

SAN DIEGO POLICE DEPARTMENT

ROBBERY UNIT



OPERATIONS MANUAL

Revised April 2021

Nothing in this manual is intended to supersede or contradict the San Diego Police Department's Policies and Procedures or any Department Order or Bulletin, which constitutes Department Policy promulgated by the Chief of Police.

CONFIDENTIAL

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MISSION STATEMENT

The mission of the Robbery Unit is to reduce or eliminate the number of commercial robberies, home invasion robberies, carjackings, kidnappings and extortions, and to reduce the impact of these crimes within the City of San Diego.

The Robbery Unit will accomplish this mission by thoroughly investigating crimes and preparing cases for prosecution, providing expert testimony, and by reducing opportunities for suspects to commit these crimes. We will work in partnership with area Commands, Crime Analysis, Laboratory and other centralized investigative units, allied law enforcement agencies, and businesses and organizations in the community in pursuit of our Mission.

DESCRIPTIONS OF DUTIES:

Lieutenant:

Duties and responsibilities of the lieutenant in charge of the Robbery Unit include, but are not limited to the following:

- a. Provide direct supervision to sergeants assigned to Robbery Section.
- b. Ensure the Unit goals and objectives are being pursued.
- c. Keep current on trends of robbery crimes.
- d. Advise Investigations II Captain of crime trends and all continuing series.
- e. Conduct inspections.
- f. Maintain liaison with District Attorney's Office, F.B.I., and other law enforcement agencies.
- g. Ensure that case cancellations are maintained at the highest possible level.
- h. Review and update Department and Unit procedures as necessary.
- i. Coordinate with offices of Public Affairs, Press Relations and Crime Prevention Units in the dissemination of newsworthy information. Prepare news releases when appropriate.
- j. Ensure personnel undercover grooming standards are maintained and section equipment is properly cared for.
- k. Maintain investigative funds.
- l. Quarterly management reports are completed.
- m. Monitors overtime

Detective Sergeants:

Assigns cases, supervises investigations, oversees tactical operations, evaluates work product, prepares administrative/statistical reports, and is responsible for the following:

- a. Review of all incoming crime cases, ARJIS 9 reports, teletypes, field interview reports, announcements, mail and other communications.
- b. Determine which cases the Robbery Unit will investigate.
- c. Assign work to investigators.
- d. Prepare monthly/quarterly reports.
- e. Oversee proactive tactical operations.
- f. Supervise and advises detectives in conducting of criminal investigations.
- g. Review and approve all investigative follow-up and cancellations reports.
- h. Inspect personnel and equipment assigned to the Unit.
- i. Serve as coordinator/facilitator between the Unit and prosecutors, area stations and allied law enforcement agencies.
- j. Arrange for and supervise the installation of specialized equipment.
- k. Approve all requests for leaves of absence by detectives. After approval, the supervisor will enter the employee's name; date and initial the entry in the "Electronic Redbook" and forward the leave slip (CS-14-25A) to the unit payroll secretary.
- l. Monitor training of newly assigned personnel.

Detectives:

- a. Conduct thorough and complete investigations of previously specified robbery, kidnap, extortion and carjacking related cases in a timely manner.
- b. Make arrests.
- c. Evaluate and facilitates the use of surveillance equipment.
- d. Arrange/conduct lineups.
- e. Collect and impound evidence and arrange for laboratory examination when needed.
- f. Prepare and submit investigative reports for prosecution.
- g. Present case for prosecution.
- h. Testify in court.
- i. Disseminate suspect information via the Investigative Supplemental, series sheets, patrol lineups, etc.
- j. Participate in briefings.
- k. Make timely release of impounded property and proper disposal of property tag.
- l. Perform office duties as directed.
- m. Trained in technical operations (video equipment, L.A.N. Composite System, etc.).
- n. Develop and manage Confidential Informants.
- o. Prepare and serve arrest and search warrants

Special Equipment Team:

The Special Equipment Team shall be comprised of sworn officers and/or detectives and be under the command of the Robbery Unit lieutenant and supervised by a Robbery Unit sergeant. The team shall maintain an inventory of audio/video and other covert equipment to assist in the investigation of criminal cases. Team members shall have the following responsibilities:

- Maintain and manage all equipment assigned to the unit.
- Install all covert cameras (see below for specific procedures).
- Manage accounts and liaison with vendors providing support for assigned equipment.
- Research emerging technology and advise Department leadership on the need and benefit of purchasing new equipment. All acquisitions shall conform to the regulations established by the City of San Diego.
- Craft solutions to assist in the deployment of assigned equipment.
- Serve as a resource to Department members in the collection of technology based evidence.
- Serve as a resource for Department members in the collection and processing of video evidence.
- Attend live line-ups and assist detectives with preparation for the line-ups, including training on line-up procedures. Also, photograph and video record all Robbery Unit live line-ups as required by Department Procedure 4.02.
- Assist Robbery Unit detectives in the processing of crime scenes and collection of evidence.
- Assist Robbery Unit detectives in the processing of suspects for evidence.
- Testify in court when needed.

Clerical:

- a. Prepare bi-weekly payroll sheet and maintains payroll log.

- b. Orders and maintains office supplies.
- c. Updates personnel rosters.
- d. Answers incoming telephone calls, provides information, takes messages, and pages detectives as required.
- e. Act as Subpoena clerk, process electronic subpoenas.
- f. Assist with Flex Benefit enrollment.
- g. Sort and route incoming mail.
- h. Process memoranda, documents, and monthly reports.
- i. Data entry and filing.

INVESTIGATIVE RESPONSIBILITY

The Robbery Unit is an undercover proactive and reactive unit with citywide responsibility for commercial robberies, kidnappings, extortions and carjackings.

Commercial Robberies:

The Robbery Unit will investigate commercial robberies in the city of San Diego when the evidence, facts or actions of the suspect(s) indicate their primary intent was to commit a robbery as defined by Penal Code section 211 to any legal and licensed business establishment where the funds or property stolen belong to the business.

This includes:

- Operators of public transportation for hire (Cabs, Buses, etc.).
- Delivery persons such as pizza delivery, UPS, newspaper carriers.
- Employees carrying, transporting or depositing commercially owned funds or property.

In some situations, even though technically the elements of robbery may be present, a Robbery Unit Supervisor will evaluate the totality of the circumstances surrounding the incident. If the evidence or actions do not meet D.A. issuing guidelines for commercial 211 P.C., the case may be routed to an area command for investigation either as an “ESTES” robbery or grand theft.

For example;

A suspect walks into a business. He or she waits for the clerk to open the cash register and then reaches into the cash drawer to steal the cash. The clerk attempts to stop the suspect by closing the drawer and/or pushes the suspect’s hands away. The suspect pushes the victim back and takes the money. Although technically the elements of robbery are present, this type of incident would not normally meet issuing guidelines for a commercial robbery unless the following circumstances occur:

1. The force used by the suspect occurred “**before**” the theft (*or attempted theft*) **and**;
2. The amount of force used by the suspect was “deliberate, aggressive or substantial” i.e., knocking the victim down, striking the victim and/or;
3. The suspect makes a demand for the money with a threat of bodily harm and/or;
4. The suspect(s) makes a demand for the money and visibly displays a knife or firearm in a threatening manner in order to complete the theft or retain the cash and/or;
5. The victim was seriously injured or hospitalized as a result of the suspect’s forceful actions during the theft.

The same guidelines would apply to a victim carrying a deposit bag containing cash and/or property belonging to a business. If a suspect approaches a victim carrying a deposit bag and suddenly grabs the deposit bag from a victim's hands and runs, this would be considered a grand theft person and not a commercial robbery unless the above situations occur per issuing guidelines.

In all situations, a Robbery Unit supervisor will evaluate the totality of the circumstances surrounding the crime and if the before mentioned elements are present, the Robbery Unit will handle the investigation.

“Estes” Robberies:

The Robbery Unit will investigate “Estes” robberies (shoplifts with force) that occur to any legal and licensed business establishment where the funds or property stolen belong to the business, only if the following occurs:

- The suspect(s) visibly displays a knife or firearm as a weapon in a threatening manner against the employee in order to complete the theft and/or retain the shop lifted stolen property.

NOTE: If the suspect being pursued by an employee drops the stolen property then continues to run and the employee continues to chase the suspect and the suspect then displays a knife, gun or other weapon; the charge of 245 or 417 PC would be more appropriate in this case and will be investigated by an area command. The charge of petty theft or attempted petty thief should be included.

Residential Robberies:

The Robbery Unit will investigate residential robberies when the evidence, facts or actions of the suspect(s) indicate the initial and primary intent of the suspect(s) was to commit a “robbery” and not a burglary or other crime.

For instance, a **burglary hot prowl** will be investigated by the area command, even if, during the burglary the resident or occupant wakes up during the burglary and/or the resident comes home and confronts the suspect during the commission of the burglary, even if the suspect uses force or fear to complete the burglary. Per the DA's office, the charge of 459 hot prowl would be more appropriate which carries a more severe penalty (sentence) than the charge of residential robbery. The exception would be if the suspect brought zip ties, duct tape, (*a robbery kit*) and/or uses or visibly displays a firearm in a threatening manner during the commission of the theft. In all cases, the elements of robbery must be present.

In all situations, a Robbery Unit supervisor will evaluate the totality of the circumstances surrounding the crime and if the before mentioned elements are present, the Robbery Unit will handle the investigation.

Home Invasions:

The term “Home Invasion” is frequently used to describe a theft being committed inside an occupied dwelling or hotel room by one or more suspects. (Note: There is no Penal Code section that describes or illustrates “Home Invasions”). The Robbery Unit will not automatically investigate all incidents described as “Home Invasions.”

When a “Home Invasion” is broadcasted by communications, the robbery unit will be notified. If the incident occurs during normal business hours, a robbery sergeant and/or robbery detectives will respond to the scene to evaluate the circumstances.

When off duty, the “On Call” robbery sergeant will be notified and briefed by telephone by a patrol supervisor who is at the scene.

If the preliminary investigation reveals that the suspect(s) forcibly entered the residence or used some type of ruse or deception to enter a residence for the sole purpose of committing a robbery as defined by Penal Code section 211, the Robbery Unit will handle the investigation as a “residential robbery” if the following circumstances occur:

- The force used by the suspect was “deliberate, aggressive or substantial” i.e., knocking the victim down, striking the victim and/or;
- The suspect makes a demand for property with a threat of bodily harm causing fear and/or;
- The suspect(s) makes a demand for property and visibly displays a weapon in a threatening manner and/or;
- The victim was seriously injured or hospitalized as a result of the suspect’s forceful actions during the theft.
- In all cases, the elements of 211 must be present.

In all situations, a Robbery Unit supervisor will evaluate the totality of the circumstances surrounding the crime and if the before mentioned elements are present, the Robbery Unit will handle the investigation.

In all other situations, area commands will handle as a burglary or other crime.

Residential Robbery involving Sexual Assaults:

If a sexual assault is committed during a residential robbery, the Robbery Unit will respond and attempt to determine if the initial motive or intent of the suspect was to commit a sexual assault or a robbery. If the evidence, facts or actions of the suspect(s) indicate the primary intent of the suspect(s) was to commit a residential robbery and not a sexual crime, the Robbery Unit will take the lead during the investigation. The Sex Crimes Unit will be notified and a sex crimes detective will be called out to assist at the direction of the robbery detective (case agent).

If the initial and primary intent of the suspect was to commit a sexual assault and not a robbery, then it will be the Sex Crimes Unit that will handle the investigation with the assistance of a robbery detective.

In those undetermined cases, the robbery unit will handle the investigation as long as the elements of robbery are present.

Residential Robbery involving Narcotics:

If a residential robbery occurs and the evidence, facts or actions of the suspect(s) clearly indicate the motive and primary intent of the suspect(s) were to steal narcotics and/or illegal drugs, commonly referred to as a “Dope Rip,” the Robbery Unit will notify the Narcotics Unit. The Narcotics Unit will be given the opportunity to respond to assist in the investigation.

If evidence of heavy illegal drug trafficking is discovered and/or a substantial amount of illegal narcotics or marijuana is found inside the victim’s residence, the Narcotics Unit will be requested to respond to either handle or assist in the investigation.

If a search warrant will be needed to obtain further evidence of illegal narcotics or paraphernalia inside the victim’s residence, the Narcotics Unit will be requested to respond to the scene to handle

that portion of the investigation. The Robbery Unit will continue to handle the residential robbery investigation.

Carjacking:

Carjacking is the felonious taking of a motor vehicle, in the possession of another, (Driver or passenger) from his or her person or immediate presence, against his or her will, with the intent to either permanently or temporarily deprive the victim of the motor vehicle, accomplished by means of force or fear. The Robbery Unit will investigate all carjackings when the evidence, facts or actions of the suspect(s) indicate the primary intent of the suspect(s) was to commit a carjacking as defined by Penal Code section 215.

NOTE: If during the commission of an auto theft, the victim makes a physical attempt to recover his or her vehicle (during the theft) from the suspect(s) the Robbery Unit will handle as a carjacking.

A Robbery Unit supervisor will evaluate the incident and make the final decision if the Robbery Unit is going to handle the investigation.

Cases involving a “pedestrian” robbery where the loss includes car keys should not necessarily be considered a carjacking unless the suspect makes a demand to know where the vehicle is located and the vehicle was in the immediate presence of the victim.

In all situations, a Robbery Unit supervisor will evaluate the totality of the circumstances surrounding the crime and if the before mentioned elements are present, the Robbery Unit will handle the investigation.

Kidnapping:

In accordance with Department Policy 3.27, the Robbery Unit will investigate all kidnappings for robbery or ransom occurring in the city of San Diego.

Kidnap incidents are highly sensitive and emotional situations requiring immediate police response and must be handled in a professional manner. The ultimate goal in resolving a kidnapping is the safe recovery of the hostage(s) as well as the successful apprehension and prosecution of the suspect(s). To achieve maximum results with a minimum of risk to the hostage(s) or officer(s) requires the police to have a plan of action.

An active/in-progress kidnapping or abduction is when a person is taken and is still missing, whether or not a ransom demand is made.

The Robbery Unit shall have the responsibility for the initial investigative response to all active or in-progress kidnappings or abductions.

The Robbery Unit will be notified and/or called back to establish containment of the incident and to initiate pro-active measures to locate and recover the victim, locate and identify suspect(s), and arrest the suspect(s).

If, during the initial investigation by the Robbery Unit, it is determined the crime lays within the investigative responsibility of another unit, i.e., area command, Sex Crimes, Child Abuse, etc., then that unit shall be notified to respond to the scene to coordinate with the Robbery Unit. The Robbery Unit will investigate the kidnapping or abduction as long as it is active and circumstances

dictate. When the situation becomes a cold incident that is not the investigative responsibility of the robbery Unit, they will be relieved in a smooth transition by the responsible unit.

The following are the investigative responsibility guidelines after the kidnapping/abduction victim has been recovered or the case has become cold:

Robbery Unit:

- Kidnapping for monetary gain (ransom/extortion)
- Kidnapping during carjacking
- Kidnapping for robbery (includes victim taken to bank, ATM)

Homicide Section:

- Kidnapping resulting in a homicide

Sex Crimes Unit:

- Kidnapping for sexual assault (victim fourteen years of age or older)

Child Abuse Unit:

- Kidnapping for sexual assault (juvenile victim thirteen years of age or younger)

Domestic Violence Unit:

- Kidnapping which meets domestic violence criteria

District Attorney Child Stealing Unit:

- Child stealing or child abduction (via the area command)

Area Commands:

- All other kidnappings or unknown motive

FBI Cases:

In kidnapping incidents that leave the jurisdiction of the State of California or the United States, the Federal Bureau of Investigation (FBI) shall be notified. The FBI should also be notified in cases involving children under the age of twelve (12) or involving an interstate/international nexus. Since responsibility for out-of-state kidnap cases rests with the FBI, investigative responsibilities may be relinquished. Notification of an incident to the FBI is the responsibility of the Robbery Unit supervisor.

Active Kidnapping:

In the event of an “active” or “in-progress” kidnapping/abduction, the Robbery Unit shall be notified immediately. After normal working hours, callback procedures should be initiated through the Watch Commander’s Office to the on-call Robbery Sergeant.

Tactical consideration for resolving kidnap incidents will be made by the scene supervisor and the command post supervisor, based upon continuing information that is received, with the final approval of the incident commander.

Guidelines for kidnap investigations are as follows:

- Respond to the scene and make contact with the family discreetly.
- Begin developing and gathering victim information, suspect information, and all related intelligence
- Confirm a valid kidnap has occurred.
- Attempt to determine motive for kidnapping
- Attempt to locate a crime scene
- Attempt to locate witnesses, video, or other sources to help identify suspects
- Enter victim in N.C.I.C. as soon as possible.
- Properly gather and process evidence as soon as possible. (Use the Lab in certain cases)
- Obtain photos of the victim
- Assign detectives (victim team, arrest team, surveillance team, evidence team, ransom team, scribe, etc.)
- Develop a tactical plan to apprehend suspect.
- The decision to pay a ransom rests with the victim’s family - officers should not express an opinion.
- Ransom moneys are to be provided by the victim’s family.
- A ransom drop would be used as a last resort only.
- The safety of the victim and of officers is of utmost importance.

False Imprisonment:

As defined by section 236 PC, False imprisonment is the “*Unlawful violation of the personal liberty of another regardless of immigration status.*” It is not a kidnapping.

For purposes of this section, unlawful deprivation or violation of the personal liberty of another includes: Substantial sustained restriction of another's liberty accomplished through fraud, deceit, coercion, violence, duress, menace, or threat of unlawful injury to the victim and/or to another person; under the circumstances where the person receiving or apprehending the threat reasonably believes that it is likely that the person making the threat would carry it out.

Duress includes knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or immigration document of the victim.

If the crime occurred in the City of San Diego and/or the victim is being held in the city limits, the San Diego Police Department will respond regardless of the immigration status of the victims involved.

Cases of false imprisonment are generally investigated by area commands depending on the circumstances.

If the victim is not a legal resident of the United States, department personnel should notify the Department of Homeland Security Investigations (H.S.I.) to handle the investigation. In these situations, H.S.I. will be notified as soon as possible and briefed. Since responsibility for these cases generally rests with H.S.I., the investigative responsibilities may be relinquished.

Extortion:

Extortion, section 518 of the Penal Code, is the obtaining of property from another with his/her consent, or the obtaining of an official act of a public officer, after being induced to do so by a wrongful use of force or fear, or under color of official right.

The Robbery Unit will investigate extortions when the evidence, facts or actions of the suspect(s) indicate the primary intent of the suspect(s) was to commit an extortion as defined by Penal Code section 518.

The definition of 518 is outlined in section 519 of the Penal Code. Fear may be induced by a threat either:

1. To do an unlawful injury to a (person or property) of the individual threatened or,
2. To accuse the individual threatened, (*or any relative of his, or member of his family*), of any crime; or,
3. To expose, or to impute to him or them any deformity, disgrace or crime; or,
4. To expose any secret affecting him or them

NOTE: If the extortion is attempted or completed specifically via computer e-mails, the case will be referred to the CATCH team who has the expertise to handle the computer related crimes.

BANK ROBBERY TASK FORCE

The Bank Robbery Task Force investigates all bank robberies occurring within the City of San Diego. Investigations are completed in conjunction with the FBI to best utilize resources and personnel from both agencies.

Task Force Officer - TFO

The Task Force Robbery detective (TFO; Task Force Officer) is a cross sworn agent with Violent Crimes-1 (VC1) of the FBI. The TFO is assigned to assist with bank robbery investigations

occurring within the City of San Diego. The agent works with VC1 and all robbery detectives assigned to bank cases. The bank coordinator will provide liaison between the FBI and the Robbery unit on bank cases. As an FBI VC1 team member, the TFOs bank robbery caseload is subject to file review by the FBI supervisor. In addition to bank robberies, the TFO may be assigned to any investigation requiring personnel or resources from SDPD.

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ROBBERY UNIT OPERATIONS GUIDELINES

Appearance and Grooming

Detectives will wear plain clothing that is appropriate to this assignment. Attire must be neat, clean and in good repair. Detectives will maintain standards in accordance with Department Procedure 5.10.

Briefing Memo Reports

A “Briefing Memo” will be prepared by investigators documenting all call-outs, arrests, cases responded to during the shift, and/or other significant events the Unit has handled. Personnel will use the current version of the Briefing Memo form. The Briefing Memo will be forwarded to all robbery detectives, all robbery sergeants, the unit lieutenant and the Captain. The Briefing Memo will be forwarded prior to the end of shift or before going home on a call out.

Callback and On Call Procedure

During regular business hours the on duty Robbery sergeant should be contacted when a crime within the investigative responsibility of the Robbery Unit occurs. After normal business hours callbacks should be made via the On-Call Robbery sergeant. The decision to call out a detective will be made by the Robbery sergeant.

On-Call detectives may be called out when:

- Suspects are arrested for a commercial robbery, carjacking, extortion, or kidnapping for robbery or ransom case.
- Kidnapping for robbery or ransom or active kidnapping when victim is outstanding.
- Information developed at the crime scene leading to the identity of the suspect(s).
- Victims seriously injured.
- Suspect discharges a firearm during a commercial robbery, carjacking or home invasion.
- Commercial robbery series.
- Bank robberies series.
- Home invasion robberies. Cases involving “high profile” victims or known suspects.
- Any other instance is at the direction of a unit sergeant

All Robbery Unit detectives and sergeants are subject to callouts. All Robbery Unit personnel will monitor their cell phones unless they are on approved leave or ill. All Robbery Unit personnel will notify a supervisor immediately, if for any reason, they are not available to respond to a callout.

A designated sergeant will be responsible for making an on call schedule. Generally there will be one sergeant and two robbery detectives on call. On-Call personnel subject to Investigative Call Back shall adhere to D.P. 1.16, Off Duty Use of Department Take Home Vehicles.

The schedule will be routed to all robbery personnel and posted in the office as soon as possible. A copy will be routed to the watch commander.

On a major incident, all available robbery detectives may be called. Only those on call will be required to respond unless it is an emergency call back situation.

Detective Selection Process:

It is essential that persons selected to be investigators in the Robbery Unit have a strong desire to perform the duties of both a reactive and proactive detective.

The selection process shall have as its goal the selection of persons fully aware of assignment demands and capable of performing the duties effectively including being on call.

Candidates for the unit should have a minimum of two years of documented investigative experience. It is strongly preferred that candidates have experience in both reactive and proactive investigative assignments. Refer to the Department Career Development Matrix located in the F Drive under Human Resources for requirement information. The selection process may be conducted either formal or informal depending on the needs of the Unit. Interested candidates should submit a PD-599 Transfer Request according to D.P. 5.07 Transfers within the Department.

Equipment:

A Robbery Unit Sergeant will be responsible for issuing and tracking of Unit specific City equipment issued to team members. Each investigator will be responsible for the upkeep and maintenance of assigned equipment. Any lost, stolen, misplaced or damaged equipment will be reported immediately to the unit supervisor. When a detective transfers out of the unit, all assigned equipment will be returned to the designated Robbery Unit Sergeant. See D.P. 1.23 Department Equipment Accountability for complete details.

Video/Audio Recording Equipment Deployment Procedures:

The San Diego Police Department utilizes video and audio recording solutions in the course of its duties and to further the Department's mission to provide the highest quality of police services to all our communities. This technology complements the Department's goal of striving for continuous improvement in efficiency and effectiveness through the successful management of equipment and personnel.

Any usage of video and audio equipment must be done in a legal and ethical manner, recognizing constitutional standards of privacy. The placement of all recording devices shall be done in accordance with all Federal and State laws and shall adhere to all established case law. Absent a court order, a search warrant, or permission of the

property owner, covert video cameras may only be used to monitor public places or places visible to the public where persons do not have a reasonable expectation of privacy. It is the responsibility of the assigned Equipment Team Technician as well as the case agent, to make sure all recording devices are placed in a location that will safeguard and protect citizens' constitutional rights.

Video and/or Audio Recording shall not be used in a discriminatory manner and shall not target protected individual characteristics including, age, skin color, race, ethnicity, national origin, pregnancy, citizenship, immigration status, religion, disability, gender or sexual orientation. This equipment shall not be used to harass, intimidate, or discriminate against any individual or group. Nor, shall any usage of such equipment be used in a random or capricious manner.

When a request is received by the Special Equipment Team for the use of any video/audio equipment, the following procedure will be followed:

1. A technician from the Special Equipment Team will be assigned the request.
2. The technician will meet (in person or by phone) to fully understand the mission of the requesting Department member.
3. The request will be evaluated for equipment suitability and legal standing.
4. In most instances, the assigned technician and the requesting case agent will examine the deployment location to develop an appropriate solution.
5. If equipment deployment is appropriate, a request form will be completed.
6. All requests must be approved by a Robbery Unit sergeant and lieutenant. Careful consideration will be given prior to approval to ensure the recording devices will be placed in accordance with all Federal and State laws.
7. Request forms will be filed and stored for 5 years. All requests will be stored on the Robbery Unit "G Drive", accessible only to Robbery Personnel.
8. It is the responsibility of the assigned case agent to obtain and document any consent needed for equipment deployment.
9. It is the responsibility of the case agent to document the deployment of any equipment in the appropriate investigative reports.
10. The data retrieval of all deployed equipment will be the responsibility of the assigned technician and/or the case agent.
11. The review and determination of evidentiary value of all recorded media and its appropriate documentation is the responsibility of the assigned case agent. All documentation will be reviewed by a supervisor.
12. If any media is deemed to have evidentiary value, it is the responsibility of the assigned case agent to impound such evidence per Department Procedure 3.02.
13. All information obtained from a recording device is strictly confidential and should only be disclosed to further law enforcement purposes.
14. At the conclusion of any deployment, the assigned technician will inspect the device(s) and make sure it is in good working order.

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INVESTIGATIVE FUNDS

Procedures regarding Investigative Funds are outlined in the Investigative Procedures Manual.

Inspections

Supervisors for each team will be responsible for submitting team expense reporting documents to the Lieutenant by the 10th of each month. All forms for expense reporting are Word Documents and are found in the F Drive.

Supervisors will personally perform an examination of each detective/officers Investigative Funds at least 2 times a year. That spot check will be documented in the “Notes” portion of the appropriate monthly inspection.

Accounting Systems

Investigative Fund Expense Report

The Investigative Fund Expense Report is used to document receiving and spending of Investigative Funds. Each supervisor and detective/officer with funds is responsible for tracking and reporting Investigative Funds each month.

Operational Investigative Form Report

The Operational Investigative Form Report is used as a “receipt” for documenting appropriate investigative fund expenditures. A report must be completed for each separate operation. There may be several transactions during one operation, but only one form detailing each transaction is required for that particular operation.

Lost Investigative Fund Report

Funds are considered “lost” and an SDPD Lost Investigative Fund Report must be completed and approved by a supervisor under the following type of circumstances:

- The funds are literally lost by the handler and not found that month;
- Other circumstance wherein a product of some type is not recovered or a person is not arrested as the result of a transaction with the buy money and the money is not recovered.

Funds are not considered “lost” if a product is obtained or a person is arrested as the result of the exchange for the buy money but the buy money is not recovered. The product or the arrestee is evidence of a legitimate expenditure of buy money and the expenditure will be documented on the SDPD Operational Investigative Fund Report.

Office Security

Office security is of prime importance due to the highly sensitive nature of investigations conducted by the Robbery Unit. All personnel will adhere to the following security measures:

- All personnel will display proper identification while in the station.

- No sensitive crime/arrest reports, photographs or other investigative material will be left on desktops.

(Deleted – records of security)

- All rooms, cabinets and drawers containing equipment (i.e., cameras, radios, shotguns, etc.) will remain locked and secured at all times.
- The Robbery Unit office shall be locked when the office is unoccupied after hours. The last person leaving will be responsible for securing the office.

Operations Planning:

Per Department Procedure 4.15, an Operation Plan (PD-1195) will be completed prior to any knock and talk search, parole or probation search, high-risk entry, or search warrant service. An Operation Plan will also be required for any pre-planned operation in which an undercover detective or operative will come into contact with a potential suspect, any pre-planned surveillance where the anticipated purpose of the surveillance is to effect an arrest, search, or to interrupt a crime, or any other operation at the discretion of a unit supervisor.

A Robbery Unit supervisor shall be present during the briefing and execution of the following: Search warrants, arrest warrants, probation/parole searches and knock-&-talks, operations wherein police officers and/or informants will be working in an undercover capacity, and any investigation/operation involving the need for coordination between our Department and outside agencies.

The case agent will be responsible for completing the Operation Plan. The Operation Plan is to be completed in its entirety and approved by a Robbery Unit supervisor prior to the operation. See D.P. 4.15 for procedures regarding the listed operations.

A debrief with all assigned personnel prior to the operation is required in all cases. The case agent will conduct the debrief prior to the operation. The Operation Plan will be read at the debrief and all other relevant information will be shared with participants. If copies of the Operation Plan are distributed at the debrief, the case agent will collect and destroy all unneeded copies. Copies of all Operation Plans will be given to the Robbery Unit Lieutenant and the Investigations II Captain. Copies will be maintained by the Robbery Section Lieutenant for 2 years.

Planned forced entries provide an added level of risk to law enforcement officers. In an effort to mitigate this risk, a standardized assessment of each operation is necessary to ensure safety for all involved as outlined in the San Diego County Regional High-Risk Entry Checklist. This checklist is to be used in all cases where a high risk entry is anticipated. The case agent will be responsible for completing the Checklist. The case agent and supervisor will contact SWAT and discuss the appropriate tactical response. If SWAT is conducting the entry, the case agent will attend the debrief and share relevant information with the case supervisor and personnel assigned to the operation.

Operations outside the City:

The Robbery Lieutenant will be notified prior to any pre-planned operation outside the city. When working outside of the City of San Diego, personnel will advise the concerned law enforcement agency of their location and provide a brief synopsis of their investigation. Personnel will attempt to use uniformed personnel from the allied agency for assistance when possible.

The San Diego Police Department Watch Commander and Communications Section will be notified prior to the execution of all search warrants and arrest operations.

Overtime

All overtime must have prior approval of a supervisor. Employees shall adhere to Department Procedure 1.20 Overtime Compensation.

Radio Frequencies and Designators

(Deleted – records of security)

Investigators are required to monitor the primary dispatch frequency of the area in which they are working.

(Deleted – records of security)

Subpoenas

The Robbery Unit's Word Processing Operator will manage telephonic subpoenas. The Word Processing Operator will log them and give them to the appropriate supervisor. The supervisor will sign and date the 'served by' portion of the subpoenas and then distribute the subpoenas to the appropriate recipients. Personnel will sign and date subpoenas when they are received. Personnel will keep one copy and return the signed subpoena to the Word Processing Operator, who will enter them into the computer and mail them to the proper location.

Personnel will contact the assigned prosecuting agency upon receipt of the subpoena and will make arrangements to discuss their involvement in the case. Personnel will appear when needed and will be prepared to give testimony.

When appearing in court, male employees will dress in a coat and tie and female employees in professional business attire. A supervisor must approve any deviation in dress. See Department Procedure 1.11 Court Procedures and Subpoenas for additional.

Travel

Investigative travel with less than seven days' notice that requires overnight accommodations will generally require the use of investigative funds. Detectives using investigative funds for travel must prepare a memo and have it approved by his/her command. Receipts are required for all investigative fund expenditures.

If travel expenditures are arranged through Fiscal Management, receipts shall be required based on the policies of Fiscal Management.

VEHICLE POLICY

General Policy

Vehicles are assigned to the Robbery Unit by the Fleet Supervisor. The Robbery Unit Vehicle Accountability Sergeant will assign the vehicles to individual detectives for the purpose of accountability. Detectives will not trade assigned vehicles without the approval of the Robbery Unit Vehicle Accountability Sergeant and the Unit Lieutenant. The Robbery Unit Vehicle Accountability Sergeant may also assign the vehicles according to unit needs.

Robbery Unit supervisors and detectives rotate on-call duties weekly and may be required to respond to calls related to ongoing investigations or operations when not assigned on-call duties. Robbery Unit supervisors and detectives are authorized to take their vehicles home on a full time basis.

Robbery Unit personnel shall not drink intoxicating beverages and operate a City vehicle while on duty or off duty. Employees are prohibited from using City vehicles at any time when their driving ability has been impaired through the ingestion of drugs, medicines, or alcoholic beverages.

Additional guidelines are set forth in the San Diego Police Department Investigative Procedures Manual and Department Procedure 1.16.

Maintenance

It is the responsibility of the detective assigned the vehicle to deliver the vehicle to the garage for scheduled maintenance or when requested by garage staff.

Parking

Parking of Police Department vehicles is specified in D.P. 1.12 – Operation of Police Department Vehicles. Citations received as the result of parking outside of this Procedure will not be dismissed. The detective/officer who parked the vehicle will be responsible for paying associated fees.

Vans

All Robbery personnel must receive driver certification prior to operating a van. Training and van certification is available through Menu Training, which can be arranged by a unit supervisor. This excludes mini-vans.

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