRO) Unit began filing GVROs on behalf of the San Diego Police Department. With growing awareness of the use and availability of GVROs, the unit expanded to include a San Diego Police Department (SDPD) GVRO Liaison. A GVRO Liaison allows for communication between organizations to ensure accuracy, efficiency and tracking of GVROs filed by the department.

B.   Officers assigned to the GVRO Unit have a wide range of duties and responsibilities, which are unique to the position. Officers selected for this position must be sensitive and aware of the special needs and issues involved with this assignment. GVRO personnel may have confidential matters brought to their attention on occasion. The confidentiality of this information must be maintained at all times consistent with applicable law and Department policy and procedures.

This manual is designed to specifically address the operations and duties of the GVRO Liaison. This manual is not all-inclusive and does not in any way relieve the officers from the policies and procedures outlined in the San Diego Police Department Policy and Procedures Manual.

C.   **(Deleted – records of security)**
The liaison will receive direction on daily activities from the GVRO Supervising Deputy City Attorney. SDPD retains oversight by administrative supervision. Officers assigned to the GVRO Unit report directly to the Administrative Sergeant of the Office of the Chief of Police. The Administrative Sergeant reports to the Assistant Chief of Neighborhood Policing.

III.   JOB DESCRIPTION

A.   Duties of the GVRO Liaison

1. Conduct background checks on referred GVRO subjects under review, upon request, including, but not limited to, review of the following:
   a. Gun seizures;
   b. AFS;
   c. Active restraining orders;
   d. Arrest status;
   e. Criminal history;
   f. Prior arrests involving violence of mental illness;
   g. 8102/8103 prohibitions; and

h. Status of current criminal investigations, if any.

2. Conduct background checks and credibility assessments of victims and witnesses on referred GVRO cases, upon request.

3. Utilizes systems such as, but not limited to, CRMS and NetRMS, AFS, SDLaw, JURIS, CII, ARJIS, and APPS to achieve results in background checks referenced above.

4. Serve GVRO Respondent packets directly to Respondents under circumstances such as, but not limited to, in-custody and workplace service. Prior to service, the SDPD GVRO Liaison will coordinate with the corresponding division to facilitate seizure of weapons thereafter.

5. Assist divisions with service of GVROs upon request, under circumstances such as, but not limited to, after hours on a call-back basis.

6. In emergency situations, present search warrants to the assigned duty Judge, ensuring the search warrant is filed with the court and activated.

7. Obtain body worn camera (BWC) footage where footage was not previously shared with the City Attorney's Office. This is generally requested when the SDPD Court Liaison assigned to the City Attorney's Office is not available.

8. Maintain a system of oversight to ensure that service and firearm seizures in GVRO cases is achieved.

9. Send notifications to divisions when service or firearm seizures are outstanding.

10. Act as Petitioner in GVRO ex parte filings by reviewing supporting reports, signing MC-30 and GV-100 forms as Petitioner where the facts support the issuance of a GVRO, and the SDPD division responsible for service consents.

11. Provide support and assistance to SDPD's personnel and staff in the GVRO Unit.

12. Participate in training with the GVRO Unit for current information on GVROs.

B.   Schedule and Attire

The attire includes uniform and business attire, both of which are required to comply with Department Procedure 5.10. **(Deleted – records of security)**
The periodic adjustment of hours is sometimes required based upon unit needs.

Overtime is authorized in accordance with DP 1.20 Overtime Compensation, e.g., pay or time compensation will be granted for any hours worked in excess of each 10-hour shift. All overtime, with the exception of court appearances and emergency situations, require pre-approval by a police department supervisor. Weekly time sheets will be maintained by the Chief's Office Senior Clerk/Typist. Electronic timecards and leave slips must be submitted to the Chief's Office Administrative Sergeant.

C.   Operational Planning

Per Department Procedure 4.15 Probation, Parole, and Knock and Talk Searches Including High-Risk Entries and Outside Assistance, an Operation Plan (PD-1195) will be completed prior to any knock and talk search, parole or probation search, high-risk entry, or search warrant service. The case agent will be responsible for completing the Operation Plan. The Operation Plan is to be completed in its entirety and approved by a supervisor prior to the operation. The assigned sergeant (acting sergeants are not acceptable) shall assume overall responsibility for the warrant service and shall be present during its execution. See DP 4.15 for complete procedures.

The case agent will conduct the de-brief prior to the operation. The Operation Plan will be read at the de-brief and all other relevant information will be shared with participants.

Body Worn Cameras shall be used to capture audio and visual evidence for investigations and enforcement encounters. Body Worn Cameras shall be used during the execution of a GVRO in compliance with DP 1.49 – Axon Body Worn Cameras.