

SAN DIEGO POLICE DEPARTMENT

SPECIAL INVESTIGATIONS UNIT



OPERATIONS MANUAL

July 2020

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

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.

MISSION STATEMENT

The Special Investigations Unit (SIU) is committed to assisting all Department Investigators with case enhancement by providing personnel with expertise in operations planning, surveillance, and intelligence gathering. SIU will also assist Investigators and allied agencies with apprehending suspects and fugitives. SIU will initiate or participate in long term investigations based upon the needs of the Department.

DESCRIPTION OF DUTIES:

Lieutenant:

- a. Provide direct supervision to the SIU sergeant.
- b. Ensure the Unit goals and objectives are being pursued.
- c. Keep current on SIU operations.
- d. Monitor overtime usage.
- e. Conduct monthly inspections.
- f. Maintain investigative funds
- g. Ensure all Department Policies and Procedures are followed by Unit members.
- h. Overall administrative responsibility for SIU

Detective Sergeant:

- a. Review incoming correspondence, crime cases, and investigative reports.
- b. Determine which cases SIU will investigate.
- c. Assign work to investigators.
- d. Prepare weekly and quarterly reports.
- e. Oversee proactive tactical operations.
- f. Supervise and advise detectives in conducting of criminal investigations.
- g. Manage SIU staffing.
- 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. Supervise the use of Unit equipment.
- k. Train newly assigned personnel.
- l. Manage Unit investigative funds.

Detectives:

- a. Conduct thorough and complete investigations.
- b. Make arrests.
- c. Appropriately utilize Unit equipment.
- e. Prepare and serve arrest and search warrants.
- f. Collect and impound evidence and arrange for laboratory examination when needed.
- g. Prepare and submit investigative reports for prosecution.
- h. Present case for prosecution.
- i. Testify in court.
- j. Develop and manage Confidential Informants.
- k. Manage investigative funds.
- l. Follow established guidelines for handling of Digital Evidence per DP 1.49

SIU 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. The SIU Sergeant will ensure Detectives maintain appearance standards in accordance with Department Procedure 5.10.

Call Back and On Call Procedures

Stand By and Call Back procedures are detailed in DP 1.20 – Overtime Compensation.

The SIU sergeants and detectives are subject to callouts. SIU personnel will monitor their cell phones unless they are approved otherwise. SIU personnel will notify a supervisor immediately if for any reason they are not available to respond to a callout.

The SIU sergeant will be responsible for making an on call schedule. Generally there will be one sergeant and two detectives on call. Due to the likelihood and necessity of SIU personnel being called back to assist all Department Units, the SIU Sergeant may require all SIU personnel to be on-call. On-Call personnel subject to Investigative Call Back are eligible to take their City vehicles home per DP 1.16 Off Duty Use of Department Take Home Vehicles.

Cell Site Simulator Technology:

In October 2015 the State Legislature approved Senate Bill 178, Electronic Communications Privacy Act, and Senate Bill 741, Cellular Communications Interception regulations. The following provisions of this Operations Manual are included for the purpose of complying with the requirements set forth in those Bills.

Cell-site simulator technology provides valuable assistance in support of important public safety objectives. Whether deployed as part of a felony suspect apprehension effort or to locate and rescue a kidnap victim, cell-site simulators fulfill critical operational needs.

Cell-site simulator technology must be used in a manner that is consistent with the requirements and protections of the Constitution, including the Fourth Amendment, and applicable statutory authorities. Moreover, any information resulting from the use of cell site simulators must be handled in a way that is consistent with the array of applicable statutes, regulations, and policies that guide law enforcement in how it may and may not collect, retain, and disclose data. As such, either a search warrant or exigent circumstances must exist prior to making a request for equipment. In cases of exigent circumstances, a Search Warrant or Court Order must by law be obtained within three days of use of the equipment.

The following information outlines procedures for obtaining and deploying cell-site simulator equipment from the Robbery Unit:

Approval Process:

The Cell Site Simulator Worksheet and the Cell Site Simulator Approval Check List will be completed in full in all operations wherein the equipment is used prior to usage. The originals should be included in the investigative case file. The Robbery Lieutenant will also maintain a file containing copies of both documents.

The initial request to utilize the simulator equipment must be routed through the SIU Sergeant. In his/her absence, the request will go through either Robbery Team 1 or 2 Sergeant. The SIU/Robbery Unit Sergeant will evaluate whether sufficient Probable Cause exists to seek a Search Warrant or that sufficient exigent circumstances exist to use the equipment. Exigent circumstances are defined as an emergency situation requiring swift action to prevent imminent danger to life or serious injury. The SIU/Robbery Unit Sergeant will have the authority to determine if the exigency rises to the level of negating the Search Warrant/Court Order requirement prior to using the equipment.

If the SIU/Robbery Sergeant decides to move forward in the approval process, he/she will notify the Robbery Lieutenant of the request. If the Robbery Lieutenant concurs, he/she will notify the Captain of Investigations II and seek approval to move forward. If the Investigations II Captain concurs, he/she will give direction for notifying the Asst. Chief of Investigations and seeking final approval. Once the Asst. Chief of Investigations concurs, a Search Warrant may be pursued or approval will be given to use the equipment due to exigent circumstances. If during the approval process verbal approval is necessary, authority may be granted to write the approver's name in the appropriate section of the Check List.

The SIU/Robbery Unit Sergeant supervising the operation will be responsible for the obtaining of the Search Warrant. He/she will notify the Robbery Lieutenant when the Search Warrant has been granted. **If the equipment is deployed under exigent circumstances, a Search Warrant/Court Order must be obtained in all cases and returned within three court days of deployment.**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Detective Selection Process:

The selection process may be conducted either formally or informally based on Department needs. Interested candidates should submit a PD599 Transfer Request according to DP 5.07 Transfers within the Department.

Equipment:

The SIU Sergeant will be responsible for issuing and tracking 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 SIU Sergeant. See DP 1.23 Department Equipment Accountability for complete details.

SIU has been assigned seven (7) Commando M-4 short barreled rifles. Each member is required to obtain specific training in order to have this equipment issued to them. Training is arranged and conducted by the Range Master and/or Range Personnel. When the member transfers out of the unit, this equipment remains with the unit. The Range Master is notified of the change of personnel as it pertains to this equipment.

SIU personnel who are assigned the Colt Short Barrel Rifle must always have it secured in the Department approved mount or locked in the vehicle safe, when not being used for operational needs. The rifle shall be stored either unloaded or in the “patrol ready” condition as defined by Department Procedure 1.41. The rifle shall only be loaded with Department approved ammunition.

Upon departure from the Special Investigations Unit, the rifle must be returned to the SIU sergeant.

INFORMANT PROCEDURES:

The use of informants by Department personnel is outlined in D.P. 3.16 – Informant Procedures. Informant recruiting and Handling is outlined in the Investigative Procedures Manual. These procedures will be followed without deviation or exception.

A Robbery Section Sergeant is designated as the Custodian of Records for all of Robbery Section informant files. He or she is the contact person for any and all questions concerning the status of a pending informant file. As the liaison to CIU, this Sergeant is responsible for working with CIU to activate CI’s in a timely fashion. Individual detectives are not to contact CIU directly to determine the status of a pending CI file. The Custodian of Records is the only person with complete access to the active CI files for all Robbery teams. Detectives needing access to a file for some reason must contact the Custodian of Records.

[REDACTED]

[REDACTED]

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.

INVESTIGATIVE FUNDS:

Procedures regarding Investigative Funds are outlined in the Investigative Procedures Manual. Forms are located in the F drive/Templates/Investigative Reports/Investigative Expense Reports.

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.

Forms are located in the F: Drive/Templates/Investigative Reports/Investigative Expense Reports/Expense Investigative Fund Report.

Operational Investigative Fund Report:

The Operational Investigative Fund 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.

Forms are located in the F Drive/Templates/Investigative Reports/Investigative Expense Reports/SDPD Operational Investigative Fund Report

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.

That form is located in the F Drive/Templates/Investigative Reports/Investigative Expense Reports/SDPD Lost Investigative Fund Report

Office Security

Office security is of prime importance due to the highly sensitive nature of investigations conducted by SIU. 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.
- Informant files will be maintained in a locked area under control of the Custodian of Records.
- All rooms, cabinets and drawers containing equipment (i.e., cameras, radios, shotguns, etc.,) will remain locked and secured at all times.
- SIU 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 SIU/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 SIU supervisor prior to the operation. See DP 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. Hard copies or email of all Operation Plans will be given to the Robbery Unit Lieutenant and the Inv. 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 SWAT 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. The Investigations II Captain will be notified by the Robbery Lieutenant prior to any pre-planned operation outside of San Diego County. 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.

Orientation and Training:

Once selected, each new SIU detective shall receive instruction from his/her supervisor in each of the items listed on the Orientation Checklist. The process shall be completed during the first thirty working days of his/her assignment to the Unit. The supervisor shall initial each item on the Orientation Checklist as it is completed. Upon completion, the SIU Sergeant will endorse and submit the form to the Unit Lieutenant for initialing. A copy of the orientation checklist will be placed in the detective's divisional file for one year and the original will be sent to Human Resources to be placed in the employee's Personnel File. The Orientation Check List is located in the Robbery Unit G drive.

Orientation and Training Check List:

DETECTIVE _____

DATE ASSIGNED TO UNIT _____

DATE COMPLETED _____

1. Introduction to all of the Robbery staff.
2. Performance expectations and supervisory philosophy.
3. Familiarization of the work area
 - Computer Resource area
 - Interview rooms
 - Recording operation and procedure
 - File cabinets & Department forms
 - Briefing Memo protocol
 - Supply cabinets
 - Personnel files
 - Informant files (Custodian of Records)
 - Confidential Informant Procedures

4. SIU Procedures
 - Operations Manual
 - CRMS procedures
 - Vehicle monthly reports
 - All forms and investigative reports used
5. Recommended Schools/Training
 - Robbery investigation
 - Surveillance techniques
 - Audio/Video equipment training
6. Call-out/Call-Back/Stand-By
7. Take Home Vehicles

Overtime

All overtime must have prior approval of a supervisor. Overtime Authorization Request Forms shall be completed and submitted for approval the next scheduled work day following the overtime worked. Employees shall adhere to Department Procedure 1.20 Overtime Compensation.

Payroll Procedures:

Payroll for SIU will be routed through the Robbery Unit WPO. Department Payroll Procedures are outlined in DP 1.18 – Payroll Procedures and DP 1.20 Overtime Procedures.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

San Diego Law Enforcement Coordination Center – SDLECC

The SDLECC operates as a collaborative partnership among federal, state and local law enforcement/public safety agencies focused on enhancing coordination, information sharing, regional preparedness, training and investigative support/analysis for first responders and other public and private partners in the region.

SDLECC provides several services critical to the investigative process and safety of operations. This procedure is intended to address those services and not the full extent of the services available under the umbrella of SDLECC.

The intent of the SDLECC notification process is to eliminate or “de-conflict” unforeseen parallel investigations between agencies, to prevent the possibility of agencies inadvertently investigating the legitimate activities of each agency, and help provide for the safety of law enforcement personnel.

The SIU case agent will contact SDLECC during the beginning phases of all investigations and serve as the point of contact for inquiries. It is also required that investigators contact SDLECC and complete appropriate reporting information on any operations or investigations. De-confliction via SDLECC is mandatory. Failure to follow the notification procedures could result in jeopardizing another Department unit or outside agency's investigation, and most importantly, jeopardize the safety of law enforcement personnel.



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.

Travel expenditures are arranged through Fiscal Management. Receipts shall be required based on the policies of Fiscal Management.

VEHICLE POLICY

General Policy

The Robbery Unit Lieutenant will assign the vehicles to individual detectives for the purpose of accountability. Detectives will not trade assigned vehicles without Command approval. Vehicles may also be re-assigned according to unit needs.

Some of the unmarked SIU vehicles are equipped with emergency lights and siren. The intent of placing emergency lights and siren in the SIU vehicles is threefold:

- To identify detective vehicles and provide a warning to the public that a law enforcement incident is taking place.
- To provide an opportunity for the public to avoid a particular area.
- To give an immediate visual and auditory indicator to both the public and other officers that identifies the SIU personnel as law enforcement.

SIU personnel shall not drive Code 3 nor activate their emergency lights and siren unless it is to accomplish one of the above objectives **during an SIU operation**. The only other time Code 3 driving is authorized is for an immediate, life threatening emergency. All other Code 3 driving, and activation of the emergency lights and siren is prohibited, including, but not limited to, engaging in pursuits and making traffic stops. SIU personnel must adhere to Department Procedure 1.13 – Emergency Vehicle Operation when driving Code 3.

SIU detectives have the potential to be called back at any time and are authorized to take their vehicles home on a full-time basis.

SIU 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.

SIU personnel are responsible for all citations received on the vehicle while it is assigned to them. If for some reason the vehicle is out of the control of the assigned detective for any reason, (i.e., vacation, in for maintenance, loaned out for a day) it is their responsibility to mark those days on the Monthly Maintenance Report prior to submitting them to their sergeant at the end of the month.

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 DP 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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