

NORTHEASTERN DIVISION

OPERATIONS MANUAL

2023



SAN DIEGO POLICE DEPARTMENT

David Nisleit

Chief of Police

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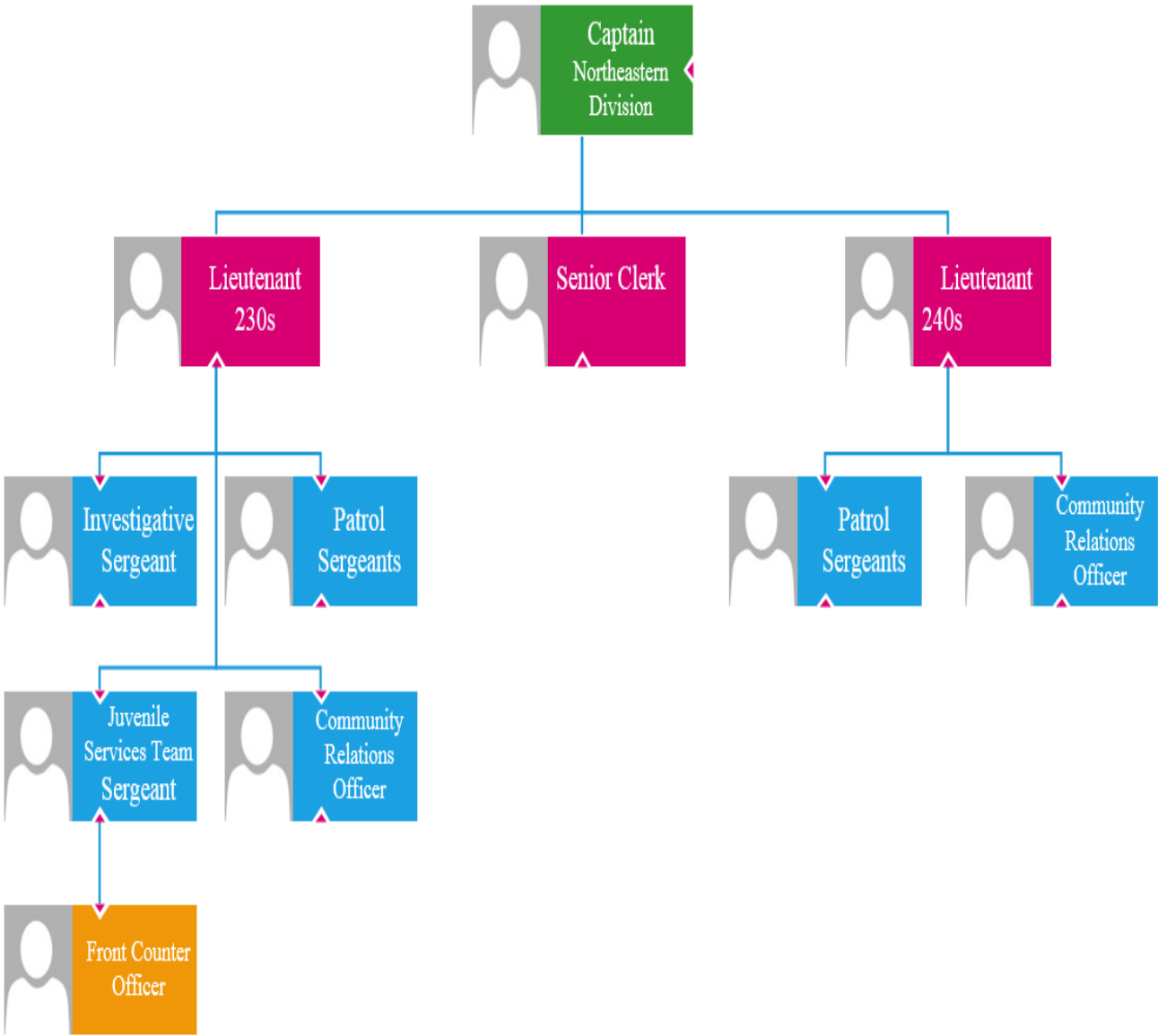
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MISSION STATEMENT NORTHEASTERN DIVISION

The employees of Northeastern Division are committed to providing quality police service to the citizens who live or work within its borders and visitors to our area. The service shall be provided in a fair and friendly manner, keeping within the guidelines of the Department Vision, Values, and Mission Statement. We will embrace the concept of Neighborhood Policing and Problem Solving and apply them in everything we do.

This Operations Manual is a living document. It is to be reviewed on an annual basis or whenever a significant change is made in Division Operations. It will be the responsibility of the Captain and Lieutenants to review and update the manual on an annual basis.

NORTHEASTERN DIVISION ORGANIZATIONAL CHART



DIVISION CAPTAIN Duties and Responsibilities

The Captain heads the Division and reports directly to the Assistant Chief of Patrol. The Captain is responsible for all phases of day-to-day operations of the Division. He/She establishes Operational Policies and sets guidelines to support the Department's Mission.

The following are the duties of the Captain:

- Supervise the work of the Investigations Lieutenant and Service Area Lieutenants. Evaluate their performance and oversee their career development.
- Assign job responsibilities, sets performance standards, and work priorities.
- Ensure proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines.
- Establish direct communication with community leaders, including City Council representatives.
- Appoint community members to serve on an Advisory Boards to the Division.
- Strategic Planning and maintaining E.E.O. standards.
- Promote problem solving at all levels and encourage community participation to maintain a strong partnership.
- Conduct periodic supervisors' meetings and attend periodic patrol line-ups and detective briefings.
- Participate in key community meetings and maintain a liaison with area agencies.
- Approve assignment changes and temporary assignments of personnel in specialized units within the Division.
- Review personnel evaluations, citizens' complaints, discipline reports, pursuit forms, injury forms, transfer requests, and other administrative reports.

230's LIEUTENANT/INVESTIGATIVE LIEUTENANT Duties and Responsibilities

The 230's/Investigations Lieutenant reports directly to the Division Captain.

The following are the duties of the 230's/Investigations Lieutenant:

- Manage area station Investigations, Juvenile Services Team, and 3 patrol sergeants.
- Assume command at major incidents and prepare appropriate after-action reports.
- Supervise and evaluate Detective Sergeant, Juvenile Services Team Sergeant, and 3 patrol Sergeants.
- Provide guidelines and direction for the preparation of contingency plans.
- Review and evaluate crime analysis publications, related statistical data, and facilitate implementation of problem-solving projects.
- Prepare and coordinate staff reports, including quarterly reports and discipline reports.
- Monitor personnel and equipment needs, recommend resource allocations, and provide annual budget documentation.
- Identify training needs, coordinate In-Service Class assignments, and review the application process for course attendance.
- Assign tasks and supervise Citizen's Complaints, Route Slips, and Citizen Request Forms investigations and inquiries.
- Review disciplinary packages and assist in administering formal and informal discipline.
- Review evaluations prepared by supervisors and review all appeals of evaluations submitted by subordinates.
- Conduct inspections of personnel, files, and equipment designated in the Department Inspections Guide.
- Conduct inspections according to Division and Department Policies and Procedures, i.e., radio, shotgun and citation sign-out logs, and Field Operation Practices.
- Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.
- Evaluate and recommend personnel for specialized assignments and promotions.

- Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.
- Participate in key community meetings.
- Maintain a liaison with the Department's specialized investigative units, 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.
- Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.
- Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, and staff work prepared by sergeants.
- Manage Division Investigative Funds and Informant Files.
- Assume on call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.
- Lieutenant or designee, prepare notification for officers of Random Drug Testing dates. Maintain a file of completed forms.

240's SERVICE AREA LIEUTENANT Duties and Responsibilities

The Service Area Lieutenant reports directly to the Division Captain.

Following are the duties of the Service Area Lieutenants:

- Manage daily operations of the Service Area.
- Assume command at major incidents and prepare appropriate after-action reports.
- Supervise and evaluate assigned Patrol Sergeants.
- Provide guidelines and direction for the preparation of contingency plans.
- Review and evaluate crime analysis publications, related statistical data, and facilitate problem solving to address area problems.
- Preparation and coordination of staff reports including quarterly reports and discipline reports.
- Monitor personnel and equipment needs and recommend resource allocations and provide annual budget documentation.
- Prepare the shift change schedule and monitor personnel staffing.
- Identify training needs, coordinate In-Service Class assignments, and review the application process for course attendance.
- Assign tasks and supervise citizens' complaints, Route Slips, and Citizen complaint investigations and inquiries.
- Review disciplinary packages and assist in administering formal and informal discipline.
- Review evaluations prepared by Sergeants and review all appeals of evaluations submitted by subordinates.
- Conduct inspections of personnel, files, and equipment designated in the Department Inspection Guide.
- Conduct inspections according to Division and Department policies and procedures, i.e., radio, shotgun and citation sign-out logs, and Field Operation Practices.
- Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

- Evaluate and recommend personnel for specialized assignments and promotions.
- Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.
- Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.
- Maintain a liaison 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. Oversee participation of Sergeants and Officers at certain community meetings.
- Participate in key community meetings when necessary.
- Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, pursuit forms, and staff work prepared by sergeants.
- Assume on-call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.
- Lieutenant or designee, prepare notification for officers of Random Drug Testing dates. Maintain a file of completed forms.

FRONT COUNTER OFFICER Duties and Responsibilities

The front counter is staffed by a uniformed Police Officer. PISO, VIP or RSVP personnel may assist the Front Counter Officer. The Front Counter Officer reports directly to the Juvenile Services Team Sergeant.

Following are the duties of the Front Counter Officer:

- Provide security for the station during normal business hours.
- Prepare police reports for citizens and other walk-in traffic.
- Assist Clerical with incoming phone calls as needed.
- Refer citizen complaints to the appropriate supervisor. (Obtain name and telephone number).
- Refer victims who wish to report a vehicle stolen in Mexico (California plates) to the C.H.P.
- Refer "Freeway" accident reports to the C.H.P.
- Provide Repossessed Vehicle Release Receipts to citizens. (\$15.00 fee, cash only)
- Maintain a logbook of Ride-Along assignments.
- Direct walk-in traffic and route telephone inquiries to the appropriate person.
- Provide proper and accurate information to all persons making inquiries in person or via telephone.
- Assist with tasks designated by the Command Staff.
- Maintain use/reservation logs for the meeting rooms.
- Receive walk-in citizen complaints in the absence of the involved officer's supervisor.
- Assist in distributing incoming interdepartmental mail and U.S. Mail daily.
- Maintain the flags flown from the flagpole. Raise and lower flags when appropriate.
- The front counter is now fitted with bullet proof glass. The Front Counter Officer should stay behind the glass unless he/she needs to address specific concerns.

Route Slips and Tracking Citizen's Complaints

All Route Slips will be sent to the respective Service Area Lieutenant or Investigations Lieutenant who will enter them in the Division computer log, assign a due date, and distribute to the appropriate personnel for investigation.

In order to track citizen's complaints in the field, patrol sergeants will contact the complainants, as formatted by dispatch, or meet them in person, if feasible, and obtain their audio recorded statement. Sergeants will then make a Blue Team entry and attach the recorded statement. The investigating sergeant will forward the incident to the appropriate service Lieutenant via Blue Team. The Lieutenant will review the incident and forward the incident to the Captain who will then forward the incident to Internal Affairs, via Blue Team.

Internal Affairs will determine if the complaint will be handled at the Command, if it's a Category II complaint, or if it will remain at Internal Affairs, if it is a Category I complaint.

If the complaint is deemed to be a Category II complaint, the supervisor of the subject officer will conduct the investigation. Once the investigation is completed, it will be reviewed by the Lieutenant who will sign the investigation. The completed investigation along with all the supporting documentation will be uploaded onto Blue Team. The completed investigation will be forwarded to the Captain who will forward the incident to Internal Affairs.

If the complaint is deemed to be an informal complaint, the investigating sergeant will prepare a memo and will upload the memo onto Blue Team. The Captain and subject officer will sign the memo prior to it being uploaded and forwarded to Internal Affairs.

RIDE ALONG COORDINATOR

The Front Counter officer oversees the Ride-Along Program and is the Ride-Along Coordinator.

The Ride-Along Coordinator will maintain a log of ride along requests, officers assigned and date of the ride.

Completed ride-along requests will be maintained in the ride-along binder in the Sergeant's office.

It is the responsibility of the Line-up Sergeant of each watch to check the binder for ride-along requests.

The assigned officers will return the completed ride-along form to the Ride-Along Coordinator.

Refer to Department Procedure 6.15 for further details.

PATROL SERGEANT Duties and Responsibilities

The Patrol Sergeants report directly to a Service Area Lieutenant. Patrol Sergeants supervise the daily activity of Patrol Officers and other personnel in the field.

Following are the duties of the Patrol Sergeant:

- Coordinate squad activities with investigative personnel and other patrol squads in the Division.
- Conduct meetings and briefings to identify crime trends and areas of concern within the division.
- Keep the Service Area Lieutenant informed of any significant field problems, community activities, and staffing and personnel issues.
- Make recommendations to the Service Area Lieutenant regarding work priorities and training needs.
- Evaluate problem solving activities initiated by officers.
- Review current crime statistics and Division incident logs.
- Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.
- Maintain a liaison with community groups and participate periodically in key community meetings.
- Assist officers with career counseling and recommended training classes for career advancement.
- Monitor and evaluate officer safety techniques.
- Ensure service and return of Random Drug Tests assigned to their officers.
- Oversee participation of patrol officers in community meetings.
- Make appropriate entries on the "Incident Log" regarding significant incidents.
- Maintain a liaison with the Watch Commander and request assistance from specialized

units when necessary.

- Manage overtime, monitor staffing, and assign personnel accordingly.
- Ensure time cards are complete and approved prior to the payroll closing period and submitted through OneSD.
- Monitor radio traffic, including all vehicle pursuits, and evaluate field incidents.
- Conduct squad conferences, issue subpoenas, review crime information, and obtain officer input during lineups.
- Conduct personnel and equipment inspections.
- Investigate Citizen Complaints, Route Slips, Citizen Request Forms, and prepare related reports.
- Prepare performance evaluations.
- Prepare disciplinary package when necessary and administer discipline.
- Evaluate and recommend appropriate personnel for specialized assignments and promotions.
- Complete staff assignments as directed by the Service Area lieutenant.
- Investigate and prepare Police Equipment Accident Reports, Injury Reports, and Vehicle Pursuit Forms. Inform the Lieutenant about the medical status of injured officers.
- Provide oral and written expectations to field personnel regarding the Department's Vision, Values and Mission Statement, Diversity, Neighborhood Policing, and daily patrol activities.
- Review and approve requests for time off based on staffing needs. Document date and time when officer requested time off on the leave slip, and in the Electronic Red Book.
- The Line-up Sergeant's shift starts 30 minutes prior to the beginning of line-up and ends 10 hours later.
- Field and Late Report Sergeants work regular shift schedules.

- The Late Report Sergeant is responsible for ensuring all officers are accounted for at the end of each shift.
- All Sergeants are responsible for ensuring officers do not return to the station or gas pumps more than 30 minutes prior to the end of their shift.

LINEUP SERGEANT Duties and Responsibilities

The Lineup Sergeant is responsible for ensuring minimum staffing levels are achieved during their assigned watch. When minimum staffing levels are not reached, it is the Lineup Sergeant's responsibility to request assistance through the Watch Commander's Office.

Check the "Electronic Red Book" for officers on leave or time off. Call the Watch Commander to check for late sick call-ins. Evaluate for minimum staffing requirements and update the schedule.

Check for new material in the electronic lineup program and present all information to patrol officers at lineup.

Check the Northeastern Incident Log in the Northeastern electronic line-up program for major incidents since the last tour of duty and read at lineup.

Be aware of available Department videotape presentations and ensure that all officers view them.

Ensure a primary Mobile Field Force (MFF) Sergeant is designated on the daily schedule. (Acting sergeants are not to be used as a designated MFF sergeant unless no other sergeant is available).

The Line-up Sergeant will be responsible for the assignment of officers in their service area beats.

Once the work schedule is final send a copy via email to the Communications Division, Watch Commander, Service Area Lieutenants, Patrol Sergeants, and make a copy for the report room bin.

Serve subpoenas at lineup and file the served subpoenas in the designated area.

Ensure that all the outside station doors are kept locked during non-business hours (see station security).

Promote dialogue between officers about previous incidents, community activities, wanted persons/vehicles, and discuss current Department topics.

Serve notifications to officers of Random Drug Testing.

FTO SERGEANT Duties and Responsibilities

Supervisors from each service area will be selected to act as a Field Training Sergeant for each watch. FTO Status logs are maintained for each service area. They are located in the Sergeant's Office. FTO Sergeants are responsible for monitoring the board and ensuring the FTO's enter scheduled classes, vacation time, and T.O. time.

Review daily trainee evaluations and daily journals.

Evaluate FTO performance and prepare the FTO portion of annual evaluations.

Ensure that training and evaluating processes are consistent.

Monitor the FTO's T.O. and vacation time.

Conduct FTO meetings as necessary.

Review and submit daily and bi-weekly evaluations to the FTO Lieutenant.

Be a resource to the FTO.

Suggest appropriate training strategies.

Complete FTO task book.

FIELD EVIDENCE COORDINATOR (FET Sergeant)

A designated Patrol Sergeant will supervise the Field Evidence Technician program.

Patrol Officers who have attended Field Evidence Technician, basic or advance school (POST certified), will perform as Field Evidence Technicians. The Sergeant will ensure that evidence reports are submitted in a timely manner to the appropriate investigative unit.

EQUIPMENT

The FET Sergeant will ensure FET officers maintain evidence supplies and equipment.

The FET Sergeant will ensure evidence equipment and vehicles are inventoried prior to each shift change.

POLICE OFFICER Duties and Responsibilities

Field officers will report to a sergeant and are assigned to patrol a designated service area. Officers will respond to calls for service and take appropriate enforcement action. Officers will employ problem solving techniques implementing neighborhood policing strategies, during uncommitted time.

Following are the duties of the police officer:

- Exercise self-discipline during pursuits.
- Identify crime trends and initiate appropriate responses.
- Develop community partnerships and encourage their assistance in problem solving.
- Keep sergeants informed of any significant incidents and crime issues.
- Dedicate "uncommitted time" to work on problem solving efforts.
- Respond to radio calls and submit related written reports.
- Provide testimony during court proceedings when needed.
- Alert supervisors of possible citizen complaints.
- Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity.
- Enforce city, state, and traffic laws as required.
- Educate citizens and the business community on crime prevention techniques.
- Act as a Field Training Officer when selected for the position.
- Carry out assignments delegated by a sergeant.
- Seek knowledge of community leaders/groups and attend community meetings/forums in assigned service area.
- Address traffic problems/issues in assigned service area and take appropriate action.

- Share crime information and knowledge with other officers during lineups and on an individual basis to enhance teamwork, efficiency and safety.
- Attend mandated training and quarterly Department qualifying shoots.
- Officers requesting time off, either compensatory or vacation time, shall do so in writing through their supervisor. Staffing shall be checked, and the officer's name placed in the "Electronic Red Book" by a supervisor upon approval.

RESERVE OFFICER

Northeastern Division has a reserve squad assigned to supplement patrol or work special assignments when requested. Reserve Officers are sworn police officers with the same duties and abilities as a full-time police officer when they are on duty or performing authorized assignments.

Reserve Officer, Duties and Responsibilities

Reserve officers report to a reserve sergeant and are expected to work in a uniformed law enforcement capacity and provide support to their assigned division.

Level 1 Reserve officers may also provide assistance at special events as outlined in Section 9.0 of the Reserve Operations Manual.

Level 1 Reserve officers may work alone or with another reserve officer in any assignment with a Captain, Lieutenant or Sergeant's approval, with the exception of a primary beat unit.

Reference Material

For complete duties of a Reserve Officer, refer to the Reserve Operations Manual.

C SQUAD
(Disbanded due to staffing)
Duties and Responsibilities

The "C" Squad has the latitude to cover the entire Division on an "as needed" basis. The squad will be utilized for high visibility patrol, selected surveillance operations and quick response to critical incidents. Normal work hours are 1700-0300 but may vary seasonally. These hours were selected to ensure maximum impact on the high volume of calls for service and yet provide the opportunity to do problem solving. C Squad is a patrol squad with all the duties and responsibilities of any other patrol squad.

Respond to calls for service and take appropriate enforcement action. (Monitor calls for service and assist where needed.)

Identify crime trends and initiate appropriate responses.

Develop community partnerships and enlist assistance in problem solving efforts.

Keep supervisor informed of significant incidents and/or crime issues.

Alert supervisor of possible citizen complaints and concerns.

Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity. (i.e., narcotics, burglary, car prowls, etc.)

Enforce city, state and traffic laws as required.

Carry out assignments as designated by the supervisor.

Establish liaison with community/business leaders/groups, and attend community meetings/forums in assigned service area.

Share crime information and knowledge with other officers and detectives during line-ups and on an individual basis to enhance teamwork, efficiency and safety.

Respond to business/community concerns regarding public nuisance issues. (i.e.: prostitution, transients, narcotic activity, etc.)

POLICE INVESTIGATIVE SERVICE OFFICER I Duties and Responsibilities

A Police Service Officer I performs the more routine community service and non-hazardous police functions.

They report to a service area Sergeant.

Responds to requests for non-hazardous police services.

Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are not immediately known.

Conducts searches for lost children and evidence.

Checks reports of health and safety hazards in the community.

Protects crime scenes from bystanders.

Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel.

Investigates minor traffic collisions and assists at vehicle accident scenes.

Reports observed crimes in progress that require immediate police attention.

Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies.

Conducts security checks of residences and businesses.

Issues parking citations and monitors OVO program.

POLICE INVESTIGATIVE SERVICE OFFICER II

Duties and Responsibilities

A Police Service Officer II performs the more complex community service and non-hazardous police functions.

They report to a service area Sergeant.

Processes and lifts latent prints at designated "cold crime scenes".

Identifies, processes, collects crime scene evidence and protect crime scenes from bystanders.

Investigates and reports vandalism, grand theft, and annoying or threatening phone calls.

Investigates and reports certain residential and commercial burglaries and crimes against property.

Investigates assigned non-injury vehicle accidents with fault determination and field reporting.

Prepares missing adult, hit-and-run and other similar reports.

Responds to requests for non-hazardous police services.

Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are not immediately known.

Makes searches for lost children and evidence.

Checks reports of health and safety hazards in the community.

Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel.

Investigates minor traffic collision, assists at vehicle accident scenes and issues parking citations.

Reports observed crimes in progress that require immediate police attention.

Provides information to the public regarding community alert programs, crime prevention programs, and referral information to the appropriate social service agencies.

Conducts security checks of residences and businesses.

May assist in the training of new employees.

NEW OFFICER ORIENTATION

The new officer's Sergeant is responsible for completing the New Officer Orientation Checklist. Once the Checklist has been completed, it will be retained in the employee's Divisional file.

NEW OFFICER ORIENTATION CHECKLIST

(See the following 5 pages)

NORTHEASTERN DIVISION

New Officer Orientation Checklist

Newly Assigned Officer: _____ ID# _____

BADGE# _____ CDL# _____ EXP DATE _____

Orienting Sergeant: _____ ID# _____

PERSONNEL

ADMINISTRATION:

Location, and explanation of duties for:

- ___ Captain Introduction ___ Area Lieutenants (Introduction to their Lt.)
- ___ Staff Sergeant ___ Clerical Staff ___ TRU
- ___ Front Counter Staff ___ Volunteers (VIP, RSVP, Citizen Patrol)

INVESTIGATIONS:

Location, and explanation of duties for:

- ___ Investigations Sergeants (Introduction to their Service Area Inv. Sgt.)
- ___ Investigators and support staff

PATROL:

Location, introduction and explanation of duties for:

- ___ Patrol Sergeants
- ___ Patrol Agents
- ___ Field Evidence Technicians

PROCEDURES:

- ___ (Deleted – records of security).
- ___ Overtime policy and submission procedure.
- ___ Interdepartmental mail, locations, use, and procedure.
- ___ U.S. Mail location, use, and procedure.
- ___ Master Schedule, location, and use.
- ___ Vacations and T.O. policy.
- ___ Sick call-in, procedure.
- ___ Line-up Book, location and use.
- ___ Citation sign out log, location and use.
- ___ Service Area maps, location and use.
- ___ Subpoena Log, location and use. (Sergeants)
- ___ FAX machine, location and use.
- ___ Copy machine, locations and use.
- ___ Document shredder, location and use.
- ___ Lieutenant and Sergeant mail bins, location and use.
- ___ Key box, location and use. (Sergeants)
- ___ Community Room, location, reserving, and use.
- ___ Lost & Found, Department personnel property, location and use.
- ___ Ride-Along policy and procedure.
- ___ Investigative Call Out procedures.

PROPERTY

- ___ Property Room, location and proper use.
- ___ Property Room clerk, introduction and explanation of duties.
- ___ Bulk Storage, location and proper use.
- ___ Child safety seats, location and use.
- ___ Money impounds, location and proper use.
- ___ Fingerprint impounds, location and proper use.
- ___ Narcotic impounds, location and proper use.
- ___ Women's locker room, location and use. (Assist with locker assignment)
- ___ Building maintenance room, location and use.
- ___ Squad Line-up Room, location and use.
- ___ Explanation of confidentiality of materials in Squad Room.
- ___ Weight room, location and use.
- ___ Locker room, location and use. (Assist with locker assignment)

REPORT ROOM:

- ___ Report Forms, location and use.
- ___ Reports, approval, submission and routing.
- ___ Citation bins location
- ___ Incident Log procedures

- ___ Officers Mail bins, location and use.
- ___ Computer Resource room, location and use.

- ___ Portable radio sign-out, location, use, and repair procedures.
- ___ Body Worn Camera battery charging station
- ___ Portable radio batteries, location and use.
- ___ Radar, location and use.
- ___ Shotgun(s), location, inspection and repair procedures.
- ___ Taser batteries, location and use.
- ___ Employee Lounge, location and use. (Keep clean)

- ___ Coffee machine, location and use.
- ___ Soda and candy machines, location and use.
- ___ Patio Bar-B-Q, location and use.
- ___ Station bulletin board, location and use.

PRISONERS:

- ___ Holding Cells, location and use.
- ___ Prisoner confinement log, location and use.
- ___ Juvenile arrest procedures.
- ___ Juvenile confinement log, location and use.
- ___ Juvenile Curfew arrest procedures.
- ___ Interview rooms, location and use.
- ___ Prisoner recording/listening device locations.

RESOURCES:

- ___ Requests for training schools and seminars, location and procedure.
- ___ Northeastern Division Operations Manual, location and use.
- ___ California Peace Officer's Legal Source Book, location and use.
- ___ Penal Code, Vehicle Code, Municipal Code, location and use.
- ___ Training class manual
- ___ Detective Assignment log, location and use.
- ___ LAN System terminals, location and use.
- ___ LAN account number procedure.
- ___ SUN System.
- ___ ARJIS System.
- ___ County System.
- ___ CAD System terminal, location and use.
- ___ Computer printers, location and use.
- ___ Computer and copier paper refills, location and use.

VEHICLES/PARKING LOT:

- ___ Patrol vehicle parking spaces, location and use.
- ___ Personnel private parking spaces, location and use.
- ___ PISO vehicles, garage vehicles, Fire Trailer, 4x4, location and use.
- ___ City vehicle car wash (OFFICIAL USE ONLY), location and use.
- ___ Handicapped parking spaces (PLACARD REQUIRED), location and use.
- ___ Sergeant patrol vehicle parking spaces, location and use.
- ___ Northeastern Division Captain's and Lieutenants' parking spaces, location and use.
- ___ Investigation vehicles parking, location and use.
- ___ Prisoner parking, location and use.

NORTHEASTERN GARAGE:

- ___ Location, introduction and explanation of duties.
- ___ Vehicle repair procedures.
- ___ Vehicle gas pumps, location and use.
- ___ Parking for vehicles needing service, location and use.

EXPECTATIONS:

- ___ Station rules:
 - No smoking at any time in any indoor police facility.
 - Cleanup any mess you make.
 - Department identification must be visible at all times.

EMPLOYEE PROVIDED WITH:

- ___ Security combinations.
- ___ Vehicle key(s).
- ___ Locker marked with name, locker number given to Clerical Staff.
- ___ Work schedule/squad line-up times.
- ___ Supervisor to report to.
- ___ Station address:
 - 13396 Salmon River Road
 - San Diego, CA 92129
- ___ Station telephone numbers:
 - (858) 538-8000 (Public)
 - (Redacted – record exempt)
 - Supervisor's direct line/cell phone

I have received the above orientation. This record will be retained in my Divisional File.

Officer's Signature

Date

**PSYCHIATRIC EMERGENCY RESPONSE TEAM
P.E.R.T.
Duties and Responsibilities**

To provide rapid response for mental health emergencies.

To provide de-escalation techniques and management of individuals displaying mentally disordered behavior.

Enabling 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.

(The PERT team may transport to mental health facilities without the escort of a second uniformed officer. If the situation dictates, however, the PERT officer may request back up from uniformed officers for the transport.)

PERT teams can transport to various facilities as client needs dictate. (PERT teams are able to 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.

PERT team referrals to County Mental Health will have admission priority.

If an individual does not qualify for commitment into 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.

COMMUNITY RELATIONS OFFICER Duties and Responsibilities

The Community Relations Officer reports to the Division Captain and Service Area Lieutenants.

Coordinate liaison with Neighborhood Watch and Nextdoor Groups.

Provide community-based data to the Division Captain and Lieutenants.

Coordinate training to assist uniformed officers.

Maintain liaison with the Captain's Advisory Board.

Maintain liaison with community and business groups.

Residential and commercial security advisors.

Public and press information officers.

Liaison for community problems.

Area Command Coordinator for speaker requests.

Coordinator of the R.S.V.P. Program.

Coordinate training for the Neighborhood Watch Program.

Accept citizen complaints.

Supervise and maintain area Storefronts.

For complete details of job assignment, see the Department issued Storefront Community Relations Officer Operations Manual.

NEIGHBORHOOD WATCH PROGRAM

The Community Relations Officers coordinates the Neighborhood Watch Program for the entire Division.

Requests for Neighborhood Watch Meetings will be handled in the following manner:

The Community Relations Officer (CRO) will contact the requesting party and set up a date and time for the meeting. The CRO will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons or if the CRO sees a need, he/she should contact the area Lieutenant.

The Community Relations Officer is responsible for maintaining a list of Neighborhood Watch groups and Block Captain lists.

**RETIRED SENIOR VOLUNTEER PROGRAM
(R.S.V.P)
Duties and Responsibilities**

The San Diego Police Department's Retired Senior Volunteer Program is committed to maintaining a spirit of cooperation and partnership with the community. The services provided by the Retired Senior Volunteer Patrol (RSVP) shall not consume public funds. Virtually all funding for operating RSVP is obtained through donations by local councils, citizens, businesses, foundations, service clubs and the like.

The objectives of the RSVP program are to provide an increased level of crime prevention programs, promote community awareness and acceptance of the RSVP program and provide additional resources to the SDPD area stations.

The RSVP Administrator reports to the Service Area Lieutenant and Community Relations Officer.

Vacation house security checks.

"You Are Not Alone" (YANA)- shut-in checks.

Drive-through problem areas.

Business and citizen contacts.

Walking patrol in shopping centers and schools.

Financial institution and library security checks.

Abandoned vehicle warning notices.

Disabled parking citations.

Deficiency reports.

Recruiting.

NOTE: For additional information, refer to the RSVP Operations Manual, located in the RSVP Office.

NORTHEASTERN DIVISION
Volunteers In Policing
(V.I.P.)

Area Station V.I.P. - Assist area station by conducting follow up research, telephone calls to witnesses and victims, answering phones, filing and other office tasks.

Hours: Varies, depending on assignment

Location: Varies

Minimum Age: 18; Court Referrals: No

Volunteers must pass a Police Background check. (No persons with felony or misdemeanor convictions accepted)

**DETECTIVE SERGEANT
Duties and Responsibilities
(Service Areas 230 and 240/JST)**

Reports directly to the corresponding Investigations Lieutenant. Supervises detectives assigned to Investigations.

Sergeants are responsible for the following:

- Assign incoming reports for follow-up through the (CRMS) electronic report system.
- Serve as the contact person for patrol supervisors requesting an investigator for call out to an incident.
- Conduct case biopsies and review written work of investigators to ensure all reports are complete, accurate and factual.
- Apprise the Captain and Lieutenants of crime trends and incidents affecting the Division.
- Assure detectives are properly prepared to perform their duties. This applies to attire, equipment, mental attitude and training.
- Promote team work among detectives, patrol officers and other Division staff for effective crime fighting.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney's Office.
- Assign and track C.R.E.'s from the District Attorney's Office and the City Attorney.
- Conduct Division investigations briefings as needed.
- Support the concepts of Neighborhood Policing and Problem Solving.
- Manage Investigator standby callback availability
- Manage investigative vehicle assignments.
- If designated, prepare notification for officers of Random Drug Testing dates.

DETECTIVE Duties and Responsibilities

Northeastern Division Detectives report to a Detective Sergeant. Detectives investigate general crimes in their service areas. Their duties include 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.
- Conduct background investigations on victims, witnesses and suspects.
- Conduct interviews of witnesses, victims and interrogations of suspects.
- Conduct live lineups and show photo line-ups when necessary.
- Evaluate impounded physical evidence.
- Complete needed follow-up work including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.
- Prepare investigative reports, District Attorney Packages, Follow-up Summaries and Case Cancellations.
- Disseminate suspect information to patrol and other investigative personnel.
- Release impounded property (when no longer needed as evidence).
- Provide testimony during court proceedings.
- Address crime issues, long and short term, affecting their assigned Service Areas.
- Keep current on community issues in their assigned Service Areas and assist in enhancing community relations whenever possible.
- Include the concepts of Neighborhood Policing and Problem Solving in all investigations.
- Accept standby call-back duty as assigned.
- Conduct other duties as assigned.

Take Home Vehicle Policy for Investigators/Detectives

On-call duty is generally served for approximately one week for Detectives and two weeks at a time for Detective Sergeants. The Detective Sergeant shall determine whether he/she, a detective, or both will respond. Because they are subject to investigative call back, personnel are authorized to take home their assigned department vehicle. On-Call personnel subject to Investigative Call Back shall adhere to D.P. 1.16, Off Duty Use of Department Take Home Vehicles, and specifically as follows:

- A. Department members who are authorized a take-home vehicle shall generally respond to and be on-scene within one (1) hour of receiving a call-back notification.

- B. Department members authorized to take-home vehicles must adhere to the following guidelines:
 1. Department members may use the vehicle to:
 - a. Commute between their residence and workplace;
 - b. Conduct legitimate Department-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and call-backs to duty; and,
 - c. Conduct personal business while on call and off duty. However, Department members must be prepared to respond directly to an incident when requested.

 2. Department members may not use take-home vehicles for travel outside San Diego County unless specifically authorized within their unit's take-home vehicle policy and/or procedures. Unforeseen circumstances requiring travel outside of the County require approval from the command.

 3. Sworn Department members authorized to use take-home vehicles are to monitor the police radio whenever they are operating the vehicle. They are to take appropriate action on:
 - a. Any police-related matter that may come to their attention via the police radio; and,
 - b. Any police-related matter that may come to their attention through personal observation.

 4. Department members shall not operating a Department vehicle after having consumed alcoholic beverages. Department members are prohibited from driving Department vehicles any time their driving ability has been impaired through the ingestion of prescription or non-prescription drugs or alcoholic beverages.

 5. Department members shall not relinquish control of, nor allow any person to operate Department vehicles, if that person is not an employee of the City of San Diego. This directive specifically prohibits releasing Department vehicles to valets, garage attendants, and/or carwash employees.

INVESTIGATIVE CALL OUT PROCEDURE CENTRALIZED INVESTIGATIONS

It is the policy of the Department that responding patrol officers conduct all preliminary investigations. However, call-backs should be used to supplement the efforts of patrol personnel when necessary to provide more thorough and/or timely investigation of significant cases. To initiate call-back of specialized investigative unit personnel, the field supervisor or designee will call the Watch Commander for the on-call supervisor's contact numbers and is responsible for ensuring the appropriate notifications are made.

DETECTIVE ON CALL AND CALLBACK POLICY NORTHEASTERN DIVISION

The Patrol Sergeant at an incident evaluate the need for investigative personnel to respond to the scene to assist with an investigation. Patrol Sergeants have been given a reference guide for investigative call outs and notifications. Although not all inclusive, Patrol Sergeants should use this guide to assist with determining when call outs and notifications are appropriate. Once the patrol Sergeant determines a call out may be appropriate, they shall contact the on-call duty Detective Sergeant via Department cell phone. If the duty Detective Sergeant concurs a call out is appropriate, the duty Detective Sergeant will dispatch the duty Detective to the scene. If the duty Detective Sergeant cannot be reached, one of the remaining service area Detective Sergeants or investigative Lieutenant may be called. The investigative Lieutenant shall also be notified if the duty Detective responds to assist with an investigation.

DUTY DETECTIVE

A primary on-call duty Detective and duty Detective Sergeant will be designated each week. On-call responsibilities are mandatory and will be shared as equitably as possible amongst all investigative personnel, including acting Detectives, taking into consideration vacation and other leave requests. When on-call, the duty Detective(s) and duty Detective Sergeant are required to monitor their Department phone 24 hours a day and be responsive to callouts during their assignment. As such, duty Detective(s) and duty Detective Sergeant must maintain their equipment in a mission ready condition and shall be prepared to respond to callouts within one hour. During their on-call assignment, the duty Detective and duty Detective Sergeant will be issued a take home Department vehicle to facilitate their response. The take home vehicle shall be used in accordance with DP 1.16 (see page 38 regarding take home Department vehicles).

Stand-by compensation for the on-call Detectives and Detective Sergeant will be in accordance with Department Procedure 1.20. Each individual Detective must maintain a standby tracking sheet. Any investigative personnel not on call who would like to be called out on a specific case shall obtain approval of their immediate supervisor.

INVESTIGATIVE SAFETY EQUIPMENT

Acting Detectives, Detectives and Detective Sergeants are required to have all their safety equipment at 40 the station during their normal working hours. This includes their Gun, BWC, Taser, OC Spray, Baton, Handcuffs, Radio, Body Armor, Gas Mask and Helmet. Detectives will qualify yearly at the range with the holster they wear day to day (i.e., plain clothes holster). During the service of all arrest warrants and search warrants, all Acting Detectives, Detectives and Detective Sergeants assigned to the warrant service will wear their Department Approved Patrol Holster and all other safety equipment. All Acting Detectives, Detectives and Detective Sergeants will wear their Department approved patrol holster anytime contact with a suspect can be anticipated (pre-planned search/arrest warrant). There will be times when interactions with a suspect may be spontaneous and unanticipated. Personnel in this situation should use common sense and evaluate the totality of the circumstances to preserve officer safety to the extent possible.

There are currently two SDPD approved patrol duty holster manufacturers; Blackhawk and Safariland.

Blackhawk approved models:

- Blackhawk “T-Series” L2D – light bearing or non-light bearing
- Blackhawk “T-Series” L3D – light bearing or non-light bearing

Safariland approved models:

- Safariland ALS holster – light bearing or non-light bearing
- Safariland SLS holster – light bearing or non-light bearing
- Safariland ALS / SLS combination holster – light bearing or non-light bearing

Detectives, Acting Detectives, and Detective Sergeants have the option of wearing a drop style holster. Northeastern Investigative Unit safety equipment will be evaluated on an on-going basis by the unit commander with input from the Department subject matter experts when appropriate. All drop holster must be approved by the unit commander through Detective Sergeants. All drop Holsters will be attached with the Department Approved Safariland Quick Locking System (QLS).

If a Northeastern Detective, Acting Detective, or Detective Sergeant chooses a drop holster configuration, they are required to show proficiency with the drop holster. A standard qualification shoot will suffice as having shown proficiency.

CASE ASSIGNMENT AND DISPOSITION

Detective Sergeants will at their discretion assign cases to Acting Detectives and Detectives and light duty personal 7 days a week. When a case is assigned, the assigned personnel has a maximum of 30 calendar days to assign a disposition (dispo) to the case (i.e., suspend, close, arrest, etc). If the personnel assigned, determines the case will require more than 30 calendar days to dispo, they shall inform the Detective Sergeant in writing (Email or MEMO) and request an extension. The extension request shall be made at least one week prior to the due date. In the request the assigned personnel will provide details justifying the need for a deadline extension.

When an Acting Detective, Detective, or light duty personnel is re-assigned to another area within the Department (Patrol, TRU, another command), it is the responsibility of that Department member to

complete and close out their assigned cases within the required 30 calendar day window. At no time is it appropriate or permitted for a Department member to unassign themselves from any case they were assigned to investigate. Only Detective Sergeants have the authority to unassign a case once it has been assigned.

Juvenile Services Team (JST) Duties and Responsibilities

The Juvenile Service Team (JST) consists of a Detective Sergeant, 1 Juvenile Investigator and 3 Juvenile Service Officers. The Juvenile Service Team has responsibility for juvenile related follow-up, enforcement, early intervention and prevention for the Division.

The sergeant is the team leader and evaluates the team's programs, work, and interaction with the community. The team works with other personnel to form partnerships in the community and helps with problem solving efforts.

The JST Sergeant works with City, County and State organizations that deal with juvenile crime and programs that affect youth in the community.

JST Detective Sergeant Duties and Responsibilities

The Juvenile Service Team Sergeant is a Detective position that also supervises a uniformed component to handle school and juvenile related crime problems with in Northeastern Division.

The sergeant works with the other service area sergeants to assure that arrest, crime cases and other investigations are assigned and canceled appropriately. This includes the proper handling of run-aways, diversion programs, crime cases and arrests.

The JST Sergeant is also responsible to monitor the activities of the school resource officers. These duties include serving as a resource for the patrol officers. The sergeant monitors and directs activities impacting juveniles and the community. These typically include:

- ~~Day Time Loitering Sweeps~~
- ~~Curfew Sweeps~~
- Traffic problems at schools and parks
- Neighborhood problems that are caused by juveniles

The sergeant will assure that contingency plans and incident reports are prepared. The sergeant will also monitor all reports from JST personnel.

The sergeant works with the Juvenile Administration Division to assure that training and programs are handled in accordance with Policies and Procedures of the Department. The sergeant or their designee will meet once month the Juvenile Administration staff to review Department-wide programs.

The JST/240's Detective Sergeant will have the following collateral assignments:

- Prepare notification for officers of Random Drug Testing dates. Maintain a file of completed forms.
- Monitor the use of the division bulletin boards, maintain equipment inventories and ensure their operability.
- Arrange facility repairs, assigned equipment and order operational equipment and supplies as needed.
- Oversee the day-to-day maintenance and cleaning of the substation.
- Inspect the holding cell area to ascertain maintenance, cleanliness and safety. The inspection shall be done on a biweekly basis per Article 14, Section 1280 State Board of Corrections.

Juvenile Service Team Detective Duties and Responsibilities

The Northeastern Division Juvenile Detective reports directly to the JST Sergeant. Juvenile Detectives evaluate crimes committed by juvenile offenders. Detectives work with the patrol officers to better address juvenile related crimes in the different service areas.

Juvenile Detectives verify all juvenile crimes assigned for follow-up investigation. They process all juvenile arrest cases by interviewing victims, witnesses, and suspects in crimes involving juveniles. Detectives conduct computer follow-ups on crimes involving juveniles and prepare cases for prosecution.

Detectives maintain liaison with other agencies and juvenile units from throughout the City and County. They work closely with Juvenile Service Officers assigned to the Juvenile Services Team (JST). Detectives attend School Attendance Review Board, (S.A.R.B.) meetings for the school districts.

Juvenile Service Officer Duties and Responsibilities

SCHOOL SAFETY PROGRAM

The Juvenile Service Officer reports to the Juvenile Services Team Sergeant.

The Juvenile Service Officer is to be a resource for patrol, School Police and the school staff. During the school year the officer will be available to assist the Command's patrol function by handling juvenile related issues such as:

- Liaison with primary and secondary schools
- Daytime loitering issues
- Truancy issues
- Teaching ESSP
- Working with Probation on juveniles who are identified as at risk
- Resource to Detectives
- Work traffic related problems around schools

When staffing permits the JST Officers teach the students the current Elementary School Safety Program curriculum, (ESSP). The JST Officer maintains a liaison with the school administrators and teachers and provides information to the staff, students, and parents concerning firearm safety, drug abuse, pedestrian safety, bicycle safety, gangs, treating people fairly, and Internet safety.

The JST Officer administers the School Safety Patrol program, (SSP) and trains the participants at the participating elementary schools. The officer meets with their school patrols and the on-site coordinator weekly, to review the safety of the program and provide updates.

The JST Officer enforces the law on and around Middle School and High School campuses. The officer acts as a liaison to the school administration and staff on a daily basis. JST Officers investigate crimes, apprehend truants, arrest daytime loiterers and conduct field interviews of school-aged youth.

DIVISION PROPERTY CLERK Duties and Responsibilities

The property clerk receives, processes and stores impounded property and evidence delivered to the Division Property Room.

Receives, records and stores various types of property that has been recovered, found, or turned in as evidence.

Maintains files and records regarding in-custody property and its disposition.

Releases property to rightful owners in accordance with Department policy.

Maintains chain of custody records of evidence and may testify in court concerning chain of custody records.

Verifies that impound tags correspond to evidence stored.

Determines appropriate methods of storage.

Assists in identifying property for disposal and assists in the disposal of property.

Transports property impounds to HQ Property Room.

Ensures property is impounded per Department Policies and Procedures and corrects discrepancies.

Stocks and maintains supplies for Northeastern Division.

Other duties as listed in the Property Section Operations Manual.

CLERICAL - SENIOR CLERK TYPIST Duties and Responsibilities

The Senior Clerk Typist works directly for the Commanding Officer.

Following are the duties of the Senior Clerk:

Supervision of clerical staff and assignment of clerical tasks.

Handling of sensitive and/or confidential material.

Delegate typing to Word Processing Operator. The WPO maintains a log on all requests for typing: requestor, type of work to be done, due date and any other pertinent information. (*When WPO position is staffed.*)

Maintain an adequate inventory of forms, materials and supplies.

Prepare the vacation schedule, disseminate it to Lieutenants, and type the final schedule in the electronic Red Book. Distribute a completed copy to each lieutenant and file the original.

Maintain station resources and records:

Department Procedures, Training Bulletins, Legal Training Information, Division correspondence, Announcements, Orders, and divisional files.

Act as liaison with Data Systems to ensure proper operation of the LAN system; report printer problems. Assist Division with requesting and setting up voice mail. Report problems relating to telephone, voice mail, overhead paging system, and other office equipment.

Maintain retention schedule of all necessary documents, storing all necessary documents as needed at Northeastern Division.

Manage and prepare weekly and monthly overtime report.

Answer incoming telephone calls.

Direct information or ideas received from citizens to appropriate Department personnel.

Perform other unspecified duties and functions as required by the Commanding Officer and/or Service Area Lieutenants.

Prepare, maintain and forward all necessary documentation (i.e., Biweekly payroll time sheets and Leave of Absence forms to payroll as required.)

Maintain and update PD Roster.

MASTER SCHEDULES DAILY WORK SHEETS

The Master Schedule is intended as a permanent, accurate and easy-to-read record of the Division assignments. The information is needed to prepare staffing surveys and numerous investigations. The line-up sergeant is responsible for documenting officers' activities on the daily schedule, ensuring it is accurate and complete. If the sergeant is not going to be present to hold line-up, he/she will be responsible to make sure someone on the squad knows how to complete the Master Schedule.

The area of most concern and most frequent error is when a special detail (11-86) is involved. When an officer is on a special detail, the entry should say 11-86 in the assignment column. There should be some brief explanation of the 11-86, such as Traffic, Training, POP, etc. The explanation can usually be written next to the training codes, but if more room is needed the blank area below the squad can be used. Another area of confusion is in the status column. This should be used when the officer is not working for some reason, such as sick, vacation, day off, etc. The entries in this column should be made in the same manner as the entries on the time sheet:

Regular Day Off	DO
Holiday with Pay	H
Sick Leave with Pay	S
Compensatory Time Off	TO
Injury with Pay	D
Vacation with Pay	V
Military Leave with Pay	ML
Long Term Disability	LT
Floating Holiday with Pay	F
Discretionary Leave with Pay	DL
Absent without Pay	A
Jury Duty	CL
Worker's Compensation	C
Unauthorized Leave w/o Pay	K
Light Duty Officer	LDO

The Master Schedule is used to complete the weekly time sheet. It is filed for six months, and then stored in Senior Clerk Typist's office to be retained for three years.

WORD PROCESSING OPERATOR/PAYROLL CLERK
Duties and Responsibilities
(Vacant)

These responsibilities are currently being handled by the Senior Clerk/Typist

The Word Processor Operator/Payroll Clerk reports directly to the Senior Clerk/Typist.

Uses Microsoft Word in the LAN PC to type a variety of reports. These include confidential reports, memos, and other correspondence as well as D.A. follow-ups and investigators' reports.

Processes daily payroll documents that include time sheets, daily master schedules, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules.)

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine, AlphaMate pager).

Assists with other clerical support duties as required.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Manage repossession fees and prepare bank deposits. Once monies are deposited, prepare DCR (Daily Cash Receipt) for City Treasurers Office and forward paperwork as required.

Uses the LAN PC to type a variety of reports; including confidential reports, memos, and other correspondence.

Updates Division staffing report at shift change, using Excel. Coordinates with Lieutenants, Staff Sergeant and Payroll Clerk to ensure information is accurate.

Processes daily payroll documents which include time sheets, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (*See Ops Manual sections on Payroll and Master Schedules*)

OCA for Senior Clerk Typist as required.

PAYROLL/TIME CARDS

Time cards are often incomplete or contain errors. Individual employees are ultimately responsible for the accuracy and timely completion of their own time cards. **Supervisors** are expected to check them for accuracy prior to approval in OneSD.

The Payroll Clerk will check overtime slips against electronic Time Cards to determine if the account numbers listed on the time card are correct.

Inaccurate reporting of employee status: Daily time sheets are often inaccurate because supervisors do not accurately report the status of employees working for them. It is important that supervisors notify divisional payroll clerks of TO's, vacation days, sick leave, etc. Extreme care must be taken when determining what type of leave an employee is going to use before reporting it. Leave slips are checked against the time sheet on a daily basis. 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.

Request of Leave Time

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. (Certain Holidays require 30-day notice for approval of Compensatory Time. See the MOU for details) Vacation day requests in excess of an employee's regularly scheduled annual vacation are solely at the discretion of the Department. Do not change compensatory time to vacation time after the fact.

Upon approval of leave time, supervisors will be responsible to record the type of leave into the Electronic Red Book. Each entry into the book will require a supervisor's approval. Only supervisors or officers acting as a supervisor in an O.C.A. 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.

Posting Payroll

1. Post time off on the biweekly time sheet synopsis. This must be done on a daily basis. The completed original is sent to Payroll. Prior to sending the synopsis to Payroll, a copy is made for the division file.
2. 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.

CLERICAL ASSISTANT II
Duties and Responsibilities
(Position currently unavailable)

Clerical Assistant II – Subpoena Clerk

The Clerical Assistant II reports directly to the Senior Clerk/Typist.

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CRMS, CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, fax machine). Ensures copiers are maintained, checks paper levels and adds toner as needed.

Assists with opening and distributing incoming mail.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Retrieve, process, and file subpoenas daily; place in appropriate Patrol watch folders.

Assists with other clerical support duties when necessary.

SUBPOENA SERVICE

The proper and timely processing of subpoenas is an important supervisory responsibility that we all share. Timely subpoena service promotes efficiency in the prosecution of criminals, allows supervisors to anticipate fluctuations in staffing, and allows the subpoenaed officer(s) adequate advance notice to adjust their personal schedules.

Failure to properly process subpoenas is both inexcusable and costly in terms of wasted resources and employee morale.

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

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

First Watch - Second Watch - Third Watch.

The subpoena bin for the patrol watches is located in the Administration area.

Supervisors and acting supervisors will check the mail bins daily to ensure that subpoenas are promptly served.

The subpoena clerk will keep a log of each subpoena received at the Division. The subpoena is logged by various codes used 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 ID #, and date the same half of the subpoena, in the comments section of the subpoena. Return the signed copy to the subpoena clerk. The subpoenaed officer keeps the other copy 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).

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. One complete 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 log it in the electronic log book.

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 are not to refuse service because of short notice.** Civil subpoenas served at the front counter should have the Cost Recovery Form attached. 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.

If we receive a telephone request from the District Attorney or City Attorney for an officer to appear in court, and no subpoena has been issued, we will continue to encourage officers to respond if at all possible. This is a courtesy to the prosecution, but at the same time it must be remembered that this is our case and we have a vested interest in its eventual outcome.

Forward Trial by Declarations to officers after entering in the tracking log; mail to court when received from officer.

Retrieve, process, and file subpoenas daily; place in appropriate watch folders. Maintain subpoena file electronically.

STATION GUIDELINES

GENERAL

Visible identification will be required at all times except for the public lobby and public conference room. All citizens will be required to sign-in at the front counter and will be immediately escorted by Northeastern personnel while in the station. Ride-A-Longs are not to attend roll calls and will wait in the public lobby until escorted by an officer.

There will be no smoking in or around City property.

All personnel are responsible for maintaining the station in a neat and clean condition. We all need to maintain a sense of pride in keeping a clean work environment.

WORK AREA

Work areas should be kept neat and clean.

All citizens being interviewed will be escorted to the interview rooms provided. No interviews are to be conducted in the office area.

Prisoners needing to use the bathroom facilities will be escorted by an officer to the Front Lobby to use those bathrooms.

LOCKER ROOMS

Doors leading into the locker rooms will be kept closed and not propped open.

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.

COMPUTERS

Computer terminals are to be used for work related business only.

The computer terminals in the clerical area will be used only by the clerical personnel during normal business hours.

The computer terminals in the Resource Room and in the Holding Cell area are to be used for records and warrants checks. Refer to the Department Procedure for additional information.

OFFICER'S MAIL BINS

The file cabinet mail bins will be cleaned out daily by all officers. The bins are not designed for storage.

REPORT ROOM

Officers securing at end of shift will check out with the late report Sergeant in the Report Room and remain there until released (should check in fifteen minutes before the end of shift).

Needed report forms will be kept in the provided bins and should be returned to the bin if not being used.

PATROL SERGEANT'S OFFICE

Officers should enter the Sergeant's Office only to conduct business with a Sergeant, unless otherwise directed.

ARMORY/RADIO/BATTERY ROOM

Shotguns, radios and batteries are located in the armory. The door will be kept closed and locked at all times.

Persons removing equipment will sign the appropriate checkout log.

The SWAT armory is located behind the armory/radio/battery room and is restricted for use by SWAT personnel and supervisors.

GYM

The area station gym and workout areas are for use by authorized Department members only. All others, including family, friends and children of authorized Department members are prohibited from using these facilities; no exceptions.

STATION REGULATIONS

FACILITY

All personnel are expected to keep the building and the grounds clean and in good condition. Trash should be disposed of properly. Unnecessary abuse to the building will not be tolerated.

DEMEANOR

The Division station is a place of business; therefore, all employees are expected to conduct their work in a professional manner. Citizen inquiries, either in person or by telephone, should be handled courteously and expeditiously.

THERMOSTATS/LIGHTS

Thermostat timer controls will be permanently set by Building Maintenance and shall NOT be adjusted by anyone else. The Staff Sergeant (240's/JST Sergeant) will be informed when there is a heating or cooling problem.

Lights and other electronic equipment should be shut off in rooms that are not in use.

BULLETIN BOARDS

Bulletin boards in the squad line-up room are reserved for area crime information and Department announcements. The posting and removing of notices on these boards will be handled by a patrol sergeant.

Posted notices on the bulletin board in the lunchroom will be monitored frequently by management to ensure appropriateness.

DISTRIBUTION OF REPORTS

When necessary, copies of all reports will be made by the reporting officer and placed in the appropriate bins in the report room.

It is a supervisor's responsibility to approve reports in the field. It is each officer's responsibility to have his or her reports approved by a sergeant or an acting sergeant prior to securing at end of shift.

DRESS CODE

Sworn employees must be in police uniform unless the nature of their job requires them to be in civilian attire. Uniformed personnel shall keep their uniforms clean and pressed and their badges and name tags clean and bright. Leather accessories and shoes shall be well polished. (See San Diego Police Department Procedure 5.10 UNIFORM, EQUIPMENT, AND WEAPONS)

Unless otherwise directed, male officers assigned to non-uniformed sections shall wear a suit or sport coat, slacks, shirt and tie at all times while in public and on duty. Unless otherwise directed, female officers assigned to non-uniformed sections shall dress in a business-like manner. Jewelry shall not be excessive, and the hair shall be worn in a neat style. (See San Diego Police Department Procedure 5.10 UNIFORM, EQUIPMENT, AND WEAPONS)

STATION SECURITY

The following are measures designed to enhance the security of our facility. The purpose is to gain compliance and ensure implementation.

The front door to the station is to remain locked outside of normal business hours Monday through Friday, except holidays).

All employee entrances will remain locked. Doors will not be propped open.

All employees, while on station premises, shall wear identification of the following nature and in the following locations:

Civilian police personnel will wear a Department identification card on the outermost garment.

Sworn personnel are to wear their badge and ID on the outermost garment when not in uniform.

Reserve officers shall wear the badge and ID on the outermost garment when not in uniform.

Operation Conditions (OPCONs) are phased increases of operational readiness levels and security. Once it is determined an OPCON level should be implemented, the status (**Alpha, Bravo, Charlie or Delta**) will be posted outside of the Staff Sergeant's Office and on the front door leading into the station from the front lobby.

STATION PARKING PROCEDURES

PARKING LOT

Marked cars should be parked in the area designated for patrol vehicles. Unmarked vehicles should be parked in area designated for detective vehicles.

Private vehicles are not to be parked in areas designated for Department vehicles.

All vehicles parked in the parking lot will be secured completely. Vehicles parking in the station's back parking lot require an issued parking permit (Staff Sergeant can assist with permits). The permit should be placed on the driver's side dashboard or the rear view mirror.

DETENTION CELL POLICY

The two detention cells should be utilized on a limited basis for the safe, temporary confinement of certain subjects who have been arrested and are awaiting transportation to jail, or who have been lawfully detained during a criminal investigation. Police personnel must carefully consider the Departmental liability and responsibility to ensure the wellbeing of all subjects being held in the detention cells.

NON-QUALIFYING DETENTION CELL CANDIDATE:

Persons who are ill, injured or complain of illness or injury.

Mentally disturbed or suicidal persons.

Juveniles under the age of fourteen years.

GENERAL GUIDELINES:

Persons placed in detention cells must be observed at all times. Pens, pencils, matches, lighters, cigarettes, or objects that can potentially be used as a weapon, are to be removed from detainees prior to placing them in cells.

Persons placed in a detention cell should be noted on the officer's daily journal as an arrest or detention. Entries will include time placed in the cells and then time removed.

Prisoners are not to be held in the detention cells at the end of shift solely for the purpose of having the oncoming shift provide transportation, without first receiving a supervisor's approval.

Females, males and juveniles shall not be placed into the same cells together.

JUVENILE DETENTION CELL GUIDELINES:

Juveniles may be temporarily detained in a detention cell, if the juvenile meets the following criteria:

The minor is 14 years of age or older and is taken into temporary custody on the basis of having committed a criminal law violation (602 W&I), and the peace officer apprehending the minor has a reasonable belief that the minor presents a "serious security risk of harm to self or others."

Juveniles placed in the detention cells are subject to the following conditions:

The minor may not be detained longer than six hours.

The detention may only be for the purpose of giving the officer time to investigate the case, facilitate release of the minor to parents or guardian, or arrange transfer to Juvenile Hall.

The minor must be separated from adults (Sec 208 W&I).

The minor must be told how long the incarceration will last.

The minor must be adequately supervised, and the detention cell door must not be locked.

The minor may not be handcuffed to a fixed object.

JUVENILE DETENTION LOG USAGE:

All officers shall list the juvenile detainee's name, the date and time such detainee was placed into the detention cell and the time the detainee was released.

The Juvenile Investigator will collect the log entries monthly and complete and disburse the required report.

All personnel are expected to adhere to this policy. Abuses may result in the loss of these cells for detention purposes.

HOLDING CELL AREA

Officers placing suspects in holding cells will fill out the appropriate log.

All suspects' pockets will be emptied, and all items will be placed in a paper bag.

Before suspects are placed in the holding cell, it will be cleared of any items.

After a suspect is taken out of a cell, it will be checked for damage or any items left by the suspect.

Officers will remove their weapons while fingerprinting suspects.

Suspects will be handcuffed unless kept under constant observation.

The holding cell doors will be free of any locking mechanism.

FIRE EMERGENCIES

Notify the Fire Department at telephone number 911 and the Watch Commander at telephone number 531-2205 of the type of fire and its location.

Notify each person in your work area of the emergency. Direct all persons to an area away from the fire or to the outside of the building. Ensure that all doors and windows are closed behind you, when possible.

Attempt to extinguish small fires with available fire extinguishers.

A supervisor or designate will conduct a roll call and account for all assigned personnel. When all personnel are accounted for, advise the Watch Commander.

When relocating, check all doors for heat (by touch) before opening. Never open a door that is warm to the touch.

SHOTGUN PROCEDURES

Shotguns are assigned to a specific officer. Officers assigned to the shotguns are responsible for periodic cleaning and function check. Malfunctioning long guns are to be turned over to the Department Range for repair. Shotguns will be assigned to officers as they become available through Operational Support.

SHOTGUN SAFETY

Section 1.5 of the SDPD Policy and Procedures Manual delineates the safety procedures to be followed when handling firearms. Each patrol officer is responsible for knowing and adhering to Department safety procedures. All shotguns will be treated as if they were loaded. When removing the shotgun from the vehicle rack for loading at the beginning of shift, the officer will visually check the status of the shotgun by making sure the shotgun is on safe, then pulling the slide back to open the shotgun breech.

The officer will look into the chamber and magazine to make sure that no shells are inside of the shotgun chamber or the magazine tube. The officer will then physically inspect the chamber by inserting a finger into the portion of the barrel that is closest to the chamber. After confirming that the shotgun is unloaded, the officer will load the shotgun magazine with four shells and place the shotgun back into the proper shotgun rack. At the end of the shift, the officer will properly unload the shotgun per Department procedures and replace the shotgun in the vehicle rack. The five point safety check is no longer necessary for patrol officers to perform. Division SWAT officers will conduct the five point safety check during each inspection.

SHOTGUN MAINTENANCE

Officers assigned shotguns are responsible for their cleanliness and maintenance. Section 1.5 of the SDPD Policy and Procedures Manual details the cleaning schedule of Department shotguns. Specifically, each shotgun will be checked for cleanliness every two weeks. Twice a year, all shotguns will be test fired at a range facility, then fully disassembled and thoroughly cleaned by the assigned officer. If the shotgun has a malfunction the officer will take the shotgun and transport it to the range for repair.

BEAN BAG SHOTGUNS

Each patrol vehicle has a bean bag shotgun in the trunk, enclosed in a carrying case. SWAT officers assigned to Northeastern Division are responsible for periodic cleaning and function check on the BB Shotguns. Malfunctioning shotguns are to be turned over to the Range for repair.

BEAN BAG SHOTGUN SAFETY

Section 1.5 of the SDPD Procedure Manual delineates the safety procedures to be followed when handling firearms. The general loading and unloading procedure for the BB Shotgun shall be consistent with present procedures stated in Department Training Bulletin #95.6, Dated 12-22-95. Each patrol officer is responsible for knowing and adhering to Department safety procedures. All BB Shotguns will be treated as if they were loaded. When removing the shotgun from the case at the beginning of shift, the officer will visually check the status of the gun by making sure the gun is on safe, then pulling the slide back to open the shotgun breech. The officer will look into the chamber and magazine to make sure that no shells are inside of the gun. The officer will then physically inspect the chamber by inserting a finger into the portion of the barrel that is closest to the chamber. After confirming the gun is unloaded, the officer will load the shotgun magazine with four shells and place the shotgun back in the case and in the trunk of the vehicle. At the end of the shift, the officer will properly unload the BB Shotgun per Department procedures and replace it in its proper case in the trunk.

MAINTENANCE

Area Commands will assign qualified SWAT personnel to conduct a monthly maintenance program for their assigned BB Shotguns. The maintenance program shall include removal, cleaning and inspection of the BB Shotguns. Any shotguns needing repair will be taken to the range. The maintenance officer will transport the weapon.

For additional details refer to Department Training Bulletin #00-2, Dated April 5,2000.

VIN VERIFICATION PROCESS

Persons needing verification of vehicle identification numbers for registration purposes are directed by Communications Dispatchers to call the DMV, CHP or nearest Area Command during the hours of 0800 - 1700, Monday through Friday, except holidays.

If this person calls the Area Command, the caller is to be told:

- 1) If the car can be driven, the vehicle is to be brought to the command. Front counter or other qualified personnel can then conduct the verification.
- 2) If the car cannot be driven, arrangements are to be made for a peace officer to go to the vehicle's location for VIN verification. This should be done by appointment, not by formatting a call for dispatch.

Do not have the caller call back to Communications to have an officer dispatched.

REQUEST FOR TRAINING PROCEDURES

The “Request for Training” for and “Training Approval” forms are to be filled out by the employee and submitted to their supervisor. If the request is approved by the Division Chain-of-Command, it is forwarded to the Chief’s officer for approval. If approved the paper work will be sent to In-service Training and the employee will receive confirmation. See F:/Templates/Training/Request for Training.

For further information, refer to Department Procedure 5.22, In-service Training and P.O.S.T. Certification.

EVALUATION PROCEDURES

All employees are evaluated on an annual basis (with the exception of probationary employees, who are evaluated on a quarterly basis). Evaluations should be prepared by a supervisory then reviewed by the area Lieutenant. The Lieutenant will have the Commanding Officer review the evaluation prior to the employee being served. The completed evaluations will be given to the Senior Clerk Typist for distribution.

The new forms are available in the LAN system under:

- a) Shared (F): Templates/Evaluations/Performance Plans/Civilian
- b) Shared (F): Templates/Evaluations/Performance Plans/Sworn

ELECTRONIC TRACKING DEVICE PROCEDURES

LOJACK

Lojack equipped vehicles will be fielded 24 hours a day and staffed by Lojack trained officers. Field supervisors will identify Lojack equipped units on the daily schedule. Officers logging on to the MPS will indicate they are Lojack equipped in the special equipment section and advise Dispatch via message.

When a Lojack hit is broadcast, Lojack equipped officers will work off their original operational frequency.

Non-Department ride-a-longs will not be permitted to ride in a Lojack equipped vehicle.

Any questions concerning the ETS or LOJACK Programs, see the Staff Sergeant/JST Sergeant.

NOTE: LOJACK PROCEDURES AND EQUIPMENT WILL NOT BE DISCUSSED WITH SUSPECTS, THE MEDIA AND/OR THE GENERAL PUBLIC.

For further information, refer to Department Procedure 6.27 Electronic Tracking Devices.

(Deleted – records of security)

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. Use flashlights. 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.

NORTHEASTERN AREA STATION GARAGE

The ranking officer will advise garage personnel in the event of a Code 100. At that time, garage personnel will be advised of what course of action to take. If the garage personnel are not contacted by the ranking officer and they are aware of the Code 100, garage personnel will stay indoors away from windows and call the Watch Commander by telephone for instructions.

In the event of a fire or explosion at the Northeastern Station Garage, garage personnel will move in an orderly manner to the Northeastern Station, turning off the main gasoline switch if it is safe to do so. A roll call will be conducted at this time.

In the event of an earthquake, garage personnel should remain inside the garage and if possible, get under a desk or workbench avoiding locations where there may be falling objects. Gas, electricity and fuel to the gasoline pumps should be shut off.

EQUIPMENT REPAIR SUPERVISOR

DEFINITION:

Under direction, to plan, coordinate and supervise the operation of a police fleet repair facility; to supervise the repair and maintenance of automotive and emergency equipment.

Plans, coordinates and supervises the operation of a Police fleet repair facility.

Schedules and assigns work to mechanics and other shop workers engaged in maintaining, repairing, overhauling, modifying, fitting-out and/or rebuilding automotive and emergency equipment.

Schedules vehicle maintenance and repairs. Oversees all work and conducts follow-up. Provides direction and assistance to subordinates with difficult tasks.

Develops and enforces policies and procedures.

Selects, trains and evaluates work performance of subordinates.

Manages Police subdivision's vehicle fleet. Assigns vehicles, maintains statistics on fleet operation and conducts inspections of fleet and repair facility.

Manages facility's operating costs and monitors expenditures. Prepares and approves orders for parts and supplies. Contacts vendors and providers to research costs. Orders parts, materials, supplies and services. Supervises the operation of a parts room and inventory of automotive parts and supplies.

Maintains operating permits for the facility and are the contact person and responsible party for compliance and inspections by all regulatory agencies. Assures compliance with City, County, State and Federal laws, rules and regulations regarding the use of hazardous materials and the disposal of hazardous wastes. Develops and carries out training and safety programs.

Prepares reports, records and documents on the operation of a Police Fleet Repair Facility. Maintains documents, records and files.

Supervises and oversees all work done to shop equipment, car wash and garage facility.

Supervises and oversees the construction of new police vehicles and the preparation of trade-in vehicles.

Conducts correspondence with other units, departments and agencies. Meets with division's command on a regular basis. Reports to Fleet Manager.

EQUIPMENT MECHANIC

Duties and Responsibilities

Under general supervision, makes mechanical repairs on automotive equipment, motorcycles, scooters, boats and specialized equipment. Performs related work.

Typical tasks include inspecting, diagnosing and repairing mechanical defects and malfunctioning of all automotive equipment. Maintain shop equipment.

Overhaul and rebuild engines. Grind valves and rebuild cylinder heads, overhaul transmissions and differentials.

Repairs alternators, starters, engine electrical, sensors and components, chassis electrical, shotgun locks, brake and hydraulic systems, cooling systems, steering and suspension, fuel systems and fuel pumps, light bars, spotlights and other lighting systems.

Reline brake shoes and brake pads. Perform minor machine work.

Does occasional welding, brazing and fabrication. Fabrication may include metal, wood or plastic. Build and install special equipment in vehicles.

Participates in the construction and conversion of new Police vehicles and the preparation of trade-in vehicles. Build and convert specialized equipment such as K-9 vehicles, prisoner vans, mobile command units, etc.

Applies training to the handling of hazardous materials and hazardous wastes.

Monitors Fuel Island in the absence of, or in assistance to Service Technicians to provide immediate assistance to personnel needing island service. May be required to assist by performing related duties such as monthly mileage list, lube list, car wash maintenance, vehicle transport, parts runs, etc.

Wash vehicles, clean interiors, perform safety inspections and fuel vehicles.

Cleans and maintains shop and shop equipment continually while performing regular duties.

Clean entire shop periodically or whenever possible.

SENIOR MOTOR SERVICE TECHNICIAN Duties and Responsibilities

Under general supervision, to perform a wide variety of servicing duties and minor repairs on automobiles, trucks, vans and other emergency equipment along with shop equipment.

Provide leadership and training for subordinate personnel.

Perform preventive maintenance inspections of all equipment at 4,000 miles. Inspect brakes...pro-rate brake wear and write down on the work order (P.D.-1039) the percentage of brakes left. Must have the ability to determine the operational safety of equipment.

Inspect and replace heater, radiator and other hoses as necessary.

Repair, mount and balance tires. Perform battery service.

Operate tow truck and is often called out on service calls to perform emergency repairs in the field or to retrieve a vehicle. Tow in motorcycles and scooters.

Replace starters, alternators, radiators, fuel pumps, water pumps and all drive belts. May be required to assist Equipment Mechanics.

Monitor fuel inventory, stick tanks, order fuel, and make simple reports.

Perform routine service and minor repairs to car wash.

Apply training to the handling of hazardous materials and hazardous wastes.

Monitor Fuel Island continually to provide immediate assistance to personnel needing island service. Perform related duties such as monthly mileage list, lube list, vehicle transport, parts runs etc.

Wash and wax vehicles, clean interiors, perform safety inspections. Fuel vehicles.

Provide security for garage facility and shop equipment.

Clean and maintain shop and shop equipment, while performing regular duties. Clean entire shop periodically or whenever possible.

NORTHEASTERN DIVISION MILITARY INSTALLATION JURISDICTION

This procedure will define and clarify the scope of Police Department authority and jurisdiction in respect to Federal properties and military reservations within Northeastern Division's boundaries.

DEFINITIONS

Exclusive Jurisdiction: This term is applied when the Federal Government possesses all of the authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area. The State cannot enforce its laws and regulations in such areas except as reserved. There is no obligation on the part of the State or on any local subdivision to provide governmental services.

Partial Jurisdiction: This term is applied in those instances wherein the Federal Government has been granted certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area. Administration of the Federal area is the same as if it were under Exclusive Jurisdiction.

Concurrent Jurisdiction: This term is applied wherein granting to the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the State reserved to itself the right to exercise, concurrently with the United States, all of the same authority. State and Federal laws are applicable in a Concurrent Jurisdiction area. Most crimes fall under both Federal and State jurisdiction, and either the Federal or State Government, or both, may take jurisdiction over a given offense committed in the area.

Proprietarily Interest: This term is applied to those instances wherein the Federal Government has acquired some right or title to an area in a State but has not obtained any measure of the State's authority over the area. The Federal Government has no jurisdiction over lands it holds in a proprietarily interest only but has the same rights in such lands as does any other land owner.

Fresh Pursuit: Local military bases are governed by Department of Defense policy that no person suspected of committing a civil offense may seek refuge in a Federal installation to avoid apprehension. Therefore, law enforcement officers may enter military installations in fresh pursuit of an individual sought to be arrested. Thereafter, law enforcement officers may apprehend the person in the same manner as if the apprehension or arrest had taken place outside the installation. (This includes close pursuit or hot pursuit in a situation where a fugitive is fleeing and the officer is pursuing in close proximity. It does not include following a lead in the course of ordinary criminal investigations or following a person for purposes of surveillance.)

For criminal law enforcement purposes in San Diego, Exclusive Jurisdiction and Partial Jurisdiction both mean that local police authorities have **No Criminal Jurisdiction**, except the right to serve civil and criminal process, (i.e. serving subpoenas for witnesses or warrants of arrest for offenses punishable by the laws of California, a county or municipality thereof, and committed outside of areas of Federal Exclusive/Partial jurisdiction).

In areas of Proprietarily Jurisdiction, sole criminal jurisdiction rests in the hands of local authorities except where active duty military personnel have committed offenses punishable under applicable Federal/Military Law.

Generally, in the concurrent areas (Military Housing and Commissary areas) the San Diego Police Department can affect arrests and will retain the case for reporting and investigation purposes. Investigations can be turned over to NCIS by an investigator for Federal and/or Military prosecution. The military will only prosecute after civilian District Attorney or City Attorney declines the case.

NOTE: SDPD NCIS Liaison Investigator (Deleted – records of security) can verify this information. If you have any additional questions, they can be reached at (Redacted – record exempt).

NAME	LOCATION	JURISDICTION
Marine Corps Air Station Miramar	8900 Miramar Road	Concurrent Jurisdiction