

*Southeastern  
Division*



*Operations  
Manual*

**San Diego Police Department**

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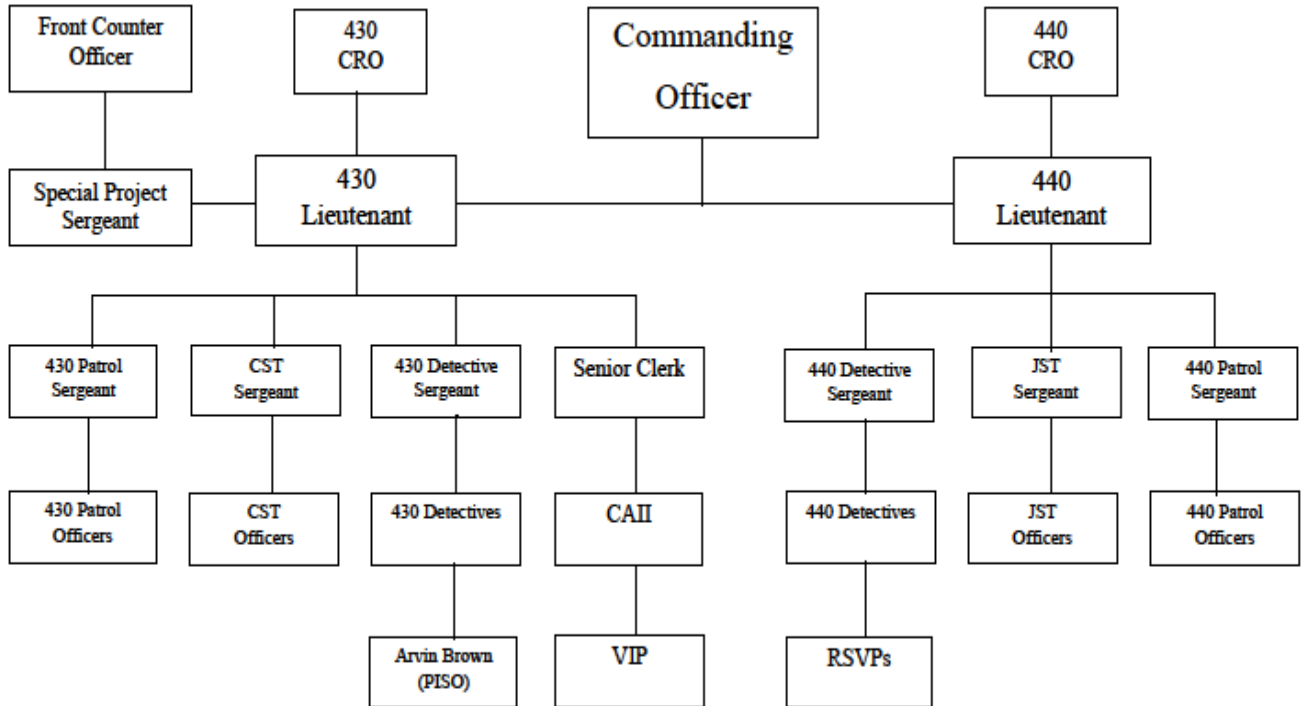
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## Southeastern Division Chain of Command



## 2.) DIVISION CALLOUT:

### **NOTIFICATION OF SOUTHEASTERN DIVISION COMMAND PERSONNEL AND CALLOUT**

The Captain and Service Area Lieutenant shall be notified immediately of any major incidents in the Southeastern Division or involving Southeastern Division personnel.

- A. The Captain and Service Area Lieutenant may be notified by telephone or text.
- B. The sergeant at the scene of the incident is the primary person responsible for notifying the Captain and Service Area Lieutenant.
- C. Other situations the Captain and Service Area Lieutenant should be notified include:
  - Officer injuries requiring more than minor medical aid.
  - Any death other than natural causes.
  - Any situation where specialized units are involved (i.e. HazMat, Negotiators, etc).
  - Anytime a Command Post is established.
  - Any assemblage, traffic problem or other situation causing disruption of traffic flow or essential services affecting the Southeastern Area.
  - Any situation a supervisor feels notification of the Southeastern Division Captain or a lieutenant is warranted.

## **SOUTHEASTERN DIVISION INVESTIGATIVE ON-CALL PROCEDURE**

In an effort to insure an investigative response to incidents within our command after normal business hours, Southeastern Division Investigations will initiate an on-call program for investigators. The program will be administered in the following manner:

- A. On-call responsibilities will be coordinated by the three investigative sergeants. Each investigative sergeant will rotate “on-call” coordinating responsibilities on a bi-weekly basis. The on-call investigative sergeant will be the contact person for patrol personnel requesting an after-hours investigative response. The on-call investigative sergeant will evaluate all callout requests and coordinate the appropriate investigative response.
- B. On-call responsibilities will be rotated among the investigative pool weekly. There will be a 1<sup>st</sup> and 2<sup>nd</sup> up investigator. The 1<sup>st</sup> up investigator will have the primary responsibility for callout. If a callout is initiated, the 2<sup>nd</sup> up investigator will then rotate to 1<sup>st</sup> up and assume responsibility for the next callout. This does not prohibit the on-call sergeant from sending the 1<sup>st</sup> and 2<sup>nd</sup> up investigator to a callout if deemed necessary. The transfer of investigative on-call responsibilities will occur every Tuesday of each pay week.
- C. On-call investigative sergeants may respond to crime scenes given, but not limited to the following circumstances:
  - Extensive or complex crime scene(s)
  - Crime requiring investigative expertise
  - Multiple crime scenes requiring the need to obtain search warrants
  - When first and second on-call detectives are called out to a crime scene(s)
- D. On-call investigators are required to monitor their phones and be responsive to callouts during their assignment. Failure to respond as an on-call investigator is a violation of Department Policy 9.17 “Reporting for Duty.”
- E. Each assigned investigator will be compensated at a rate of one (1) discretionary leave day for every 300 hours of on-call responsibility to a maximum of ten (10) discretionary leave days a year. Hours will be accrued at a rate of 24 hours for a non-working day and 14 hours for a working day. Unit supervisors will record on-call hours worked by Unit detectives into the SAP through the OneSD system.
- F. On-call investigators will have exclusive use of their assigned vehicle during the duration of their on-call assignment. Department members authorized to take home vehicles must adhere to Department Procedure 1.16



- G. All sergeants, detectives, and acting detectives are responsible for the maintenance of their assigned vehicle and shall ensure that Department maintenance is performed on schedule.
- H. The current on-call personnel will also be posted on the white Dry Erase board in the investigative area.
- I. The formulation of this on-call procedure was designed to insure an investigative response for patrol during those situations where investigative expertise is needed. This procedure was in no way designed to inhibit (or substitute) investigators from responding to specific series related cases or arrests. Any investigator **not on-call** who would like to be called out on a specific case only needs approval of their immediate supervisor.

## **SOUTHEASTERN DIVISION INVESTIGATIVE CALLBACK PROCEDURE**

### Southeastern Investigative Teams:

- 1) 430's Area Investigations
- 2) 440's Area Investigations
- 3) Juvenile Services Team

#### A. Decision to call out an investigator:

1. The patrol sergeant at an incident makes the determination that an investigator may be advantageous based on the incident type, duration and need for investigator expertise.
2. The patrol sergeant contacts the on-call investigative sergeant. The current on-call investigative sergeant will be posted on the white Dry Erase board in the investigative area.
3. If the area investigative sergeant cannot be reached, contact one of the remaining service area investigative sergeants.

#### B. The on-call sergeant will evaluate the need and coordinate the investigator call-out.

#### C. The patrol sergeant at an incident will complete a "Southeastern Crime Briefing Script" and brief the investigator upon his arrival. A copy of the Southeastern Crime Briefing Script will eventually be provided to the investigator. The form is located in the following directory; G:/Southeastern/Patrol/Forms.

#### D. The investigator will respond to the scene in a timely manner.

#### E. Investigative Sergeants should be called for but not limited to the following types of cases:

- All suspects arrested for armed robbery, any series, hot prowl burglaries and assaults with a deadly weapon with serious injury.
- Incidents involving significant injuries resulting from shootings, stabbings and other assaults.
- Theft cases where there is an extensive loss.
- Extensive or complicated crime scenes.
- Hate Crimes.
- Complex cases where follow-up or search warrants may be needed.
- Suspect-inflicted injuries to officers, which require hospitalization or emergency treatment.
- At risk missing juveniles: When evaluating the facts of a case, attention should be given to "at risk" circumstances which include, but are not limited to whether the juvenile:
  - is the victim of a crime or foul play.
  - is in need of medical attention.
  - has no pattern of running away or disappearing.
  - is the victim of a parental abduction/kidnapping.
  - is mentally or physically handicapped.

- Any incident that is “high profile” or could generate media attention, incidents involving Law Enforcement (SDPD or otherwise) or City employee. Any other case nature where the expertise of the investigator is deemed necessary.

## **ORGANIZATION AND COMMAND RESPONSIBILITIES**

### **DIVISION CAPTAIN**

The duties and responsibilities of the Division Captain shall include the following:

1. Establish operations policies, priorities, and goals for the Division to follow in providing services that meet community needs, and implement the Department's "Vision, Values, and Mission" statement.

Assure that problem solving is a matter of daily routine and practiced in patrol and investigations.

Promote and assure good relations between Division personnel and the community.

Assure appropriate participation of Division personnel in community crime prevention activities.

2. Hold meetings with Service Area Lieutenants to assure consistency in police activities among the service areas.
3. Supervise the work of the Service Area Lieutenants. Evaluate their performance and oversee their career development.
4. Maintain direct contacts with community leaders and City Council representatives and aides.
5. Encourage the recruitment and expanded use of the VIP's (Volunteers in Policing), including RSVP (Retired Senior Volunteer Patrol) in the Division.
6. Periodically review the definitions of individual communities and configurations of service areas. Make recommendations for adjustments and changes to enhance the Division's ability to provide police services that are tailored to community needs.

## SERVICE AREA LIEUTENANT

The duties and responsibilities of a Service Area Lieutenant shall include the following:

1. Attend and participate in Lieutenant's coordinating meetings to assure consistency in police activities among service areas.
2. Have 24-hour management responsibility for all patrol and investigative police services in the service area, including:
  - Collect and evaluate activity statistics.
  - Establish service area priorities and goals for teams.
  - Analyze service area staffing and workload. When necessary make needed adjustments.
  - Consider temporary assignments of patrol officers to assist in investigations.
  - Determine effectiveness of investigations.
  - Maintain liaison and coordinate activities with Department's specialized investigation units.
  - Ensure that patrol and investigations have all necessary information needed to carry out their duties and meet their goals.
  - Define degrees of autonomy and flexibility for the teams, and protect teams from excessive external pressures that could adversely affect their operations.
  - Assign reserve officers to patrol and investigative teams.
  - Monitor activities of Neighborhood Watch and Citizen's Patrol.
  - Oversee activities of satellites and storefronts.
3. Service Area FTO Coordinator, which responsibilities include:
  - Review Trainee bi-weekly evaluations.
  - Coordinate Division training and evaluation process to assure compliance with training expectations.
  - Review Trainee disciplinary packages.
  - Maintain a list of qualified Training Officer Candidates.
  - Periodically, review evaluations of Division Field Training Officers prepared by Trainees and maintained in the Training Division Office.
  - Conduct appointment interview in conjunction with FTO Administration, and make final recommendations on appointment or removal of Training Officers, to meet requirements of the program.
4. Service Area Training Lieutenant, which responsibilities include:
  - Serve as the focal point In-Service training, tests, and current answer sheets.
  - Coordinate attendance at Advance Officer's Training, CPR and First Aid.
  - Maintain training records for all In-Service Training tests.
  - Evaluate training programs to determine their degree of benefit to officers.
  - Review and process applications for training/course requests.
  - Maintain liaison with the community and the media.

5. Miscellaneous responsibilities, which include:
  - Report periodically to the Division Captain on the "State of the Service Area."
    - a. Get input from Sergeants, Crime Analysis, citizens, et al regarding the state of the communities and the area as a whole. Include data on crimes, arrests, clearances, convictions, CFS, response times for various types of calls, percent crime reported, etc. Also include data on physical disorder (litter, abandoned vehicles, graffiti, code violations, etc.), social disorder (panhandling, prostitution, loitering, homelessness, disturbing the peace, drug dealing, etc.), and climate of violence (drive-by shootings, carjacking's, gang shootings, child abuse, domestic violence, etc.)
    - b. Measure the impacts of problem solving.
    - c. Conduct surveys and develop qualitative measures to reflect quality of life, level of public safety, fear of crime, satisfaction with police services, and effectiveness of crime prevention.
  - Coordinate special activities and programs. Establish communication channels and procedures for exchanging information with:
    - a. Sergeants and Captain on Divisional issues.
    - b. Sergeants on same and different watches on service area issues.
    - c. Lieutenants and sergeants in other service areas on issues of mutual concern and interest.
  - Hold PAAC-style meetings with teams when appropriate.
6. Problem Solving:
  - Provide leadership and guidance.
  - Create an environment where officers and detectives are encouraged to identify and solve community crime and disorder problems
  - Identify and prioritize problems from Department and community points of view.
  - Provide resources to sergeants, officers, and detectives.
  - Help obtain resources. Act as facilitator.
  - Maintain liaison with other City Departments, state and local government agencies, and non-governmental organizations involved in problem solving.
  - Resolve conflicts that might arise among resources.
  - Ensure officers and detectives have time to identify and solve problems.
  - Develop ways to measure the impact of problem solving.
7. Neighborhood Policing:
  - Identify and maintain liaison with community groups.
  - Attend and participate in community meetings when appropriate.
  - Oversee participation by sergeants, officers and detectives in community meetings to ensure appropriate Division representation.
  - Develop plans for providing police services that meet community needs.
  - Be able to explain satisfactorily to the community the priorities used in deploying personnel and resources to problem solving, answering CFS, investigations, and other police services.
  - Maintain direct communication link with City Council representatives and aides.
  - Provide leadership in implementing Department policies and strategies.
  - Interact with Department's Neighborhood Policing Division.
  - Oversee police-community partnerships that work jointly on community crime and disorder

problems.

- Promote and market the Service Area's Neighborhood Policing and problem solving activities throughout the Department.

## PATROL SERGEANT

The duties and responsibilities of a Patrol Sergeant shall include the following:

1. Implement the Lieutenant's goals and priorities for providing police services to each community in the service area, including:
  - Set specific goals and priorities for the squad.
  - Develop detailed plan for special details and/or operations, and problem solving. Base plan on analyses of available resources (personnel, vehicles, and equipment), community crime and disorder data, locations and types of CFS, threats to public safety, and community concerns and needs.
  - Ensure that plan is understood and supported by all team members.
2. Direct, supervise, and evaluate the activities of the patrol officers, CSO's, and other SDPD personnel assigned to the squad:
  - Assign officers to activities that most effectively utilize and develop their abilities, strengths, training, and interests to support the Department/Division's goals and priorities, as well as the officer's desires for career progression.
  - Ensure that officers use their uncommitted time effectively for quality problem solving and professional development.
  - Monitor progress on problem solving activities.
  - Coordinate squad's activities with investigations and other patrol units in the service areas as appropriate.
  - Ensure completion of required RIPA documentation.
3. Monitor calls for service, and preserve uncommitted time enabling the officers to meet goals and priorities.
4. Monitor and supervise the activities of RSVP's, Storefront, VIP's, Citizens' Patrol, Neighborhood Watch, and others whose activities compliment and support those of patrol.
5. Obtain and disseminate relevant information regarding community crime, disorder problems, suspects, community concerns, etc. Conduct squad meetings and briefings to discuss training, problem solving, team building, etc.
6. Keep Service Area Lieutenant informed of the squad's activity.
  - Report periodically on community concerns, status of problem solving, etc.
  - Provide input for Quarterly Report.
  - Suggest changes in service area goals and priorities.
  - Conduct or arrange for special training.
  - Provide Squad Overtime Reports by pay period.



7. Regarding problem solving:
  - Monitor, manage, supervise, coordinate, and evaluate problem solving activities of squad.
  - Keep up with crime and disorder problems in the service area.
  - Encourage problem solving by helping officers locate and define problems.
  - Review and approve POP project openings
  - Help officers carry out projects. Discuss planned analyses, staffing, uses of internal and external resources, responses, assessments, etc.
  - Monitor project activities.
  - Keep service area lieutenant informed about problem solving activities and impacts.
  - Establish priorities for POP projects. Consider problem type and magnitude, nature of community concern, resources required, resources available, etc.
  
8. Regarding Neighborhood Policing:
  - Identify and maintain liaison with community groups.
  - Coordinate with service area lieutenant and investigative sergeants regarding attendance and participation in community meetings.
  - Oversee attendance and participation by patrol in community meetings. Provide assignment and community feedback forms to officer(s) attending. Coordinate documentation of meeting attendance in department's database with Community Resource Officers.
  - Identify and prioritize community/police problems.
  - Use VIP's and RSVP's where appropriate.
  
9. Maintain squad and individual morale.
  
- 10: Complete monthly inspections to include
  - EIIS Review
  - BWC Review (for improperly/unclassified videos)
  - Equipment inspections as called out by the inspection matrix
  - Portable Alco Sensor Log Review
  - Vehicle Condition and Equipment
  - Appearance & Grooming
  - Firearms
  
- 11: The duties and responsibilities of the Field Training Sergeant will include:
  - Schedule replacement FTO due to vacation or T.O.'s.
  - Review and submit daily trainee evaluations and daily journals to FTO Lieutenant.
  - Monitor and observe the trainee's written and oral communication.
  - Evaluate FTO performance.
  - Ensure training and evaluating processes maintain consistency.
  - Review bi-weekly evaluations.

## INVESTIGATIVE SERGEANT

The duties and responsibilities of an Investigative Sergeant shall include the following:

1. Implement the Lieutenant's goals and priorities for providing police services to each community in the service area, including:
  - Set specific goals and priorities for the unit.
  - Develop detailed plan for investigations, problem solving, and investigator workloads. Base plan on analyses of numbers of cases by type, available resources (personnel, vehicles, and equipment), community crime and disorder data, threats to public safety, and community concerns and needs. Ensure that plan is understood and supported by all team members.
  - Schedule investigators workload to include adequate time for investigations, arrests, and problem solving, and to avoid unnecessary overtime. Allow investigator to vary normal working hours when appropriate to facilitate investigations.
  - Monitor the progress of investigations, arrests, and problem solving. Allow investigators to vary attire, equipment, etc., when appropriate, to facilitate investigations, including:
    - Prepare periodic statistical reports on unit's activities and crime cases in the service area.
    - Evaluate investigators and other SDPD personnel assigned to the investigative unit.
2. Lead investigations and problem solving when appropriate.
3. Proactively work with patrol. When appropriate, request help from patrol in investigations. (Deal directly with Patrol Sergeants and keep Service Area Lieutenant informed.)

Also regarding patrol:

- Keep patrol informed on status of investigations and matters in which assistance is needed.
  - Have investigative personnel attend patrol meetings, line-ups, etc.
4. Obtain and disseminate relevant information to investigative members.

Conduct meetings and briefings to discuss training, problem solving, team building, etc. Invite patrol officers, CRO's, and others as appropriate.

5. Provide liaison with the following organizations and develop resources for problem solving efforts:
  - Units assigned to Special Operations.
  - Investigative units in other Divisions.
  - District Attorney.
  - City Attorney.
  - Juvenile Court.
  - Probation Department.
  - Others designated by the service area lieutenant.

6. Keep service area lieutenant informed about investigative unit's activities, as well as crime problems and incidents in the service area. Report periodically on community concerns, status of problem solving, and team interactions with the communities.

Provide input for Quarterly Report.

Suggest changes in service area goals and priorities that might improve the investigative unit's performance.

7. Regarding problem solving:
  - Monitor, manage, supervise, coordinate, and evaluate problem solving activities of investigation members.
  - Carry out the non-administrative duties formerly assigned to the Division POP Coordinator for POP projects undertaken by detectives.
  - Keep up with crime and disorder problems in the various communities in the service area.
  - Encourage problem solving by helping detectives locate and define problems.
  - Review and approve POP project openings.
  - Help detectives carry out projects. Discuss planned analyses, staffing, uses of internal and external resources, responses, assessments, etc.

Monitor project activities.

- Review and approve project closures.
- Keep service area lieutenant informed about problem solving activities and impacts.
- Keep up with Department problem solving activities.
- Act as liaison with Division POP Coordinator regarding administrative matters.
- Establish priorities for POP projects

8. Regarding Neighborhood Policing:
  - Identify and maintain liaison with community groups.
  - Be aware of community meeting schedules.
  - Coordinate with service area lieutenant and patrol team sergeants regarding attendance and participation in community meetings.
  - Oversee attendance and participation by investigative team members in community meetings, especially when a crime series has been identified
  - Identify and prioritize community/police problems.
  - Use VIP's where appropriate.

9. Maintain morale.

## **SPECIAL PROJECTS SERGEANT**

The duties and responsibilities of a Division Special Projects Sergeant shall include the following:

1. Supervise:
  - Front Counter personnel
  - Light duty personnel
2. Provide armed security for the station.
3. Monitor the use of the Division bulletin boards for currency, neatness, and relevance of the information contained thereon.
4. Assist with reports and studies as required.
  - Prepare weekly light duty reports for Medical Assistance.
5. Assign lockers and maintain lists of locker assignments.
6. Issue division keys.
7. Conduct inspections as required by the commanding officer.
  - Maintain accurate inventories of shotguns, radios and any other equipment designated by the commanding officer. Prepare monthly inspectional reports by the tenth of the month.
  - Maintain the divisional PAS log.
8. Order equipment and supplies as needed (with the exception of office supplies).
9. Assist with shift change schedules
10. Coordinate with command staff to welcome new staff to Southeastern Division, notify them of squad assignments, supervisors and locker assignment.
11. Maintain station resources and records:
  - Staffing and personnel reports
  - Crime statistics, inspection reports as requested by area Lieutenants or Commanding Officer.
12. Maintain facility/equipment:
  - Arrange for repairs to facility/equipment as necessary (phones, locks, etc.).
  - Order keys, special order supplies as requested.
  - Keep records of inventory for station.
  - Supervise unusual cleaning, such as the refrigerators, fingerprint area, etc.
  - Conduct monthly facility inspection.
  - Coordinate refill of fire extinguishers with fiscal/civilian contractors as required
13. Coordinate procurement/maintenance of gym equipment with In Service Training Representative.
14. Oversee Awards Committee:
  - Prepare Officer of the Shift recommendations.
  - Prepare any other awards as designated by the commanding officer.
  - Work with Sr. Clerk to order recognition plaques for any officer transferring with over 3 years of service in the division.
15. Fleet Point of Contact
  - Prepare monthly vehicle inspection report as required.
  - Maintain a list of vehicle assignments.

16. Safety Coordinator:
  - Ensure safety practices are being followed at Division.
  - Maintain a current Safety Bulletin Board.
17. Manage Station Recycling Program.
18. Maintain AED inventory and update on-line inventory.
19. Ensure station's web page remains updated.
20. Maintain stock of misdemeanor and parking citations. Ensure sign out logs for these forms are maintained.
21. Monitor Southeastern Division's email account, answer emails or route them to the appropriate entity.
22. Initiate, author, and continuously update/revise the Division's Operations Manual.
23. Identify and coordinate any remodeling, phone line and/or computer changes, etc. Work with Department units in designing floor plans, telephone layouts, and/or computer stations. Coordinate with Department, City, and outside agencies to ensure correct installation, as well as a smooth transition. Act as liaison between above agencies and Division personnel/supervisors.
24. Analyze, identify and/or anticipate equipment and improvement needs for budget. (furniture and painting expenses, etc.) Coordinate with various departments, vendors, and/or contractors to obtain equipment specs, samples, estimates, etc. Compile documentation. Prepare and submit report identifying recommended vendor, prices and justification of equipment/improvement. Submit through chain of command.
25. Conduct inventory of all Division equipment.
26. Coordinate with fire extinguisher vendor inspecting all extinguishers, and recharging or replacing them.

## SENIOR CLERK

The Senior Clerk reports directly to and is the Confidential Secretary for the Commanding Officer and Service Area Lieutenants.

The duties and responsibilities of the Senior Clerk shall include the following:

1. Apply problem-solving techniques to secretarial and administrative issues that arise in the Division.
2. Research pertinent information required by police chief, assistant chiefs, council members or community leaders.
3. Supervise clerical staff and various volunteers working in administration. This includes, training, assigning tasks, monitoring workload, employee counseling, developing new policies, and evaluating performance. Conduct staff meetings for, but not limited to: clerical procedures and duties, training, team building retreats, problem solving.
4. Handle and process sensitive and/or confidential material including certified mail.
5. LAN System, including:
  - LAN System Administrator for Division personnel. Organization, training and utilization of various computer systems and applications.
  - Coordinate with Data Services the installation of necessary programs and equipment.
  - Anticipate and identify training, software, and additional computer needs for the Division. Liaison with Data Services to obtain necessary training, software, and hardware.
  - Create and/or maintain the databases for Command in order to analyze and provide statistical information to administration.
  - Process Division's shift change via database. Coordinate with other Division supervisors and SDPD units any transfers, updates or revisions. Ensure that necessary shift change documents are correct, printed, copied and mailed prior to shift change.
  - Maintain evaluation status in database and track all overdue evaluations. Analyze and generate report to apprise supervisors of evaluation status.
  - Identify and develop necessary documents and forms using the LAN computer system's various software applications.
6. Division Payroll. Responsibilities may include:
  - Determine employees' status in transfers, promotions, injuries, shift differential pay, Out-of-Class Assignment (OCA), Field Training Officer (FTO) status, discipline, Apprise Payroll Unit and other Department and City units of such.
  - Process Division's timesheets, changes, etc.
  - Compile and assess Division's overtime. Generate necessary reports from database for command staff use.

7. Morale/Coffee Fund: Maintain the Morale/Coffee fund, receive funds from designated Morale Committee members and deposit it into the division's bank account. Track available funds and advise the funds available to the designated card holder and morale committee.
8. Subpoena process: criminal, civil, short notice, juvenile, computer generated, etc., including
  - All subpoenas (criminal, civil, out-of-county, parole, etc.) are logged in and out of the Subpoena Log database.
  - Ensuring electronic subpoenas are retrieved from the computer system on a daily basis and processed correctly.
  - When a subpoena has been returned served, ensure it is logged off and cancelled out of the computer.
  - If an excusal from court is needed, whether personnel has been served or not, ensure an excusal form is completed and processed, and the D.A./C.A. contacted.
  - Ensure short notice subpoenas are served per Department Policy.
  - On civil subpoenas, a \$150.00 witness fee must be submitted to Fiscal Management, and "RECEIVED" will be stamped on the subpoena before subpoena is accepted at the Command. After attending civil court, the employee will submit a completed Cost Recovery Form. This will be reviewed for accuracy and completeness prior to forwarding to Fiscal Management.
9. Review, maintain, and document Division's vehicle repossession funds. Ensure that all accounts and records balance, and correct petty cash fund is maintained. Complete necessary paperwork and deposit money. Prepare documentation for Treasurer's Officer, Auditor's, and Fiscal Management.
10. Development of new policies and procedures for the clerical staff.
11. Division's Flexible Benefit Coordinator.
12. Maintain adequate supply of material for Division use. Identify needed budgetary items and complete necessary paperwork to obtain.
13. Maintenance and upkeep on various Division equipment, i.e. computers, phones, voice mail, copiers, faxes, etc. Identify equipment needing replacement. Coordinate with various City and Department units and/or private agencies to ensure maintenance, repairs and/or replacement of equipment.
14. Supply Functions:
  - Maintain an adequate inventory of forms, materials and supplies and dispense the above to other personnel as needed.
  - Stock supplies in report room, administration/investigations and copy machines.
  - Order and pick up Division station supplies, as needed, from City storerooms.
  - Maintain records of materials ordered and used.
15. Perform other unspecified duties and functions as required by the commanding officer and/or service area lieutenants.

16. Generate the division's annual leave schedule
  - Solicit annual leave dates from officers in the beginning of the new calendar year
  - Obtain Lieutenant's approval for the completed annual leave schedule
  - Input approved annual into Redbook.
  
17. Track and report on required inspections such as:
  - Driver's license
  - Call back numbers
  - Immunizations
  - Other inspections as designated by the Commanding Officer



## **FRONT COUNTER OFFICER**

The following are the duties/responsibilities for the front counter person:

1. Work hours are 0700 to 1700 hours, with either, Friday, Saturday and Sunday, or Saturday, Sunday and Monday as days off. When the front counter officer is not working, a first watch officer will work 0700 to 1600 hours, and a second watch officer will work the front counter until 1700 hours.
2. Ride Along Request: Route to the 430 or 440 Service Area Sergeant, depending where citizen requests to ride. Place completed ride along in Ride Along Log Book. Enter the ride along in the computer log.
3. Open front door at 0800 hours, and take telephones off forward.
4. Sort and deliver incoming mail to appropriate personnel.
5. Accident Reports – The front counter officer completes hit and run and minor injury accident reports only. Accidents must have occurred in City limits. Reporting party must have the car present. Refer freeway accidents to the California Highway Patrol.
6. Assist and handle walk-in traffic, and inquiries by telephone or in person. When necessary, take walk-in counter reports. If necessary, call for a field unit to assist on lengthy reports.
7. Route citations correction and missing report notices to appropriate officer's supervisor.
8. Take payment for repossessed vehicles. Complete receipt and forward payment and pink copy of receipt to Senior Clerk.
9. Notify the Staff Sergeant if work requires being away from the front counter so a relief can be provided (extended breaks, lunch, etc.). **THE FRONT COUNTER IS NOT TO BE LEFT UNSTAFFED.**
10. Assist in answering the telephones.
11. Maintain a calendar for scheduling the community meeting room.
12. Complete Citizen Request Forms and route to as appropriate.
13. Forward telephones to the recording and cancel forward on scheduled work days.
14. Manage deployment of the American Flag. Although the standard is lighted to allow the flag to be left up at night, the Front Counter Officer is responsible for placing the flag at half-staff on designated occasions and returning it to full staff when appropriate.

## **COMMUNITY RELATIONS OFFICER**

Community Relations Officers (CRO) will provide service to individuals and Department members by developing partnerships to educate the community and Department on effective ways to prevent, reduce or eliminate neighborhood problems.

The Community Relations Officer reports directly to the Area Lieutenants and Captain, and is responsible for the following:

- Organize and administer of the Community Alert/Business Alert Program.
- Provide community-based data to the Division Captain.
- Training aid to all uniformed officers.
- Area advisory committee liaison.
- Liaison for all community and business groups.
- Residential and commercial security advisors.
- Public and press information officers.
- Divisional Captain's aide at all major incidents.
- Liaison for community problems.
- Area command coordinator for speaker requests.
- Liaison for Citizen Patrol.
- Manage VIP's assigned to the Storefront.
- Manage Storefront/ Satellite operations.
- Ensure Storefront and Satellite offices are open and staffed M-F 0800-1700 hours.
- Manage the Neighborhood Watch/Next Generation Program and crime prevention presentations.
- School safety presentations.
- Provide referral information, i.e. City agencies, Child Protective Services, abandoned vehicles, etc.
- Community projects.

Community Relations Officers will promote good relations with the community through the formation and maintenance of community groups, individual citizen contacts and by representing the Department at all times in a professional manner.

## **VOLUNTEERS IN POLICING (V.I.P.)**

Job descriptions for VIP's at Southeastern Division may include:

- Clerical aide at area station.
- Assist front counter
- Computer research

Volunteers are representatives of the San Diego Police Department and adhere to the same policies and procedures as paid employees of the Department.

## **RETIRED SENIOR VOLUNTEER PATROL (RSVP)**

The purpose of the RSVP is to provide uniformed, non-enforcement service within specific geographic boundaries.

The City provides Workers Compensation coverage for RSVP members if they are injured while acting within the normal scope of their duties. In terms of liability coverage, the City of San Diego is liable for the acts of its RSVP volunteers.

### A. Mission Statement

The Department's RSVP program is committed to developing a spirit of cooperation and partnership with the community. Our pledge is to recruit, train, and retrain talented volunteers who will be encouraged to participate in meaningful community safety, security, and service programs.

### B. Program Objective

The RSVP program will be continually evaluated as to its effectiveness in accomplishing the following:

- Providing an increased level of crime prevention programs within specific geographic boundaries.
- Promoting community awareness and acceptance of the RSVP program as a viable and important community relations tool.
- Providing additional resources to the Police Department Area Stations, thus enacting expansion of police related services without significant cost increases.

### C. Program Operations

- The RSVP program is a non-confrontational senior volunteer patrol utilizing persons 50 years old and older.
- The RSVP program is handled through the Staff Sergeant's office.
- Normal hours of operations are Monday thru Saturday, 0800-1600 hours. The Commanding Officer may adjust patrol hours depending on area needs.
- RSVP members are provided with a badge, name tag, and identification card. The badge and identification card are property of the Police Department and shall be returned to the Department upon separation from the program.
- All RSVP members on duty shall wear the official RSVP uniform.

### D. RSVP Responsibilities

- Vacation house checks. The requesting party must live in the city of San Diego. The home cannot be up for sale. The requesting party must be gone for more than 5 days, but less than 90 days.
- YANA (You Are Not Alone) checks on bedridden/shut-in citizens that don't get out.
- Deficiency reports. RSVP members report pot holes, obstruction of street signs and missing street signs, street lights and traffic signals that are not working properly to the proper maintenance agency in order to repair the problem.
- Citizen Contacts. RSVP members answer public inquiries about RSVP and promote the RSVP unit.
- Abandoned vehicles. RSVP members mark abandoned vehicles to be towed after a 72-hour period. Impound abandoned vehicles after the 72-hour period has passed.
- The RSVP has a radar monitoring set to monitor traffic throughout the area.
- Under the direct supervision of a sworn police officer, RSVP members direct traffic control and direction.
- RSVP members perform front counter duties at Area Substations and Police Storefronts. They assist volunteers with duties at Storefronts.
- RSVP members perform Home Security Evaluations/Inspections and assist Community Service Officers in providing free home security evaluations.
- RSVP members present Senior Safety Presentations to senior groups. They assist Community Service Officers in presenting "Danger-Stranger" presentations to children.
- RSVP members fingerprint children, a register for parents who want to have their children fingerprinted.
- RSVP members give Neighborhood Watch Formations/Presentations.
- Commanding Officers may want to expand these duties, depending on their area's needs. If additions to the basic task list are desired, the area Captain (or designee) should contact the Volunteer Services Coordinator with their proposal. The Volunteer Service Coordinator will assess their request in terms of legality and liability issues, and conformance with Department Policies and Procedures.

## 4. GENERAL RULES

All rules, regulations and policies of the Department will be obeyed regardless of the employee's work assignment.

### A. Work Hours

Personnel will work hours assigned by their supervisor. A forty-hour workweek will be normal, although some overtime may be required.

### B. Overtime

Overtime will be authorized only when necessary. Supervisors must approve all overtime. Overtime slips will be made out at the time that the overtime is earned. Department Procedure 1.20 will be strictly adhered to.

### C. Appearance

Personnel will wear clothing that is appropriate to their assignment. Attire must be neat, clean and in good repair. Officers will maintain grooming standards in compliance with Department Procedure 1.28. Beards are not authorized.

### D. New or Departing Employee

New Employee:

- The Senior Clerk will be notified when an employee is being transferred to the Division. The Senior Clerk will prepare the "Clearance Request" and e-mail it to Human Resources.
- The "New Employee Information" form will be completed within 3 days and returned to the Senior Clerk for processing. All information will be verified and/or updated in PD Roster Plus.
- An updated "Emergency Notification" form will be completed and forwarded to the Senior Clerk for placement in the employee's division file.
- The Special Project Sergeant will be notified of any newly assigned employees.

Departing Employee:

- Information regarding a departing employee shall be forwarded to the Senior Clerk.
- The employee's supervisor will ensure the employee's locker is cleared.
- The Senior Clerk will forward the employee's Divisional file to the new assignment.
- The Special Project Sergeant will be notified of any departures. The Special Project Sergeant will procure a plaque or other award if warranted, coordinate the return of any gear issued by the command and ensure the employee turns over their locker.

E. T.O. Policy

The use of compensatory time off will be at the convenience of the Department. The employee's immediate supervisor must approve all T.O. requests and receive a Request for Leave of Absence form from the employee **prior** to entry in the "Redbook." **Only supervisors may make entries in the "Redbook".**

F. Vacation Policy

Annual vacations will be approved on the basis of rank, then Department seniority, and then seniority in the Division. Employees will make their annual vacation selection on the "Annual Vacation Schedule" matrix. After final approval of all entries, the Senior Clerk will enter the annual vacations in the "Redbook" on a shift basis. Vacations not taken at the scheduled time may be taken at the convenience of the Department.

All vacation requests must be approved by the immediate supervisor and a Request for Leave of Absence Form submitted **prior** to entry in the "Redbook." **Only supervisors may make entries made in the "Redbook."**

G. Out of Class Assignment (OCA) Guidelines

Filling any vacancies with OCA candidates will require prior approval by the Commanding Officer. Filling vacancies of three consecutive days or less with OCA candidates is generally discouraged. Exceptions will require prior approval by a Commanding Officer. OCA longer than two weeks will require clearances. The Senior Clerk will process the clearance requests. Generally, Personnel shall not be assigned to the same OCA position for longer than two shifts

Whenever possible, OCA positions will be filled by candidates on the eligibility list for that position.

Commanding Officers will check with EEO and IA, units to ensure proposed OCA candidates are acceptable. Commanding Officers will review the personnel files of OCA candidates for formal discipline that would disqualify the candidate.

H. RSVP Messenger Service

Southeastern Division's mail drop-off and pick-up time is as follows:

- Monday through Thursday, Mail will be picked up at 0900 hours for 1000 delivery
- Fridays, Mail will be picked up at 0800 for 0900 delivery

I. Officers' Mail Folders

The officers' mail folders are intended as a means of getting messages to field officers in a timely manner. All officers shall check their mail folder at the beginning of each shift. Officers will not allow mail to collect in their folders. Supervisors shall periodically inspect their officers' mail folders.

J. End of Shift Check-In

Patrol officers should not arrive at the station prior to one-half hour of the end of their shift, unless they have specific approval from their supervisor.

K. Armory

All officers have access to the outer armory. Only SWAT officers have access to the inner "SWAT" armory.

L. Shotguns

Currently, shotguns have been issued to specific officers. Beanbag shotguns will be kept in the trunk of the vehicle or the armory. Personnel turning vehicles in for maintenance shall remove all firearms from the vehicle and secure them in their locker (personally owned/issued) or armory (department bean bag shotguns). Personnel shall take extra care to ensure the division's bean bag shotguns are not left at the range or swapped with other division's firearms during qualifications.

M. Pool Radios

Pool radios are available in the Special Projects Sergeant's office. Officers shall fill out the log sheet when using a pool radio and sign it in upon completion of their shift. Officers who need to use pool radios for longer than one shift shall request permission from the Special Project Sergeant.

N. Alco Sensors

Officers who are issued a Portable Alcohol Sensor (PAS) shall reference check their device every 30 days or less. Officers will place a copy of their reference check sheet in Southeastern Division's PAS log. Supervisors shall inspect the PAS log on a monthly basis to ensure PAS devices issued to their officers have been reference checked within the previous 30 days.

O. Prisoner Detention at Southeastern Station

The following guidelines shall be utilized by officers bringing prisoners to the Area Station for processing:

- Except when handcuffing would hamper the conduct of an investigation or the physical condition of a prisoner would preclude their use, prisoners will remain handcuffed while in the station. Those prisoners being detained in the holding room shall have their hands handcuffed behind their backs.
- Prisoners will not be left unattended while in the station. If it becomes necessary for the investigating officer to leave the prisoner, another officer will be designated to watch him/her.
- While in the Detention Room, prisoners shall be monitored at all times and the Detention Room door shall remain unlocked at all times
- Non-violent prisoners may have their handcuffs removed, at the officer's discretion, during an interrogation in one of the interview rooms. Should it become necessary for an officer to leave the room, one wrist will be handcuffed to a chair and an officer designated to monitor the door.
- Prisoners needing to use the restroom shall be escorted to the front counter area bathrooms.

P. Housekeeping Rules

It is important that we maintain a clean, efficient and well-run facility. To accomplish this end, it is imperative that each of us strives to keep our work area clean and orderly at all times. The following rules are designed to make our expectations clear:

General:

- No personal or police equipment will be left in the hallways at any time. Briefcases, equipment bags, S.W.A.T. gear, etc., will be left in the locker rooms or on the concrete walks outside the locker rooms prior to and after shifts.
- Officers' mail folders will be provided in a file cabinet located in the Resource Room. Space is limited, so storage of mail and other paperwork is not authorized.
- The locker rooms have been provided for everyone's convenience. Lockers are designed to prevent storage on top and underneath, and to facilitate easy cleaning by custodial personnel. You can help by keeping the area around your locker neat and clean.
- The exercise room has been provided by the Department for all to use. It is everyone's responsibility to clean up after themselves and encourage others to do so.
- The holding room area will be inspected and cleaned on a daily basis. Any spills outside normal cleaning will be reported immediately to comply with Article 15 of the County Code.
- Firearms shall not be stored in the equipment CONEX boxes in the parking lot



Office Area:

- Personnel assigned to the office are subject to the same restrictions as patrol personnel.
- Employees are encouraged to make it a pleasant environment with tasteful decorations
- At the end of shift, all desks must be left neat and clean, and confidential material shall be removed and secured in a locked drawer.

Q. Car Wash and Related Equipment

The car wash, related equipment and supplies are maintained for the purposes of cleaning Police Department vehicles. It is a violation of Department Policy and Division Operational Procedures for **any employee** to use (or permit the use of) station equipment to wash, rinse or vacuum any vehicle not owned or operated by the City of San Diego. Exception – employees may use the squeegees and paper towels to wash their windows.

R. Building Maintenance

Report any needed maintenance and/or emergencies to the Special Project Sergeant. The Special Project Sergeant will contact Facilities Management, 531-2771. During non-business hours, weekends and holidays contact the Watch Commander's Office at 531-2205 and request to have Building Maintenance on-call person paged.

## 5. PAYROLL PROCEDURES

### A. Time Cards

The Division Payroll Clerk's primary responsibility is to ensure that employees' leave hours and overtime are correctly documented, and specialized pay is identified and documented. The Division's Payroll Clerk must process payroll in compliance with City and Department rules and regulations, ensuring employees receive the compensation entitled.

Employees will complete and submit their timecards via One SD. Supervisors are responsible for reviewing the timecards for accuracy and completeness. The supervisor will then approve or reject the timecards. If rejected, the supervisor will send the employee an e-mail informing them of the corrections needed. The employee will correct the card and resubmit it to the supervisor for approval. If OneSD time cards are not submitted in a timely manner, it is the supervisor's responsibility to complete a paper time card.

The employee is ultimately responsible for his/her timecard. He/she must ensure that all work hours, leave time, and overtime are documented. The employee will complete the overtime or leave slip, sign and submit the forms to the Senior Clerk via his/her supervisor.

Employees and supervisors shall ensure leave time is properly documented, leave slip(s) have been signed by the employee, approved by a supervisor and submitted within the pay period in which they fall. Overtime slips are complete, and the overtime slip is signed by the employee, approved by a supervisor and submitted within the pay period in which they fall.

**Unless otherwise notified, all time cards must be submitted no later than the last day of the pay period, at the end of shift.**

### B. Annual Leave

Employees earn annual leave, to be used for vacation or sick time, beginning with the first day of their employment. Employees are responsible for keeping track of their own annual leave accumulation, and insuring they do not go over the maximum allowed. (See MOU for maximum accumulation of leave time)

Unless sick or out for a family emergency, any time an employee requests to take leave time a leave slip must be completed and forwarded to their supervisor for approval **prior** to the employee taking the time off. The leave slip will be forwarded to the payroll clerk for processing. A leave slip **must** be completed and submitted to the supervisor the **first day** an employee is back to duty from being sick or out for a family emergency.

C. Compensatory Time (T.O.)

Personnel requesting time off shall submit their leave requests to their immediate supervisor. Compensatory Time (T.O.) is utilized just like annual leave. Prior to an employee taking T.O. time, he/she must submit a leave slip to their supervisor for approval. Refer to the MOU for guidelines regarding denial of T.O.'s.

Unless in a special classification, employees are allowed to accumulate 80 hours of compensatory time (T.O.). By the end of the fiscal year, all compensatory time shall either be used or it will be paid out to a zero balance. See M.O.U. for details.

Employees cannot take T.O.'s based on overtime they expect to earn. If it is not on the books, it cannot be used.

D. Floating Holiday

Personnel are allowed one floating holiday per fiscal year. Employees will accrue credit equal to the hours they work up to 10 hours. Employees must be hired prior to July 1st in order to be eligible for the floating holiday. The employee will submit a leave slip for the floating holiday to their supervisor for approval. Employees who do not take their floating holiday by the last full pay period in June will lose it. An employee cannot receive pay rather than take the holiday, and the hours must be used at one time. Floating holidays must be taken in one ten-hour increment.

E. Pay-in-Lieu of Annual Leave

Pay-in-lieu of annual leave may be used no more than twice a fiscal year, and for no more than a total of 125 hours. (Pending revision)

F. Converting T.O. Time to Pay

Converting T.O. time into pay is done the same way as pay-in-lieu of annual leave. An employee may convert up to 80 hours per pay period with no limitations on how many times a year you may convert T.O. time. However, time to be converted must already be reflected as available and not "pending" on your pay statement. (Pending revision)

## G. Overtime

All personnel requesting overtime must complete and submit an overtime slip to their supervisor for review and approval. Overtime slips must be properly noted on the time card, and submitted to the payroll clerk at the end of the pay period. Any overtime slips that do not show how the employee would like to be compensated (pay or T.O.) will be submitted for pay.

Overtime slips are to be signed and distributed in the following manner on a daily basis:

- The appropriate supervisor will confirm that the overtime slip is correctly filled out (with appropriate job order number) and sign.
- The employee will maintain the pink copy of the overtime slip.
- The white copy of the overtime slip will be forwarded to the Division's payroll clerk.
- The yellow copy of the overtime slip will be placed in the Sr. Clerk's mail tray or in the tray located in the sergeant's office.

Any overtime slips not submitted by payday Friday must be completed, approved and submitted to the Senior Clerk by no later than the Wednesday immediately following the payday. Late overtime slips must be processed downtown manually, so it may take one to three pay periods before payment is made.

## H. Military Leave

Employees are allowed 30 "calendar" days of paid military leave per fiscal year. Paid military leave is not granted for attendance at non-active duty such as weeknight or weekend training drills.

When an employee is about to go on military leave for either active duty and/or annual extended reserve duty, and qualifies for paid military leave, he/she shall submit a Request for Leave of Absence Form and a copy of their military orders to their supervisor as soon as possible. Upon return from military leave, the employee must submit to their supervisor their military separation papers signed by the employee's military commanding officer.

When an employee scheduled for non-active duty, i.e. weeknight or weekend training drills, they must notify their supervisor as soon as they receive notice of the dates they are to report for inactive drill training. If an employee's non-active duty training conflicts with their normal work schedule, the employee may request that the schedule be adjusted to allow the employee to fulfill military obligations on days off, or to use accrued annual leave or T.O. time. Prior to leaving for military leave, the employee shall submit a leave of absence form showing "Inactive Drill Training" as the reason for the request, and indicating the type of leave the employee wishes to use. When the employee returns from military leave, a written confirmation of attendance certified by the employee's commanding shall be submitted to the supervisor.

I. Voluntary Furlough Program

With Commanding Officer approval, all permanent or limited benefited employees, including sworn, are eligible to participate in the Voluntary Furlough Program. The Voluntary Furlough Program enables employees to request furlough in increments of one hour, with a maximum of 40 hours. Furlough requests need to be submitted prior to the beginning of a fiscal year so that the hours subtracted from the employee's paycheck will be spread over the entire fiscal year. Employees are encouraged to take furlough during the "Core Period," usually the day after Thanksgiving and the week between Christmas and New Years. (Check with your payroll clerk for the exact dates.) The employee will have 32 hours of pay deducted and receive 8 hours of discretionary leave. If an employee is denied Voluntary Furlough during the "Core Period," the employee may request an alternative 40 hours of furlough, and still have 32 hours pay deducted and receive 8 hours of discretionary leave.

Employees who wish to participate in the program must complete an application/worksheet and submit it through the chain of command to their Commanding Officer. Employees should note that the furlough program may affect retirement contributions and they should check with the retirement office for more information.

J. Catastrophic Leave

The Catastrophic Leave Plan was established to let City employees assist another employee who is in need of leave time.

The recipient must be a City employee for at least one year, exhausted all of his/her leave time, and has a personal medical condition that would qualify them for Long Term Disability (LTD). The recipient would be provided sufficient leave to meet the 30-day waiting period for LTD. After one year, if LTD or light duty lapses the employee would again be eligible for catastrophic leave. All applications for catastrophic leave will be processed through the City Manager's Office. Employees must submit a written request for donations by: A medical statement from the attending physician, including a brief statement of the nature of the illness/injury and an estimated time the employee will be unable to work; Evidence of the Commanding Officer's approval of a leave of absence.

Donations of catastrophic leave will be made to a leave bank. The donor's department will be billed for the dollar amount of the donor's annual leave donation. Donations are strictly voluntary and the identity of the donor will be kept in confidence. Employees may only donate accrued annual leave and must be made in whole hour increments. Donors must have an overall annual leave balance of 160 hours remaining after donated time has been deducted. Employees wishing to donate time can obtain donation authorization forms from the payroll clerk. The forms will be completed and forwarded to the payroll clerk for processing.

K. F.T.O. Pay

The number of active FTO's allowed is determined by FTO Administration.

Per FTO Administration - Officers who are currently an FTO and on light duty or medical leave will not lose their FTO pay for the shift. FTO's who are working light duty and are scheduled to rotate into paid FTO status will do so. An FTO cannot be denied his/her FTO rotation because they are light duty.

FTO sergeants receive FTO pay throughout the shift. They are not rotated.

L. Out of Class Assignment

When an employee works an out of class assignment (OCA) an OCA Form is completed and routed (via the Senior Clerk) to the Commanding Officer for signature. The Commanding Officer will sign and forward the form to the Senior Clerk for processing. Upon receipt of the OCA form, the Senior Clerk will update her records. She will document the OCA dates, and forward the OCA form, along with the OCA Tracking Log if necessary, to Payroll.

It is the employee's responsibility to maintain an up to date and correct tracking log. On the date the employee has worked a total of 176 documented hours OCA, he/she will forward the OCA tracking log along with the OCA forms to the Senior Clerk for processing. The Senior Clerk will obtain the Commanding Officer's signature and forward all documents to Payroll.

Remember, an employee does not receive OCA pay until after they have documented working 176 hours OCA. The Senior Clerk must complete an Out of Class Assignment Form and have the Commanding Officer's sign the form each time they work OCA.

## M. Trouble Shooting

Listed below are a few issues that arise on a regular basis and how these issues can be remedied:

- Timecards are not completed, submitted and/or approved in OneSD:  
Individual employees are ultimately responsible for the accuracy and timely completion of their timecards. Supervisors are expected to check them for accuracy prior approving them. Timecards needing corrections should be denied and an e-mail sent to the employee explaining the correction needed and to resubmit the card for approval
- Inaccurate reporting of employee status:  
The Division payroll clerks retrieve information on employees' status from the Master Schedule. It is the supervisor's responsibility to ensure that an employee's status is correct on the schedule. Days of in lieu (show dates), vacation, T.O., etc. must be documented on the schedules. If there is an error or correction needed, contact the payroll clerk.
- Out-of-Class Assignment (OCA) forms submitted late:  
When an employee submits OCA forms late, there is often a delay in the employee receiving their compensation, along with extra paperwork for the Payroll Division. After an employee has worked 176 hours, the pink copies of the out-of-class assignment form and the tracking log should be submitted no later than the first day worked in cases of scheduled leave (vacations, T.O.'s, school) and no later than the last day worked in cases of unscheduled leave (sick leave, injury).
- If an employee has approved leave slips submitted and decides NOT to take that time off, they are responsible for seeing the Senior Clerk in order to pull those leave slips.
- Leave Slips:  
Leave slips are required for virtually every type of leave taken including leave without pay. Unscheduled vacation or T.O. time requested requires a leave slip be submitted, approved, and entered into the "Redbook" by their supervisor **prior** to the leave being taken.
- Lack of Annual Leave and/or T.O. time:  
Employees often take vacation leave or T.O.'s when they do not have enough time on the books. Often the employee expects the payroll clerk to change the type of leave time used (vacation to T.O., or T.O. to vacation). Other times, employees use more time than they have on the books. Employees are responsible for keeping track of their own annual leave accumulation and insuring they do not go over the maximum allowed. Employees without enough leave time will be carried Red A.

## 6. SUBPOENA SERVICE

Per Department Procedure 1.11, III, A., “All work-related criminal, civil, and Civil Service Commission subpoenas will be accepted for service by the command/unit subpoena, if received a minimum of five (5) court days prior to the court appearance date. This includes subpoenas from the Sheriff’s Office, process servers, and other agencies (DMV, Parole, etc.).”

Subpoenas submitted fewer than the five court days before the scheduled court appearance will not be accepted. See Department Procedure 1.11, III, B. for further details.

### A. General Subpoena Service

The clerical staff will log all subpoenas into the Subpoena Log database and place them in the appropriate watch folder (patrol) or on the supervisor’s desk (investigations).

The line-up supervisor generally serves subpoenas. The supervisor and employee will legibly sign the subpoena and include their rank, I.D. number and date of service. One copy, showing the subpoena has been served, will be forwarded to the clerical staff for processing.

It is the employee’s responsibility to maintain a record of the court dates and times to ensure appearance in court.

### B. Excusals

As soon as an excusal from court is needed, whether an employee has been served or not, an excusal form needs to be filled out and the appropriate agency contacted.

It is the responsibility of the employee’s supervisor to complete the excusal form and contact the issuing agency.

A copy of the excusal and subpoena are faxed to the Court Liaison. The excusal and subpoena are then returned to the clerical staff for processing.

Subpoenas returned unserved with a notation that the employee is on vacation, injured, extended leave, no notation, etc., will not be accepted and will be returned to the supervisor for the excusal to be completed.

A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served; the supervisor or the officer, with supervisory approval, may then contact the issuing agency, seeking release from appearance.



C. Short Notice Subpoenas

Per Department Policy: All work related criminal, civil and Civil Service Commission subpoenas will be accepted for service by the command 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.** 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.

The Division will conform to the above police. Short notice subpoenas will be refused only if un-servable.

D. Out-of-County Subpoenas

Employees must respond to any out-of-county criminal subpoena if it meets the following conditions:

- The subpoena meets all the legal requirements as to form and content.
- The subpoena is served as prescribed by law within a reasonable time prior to the court appearance.
- The place of the trial is within 150 miles of the officer's place of residence, or the judge has endorsed on the subpoena an order for the attendance of the witness.

For further on out-of-county subpoenas, see D.P. 1.11, section IX.

E. Out of State Subpoenas

Any employee receiving an out of state subpoena should contact the Legal Advisor's Office.

F. Civil Subpoenas

Employees subpoenaed to appear in civil court because of a work-related matter will use the following procedures.

- The service of the civil subpoena must include a \$150.00 witness fee deposit check. Fiscal Management is responsible for receiving and processing civil subpoenas and will stamp the subpoenas "RECEIVED" in the upper right hand corner to confirm that the witness fee deposit is received.
- After the service is made, Fiscal Management will make the appropriate copies and attach a "Cost Recovery Form" to be the employee's copy of the subpoena. **This form must not be removed from the subpoena.** A second copy of the subpoena will also be provided as a control copy for the unit subpoena clerk.

- Upon completion of court, the employee must complete the Cost Recovery Form. The completed form must be returned to the divisional subpoena clerk as soon as possible. The following information must be included:
  - a. Day and date of appearance
  - b. Rank.
  - c. Shift, shift hours and days off at the time of appearance. Also indicate whether or not the appearance was on overtime.
  - d. Hours (military time.) Include the time in court, as well as travel time to and from home or work area.
  - e. Miles traveled in department vehicle or personal vehicle. If the employee appeared for civil court off-duty and used his/her personal vehicle, mileage will be reimbursed only if the employee completes a "Mileage Report" and submits it with the completed Cost Recovery Form. Reimbursement will be by check, mailed directly to the employee.
  - f. Expenses for meals or parking (receipts are required.)
  - g. Employee's signature and date.
  - h. Supervisor's signature and date.
- Return the completed Cost Recovery Form, Mileage Record, any applicable receipts, and the attached subpoena to the division's subpoena clerk. The subpoena clerk will check the Cost Recovery Form for accuracy and forward it to Fiscal Management.
- If the employee's appearance is canceled, indicate this on the Cost Recovery Form by circling "No," specify the reason why (i.e. "case settled"), and sign the bottom of the Cost Recovery Form.

In either case, the Cost Recovery Form must be filled out and returned to the division's subpoena clerk immediately upon compliance with the subpoena.

## 7. MISCELLANEOUS PROCEDURES

### A. Master Schedules

The Master Schedule is intended as a permanent, accurate and easy to read record of the Division's assignments. The information is needed to prepare staffing, shift change, investigations, payroll, etc. Information for the Master Schedule is located in a database. Personnel, other than the Captain and clerical staff, have limited access to the database. Using information from supervisors, the Academy, etc., the clerical staff is responsible for updating database weekly. Supervisors are responsible for the accuracy of the schedules.

Using information from the Redbook (see below procedure), Watch Commander's Office, etc., the line-up supervisor will update the daily Master Schedule. Any changes in an employee's working status needs to be noted, i.e. sick, vacation, 11-86, military leave, etc., in the lined column with the header "STATUS."

### B. Redbook

Upon receipt of a signed leave slip, the supervisor will enter requested leave in the Redbook database. In the Redbook database, the supervisor will either approve or unapproved each requested date. Approved leave slip(s) will be placed on the Senior Clerk's desk for processing.

If a vacation, TO, training, etc., is cancelled, the supervisor will cancel/delete the leave in the database and, if necessary, send a note to the Senior Clerk to pull leave slip(s).

If an employee calls in for the day off (sick, TO, vacation, etc.), the supervisor will enter the information into the database using the aforementioned steps.

### C. Meeting Procedures

Regularly scheduled meetings include:

- Supervisor's Meeting will be held once a shift.
- Patrol line-ups will be held in the patrol line-up room daily at 0600 hours for 1st watch; 1400 hours for 2nd watch; 2100 hours for 3rd watch.
- Investigative line-ups will be held in the investigative room at 0830 hours every Tuesday and Thursday.

### D. Clerical Work Requests

All requests for clerical typing should go through the Senior Clerk.

Any Department related work typed by an employee must be either e-mailed or put on a disk and forwarded to the Senior Clerk, who will save it in the computer.

### E. Vehicle Repossession Fees Procedure

When receiving the \$15.00 fee for the release of repossessed vehicles, complete a receipt showing the date, person's name and address, the amount being paid, type of payment - cash or check (if paid by check indicate check number), payment for "Fee for Release of Repo Vehicle", year and model of vehicle, license # and state, fund #100, department #110, account #74109. Sign receipt. Citizen receives white receipt. If receipt is voided, indicate across the front of receipt and leave all copies in book.

Processing Cash and Checks Procedure - Senior Clerk:

- Ensure that cash and checks received balance with completed receipts.
- A bank deposit slip will be completed and the money deposited at Bank of America. Bank will maintain white copy of deposit, and return pink and yellow copy to person depositing money.
- A Daily Cash Receipt (DCR) is completed indicating type of fees received (vehicle repo fees), fund #100, department #110 account #74109, total amount of deposit. List receipt numbers (i.e. receipt #'s 989960-989968), list voided receipts, show cash amount deposited and check amount deposited. On DCR show cc: Fiscal Management, MS 715; and senior's name, MS 790. Show who prepared DCR, who made bank deposit, and total deposit amount.
- Make 4 copies of DCR. Mail original DCR and 3 copies, along with yellow copy of deposit slip to City Treasurer, Cashier Section, M.S. 51T. Maintain "dummy" copy of DCR and pink copy of deposit slip in Division files. When processed DCR (stamped with number in upper right corner) is returned, attach to "dummy" copy and file. Maintain receipts for two years and DCR's for three years.

F. Retired Senior Volunteers in Policing Bank Account

The Southeastern Retired Senior Volunteers in Policing bank account is managed by the Southeastern Area Command and the Jacob Center.

The \_\_\_\_\_ will manage the bank account on behalf of the area command.

The \_\_\_\_\_ will include the following conditions as part of his responsibilities:

- Maintain an accurate record for the bank account in a ledger.
- Two signatures will be required on each check for disbursement.
- Checks for disbursement will have a signature from each organization (SDPD/Jacob Center).
- Both organizations will exchange information regarding the status of the bank account on a monthly basis.
- Each organization will have representatives meet as required to manage the ban account.

#### G. Morale/Coffee Fund

A committee consisting of representatives from patrol, investigations, and administration will manage the Southeastern Division Morale Fund. The signature card retained by the bank should include the Senior Clerk and a designated Sergeant.

Morale Committee meetings will be held on an as needed basis. The committee consists of a Service Area Lieutenant, the Special Project Sergeant, the Senior Clerk and volunteer officers representing patrol.

Expenditures, other than normal operating expenses (coffee & supplies, water, sodas, cutlery, etc.), will need approval by committee members. All expenditures require Lieutenant approval.

The Senior Clerk will manage the bank account on behalf of the committee and command with monthly accounting approval by a Lieutenant.

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## **9. AREA STATION PARKING**

Parking assignments have been made and the parking lot has been marked accordingly. Police vehicles will be parked in accordance with their assigned spaces.

All privately owned vehicles will have a parking permit located in a clearly visible location, preferably on the rearview mirror.

Employee vehicles will be parked in the unmarked stalls not specifically designated for police parking.



The lot on the south side of the station building is for public parking. Officers are not to park private or police vehicles in this lot.

All parking regulations will be strictly enforced.



## 10. VISITOR'S LOG/IDENTIFICATION CARDS

All visitors to the Southeastern Station will be logged in and out of the Station on the visitor's log, located at the front counter. The primary responsibility for maintaining the visitor's log will rest with the front counter person during the week and the patrol supervisor(s) on weekends.

After being logged in, each visitor will be issued a visitor's identification card that he/she will wear on an outer garment while in the Station. Members of other law enforcement agencies may display their badge or agency identification card in lieu of a visitor's identification card.

### A. Civilian Visitors

All civilian visitors will enter their name, address and reason for visit on the log. The person admitting the civilian to the Station will enter the visitor's identification number and the time on the log. When the civilian leaves the Station, the front counter person will pick up the visitor identification card and enter the time on the log.

### B. Law Enforcement Personnel

All law enforcement personnel, except members of the San Diego Police Department, will enter their name, agency and reason for their visit on the visitor's log. The person admitting these personnel will advise them to display their badge or agency identification card on an outside garment. If this is impractical, the admitting person will issue the law enforcement officer a visitor's identification card and enter the card number and time on the log. When the law enforcement officer leaves the Station, the front counter person will collect the visitor's identification card, if one was issued, and enter the time on the log.

### C. Custodial Personnel

All custodial personnel will display their picture identification card on an outside garment at all times while inside the Station.

### D. San Diego Police Department Personnel

All San Diego Police Department personnel will display their badge or Department identification card on an outer garment at all times when in the Station. If requested to show identification, all personnel will be expected to do so immediately and courteously.

If there is doubt as to a person's identity and/or authorization to be in the building, the nearest sworn officer should be notified. If not resolved at this level, a supervisor will make the determination.

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## 12. FIRE PLAN

If there is fire or smoke present:

- Notify the Fire Department, telephone 911, and the Watch Commander's Office, telephone 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. If possible, make sure that all doors and windows are closed behind you.
- 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.**

The preceding procedures outlined are recommended actions to be taken in the event of a fire. Other separate emergencies are addressed in other directives.

All sworn and non-sworn personnel of the San Diego Police Department shall become familiar with these procedures and the Emergency Fire Exit Plan.

### A. Key Telephone Numbers

Fire Department	911
Watch Commander's Office	531-2205/2206
Communications	531-2000/911
Emergency Management Coordinator	236-6876
Building Manager	531-2229

## **14. JUVENILE SERVICES TEAM**

### **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 within Southeastern Division. The JST sergeant may wear Class B uniform, professional business, or casual business attire.

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 for monitoring 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:

- Traffic problems at schools and parks
- Neighborhood problems that are caused by juveniles
- Attend Juvenile Administration Meeting on the 2<sup>nd</sup> Thursday of each month
- Prepare monthly statistical reports and submit them to the Juvenile Administration Unit (BSCC, Monthly, & Quarterly Statistical Report)

The sergeant will assure that contingency plans and incident reports are prepared accordingly. 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 will also prepare a monthly recap of the Team's activity. This recap is currently in an Access file located on the LAN system.



## **JST Detectives**

### **Duties and Responsibilities**

The Juvenile Detective evaluates all crimes committed by juvenile offenders, conducts the follow-up investigations and processes all juvenile arrest cases. The Detective will determine which offenders qualify for intervention and/or Diversion programs. The Detectives will conduct computer follow-ups on crimes involving juveniles and prepare cases for prosecution. They ensure their follow-up investigations adhere to all Department of Justice guidelines and notification requirements.

The Detective is responsible for the investigation of all missing and runaway juveniles. The runaway juvenile desk duties may also be performed by a JST Officer.

The Detective develops and maintains liaisons with agencies and juvenile units throughout the city and county. They work closely with the Juvenile Services Officers to provide support and share their investigative knowledge with them. The Detective also participated in Southeastern Division's diversion program, and community events or programs.

## **JST Officers**

### **Duties and Responsibilities**

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, students and parents
- Daytime loitering issues
- Truancy issues
- Working with Probation on juveniles who are identified as at risk
- Resource to Detectives
- Work traffic related problems around schools
- Administers the School Safety Patrol program.
- Enforce laws around school campuses.
- Enforce laws within the division relating to juvenile offenders.
- Perform duties as delegated by the JST Sergeant.

When schools are off-track or not in session, JST Officers may be required to work other assignments as deemed necessary by the Command.

## **JST Diversion Program**

Southeastern Division's juvenile diversion program is a four week program meant to prevent minors from entering the juvenile justice system, educate parents about resources available to them as well as their respective juvenile, and teach minors the consequences and how to avoid risky behavior. The JST diversion officer will ensure all minors who meet Department criteria for diversion are offered diversion. The diversion officer will mail a letter and attempt to contact the parent or guardian of diversion participants by phone, three weeks before the beginning of the next diversion cycle. Parents are required to attend the four week program unless extenuating circumstances or other arrangements have been discussed with the JST diversion officer.

Southeastern Division JST officers currently collaborate with several community based organizations in order facilitate the juvenile diversion program. During the diversion program, several speakers provide presentations to minors and parents. A certificate of diversion completion is provided once diversion is completed.

## **End of Year School Safety Patrol Party**

The School Safety Patrol (SSP) party is meant to reward kids who participated in the program over the last year and help recruit new prospective candidates for the following year. Southeastern JST has formed a unique partnership with the US Navy's Naval Special Warfare Center in Coronado, which has hosted the SSP party over the last five years. The SSP party is known as, "Day With the SEALs" and it allows SSP kids, SSP coordinators, JST officers, and detectives to run through several obstacle courses at the Naval Special Warfare Center along with Navy SEALs. There is a bbq lunch after the obstacle course. The Chief of Police attends this event along with Southeastern Division Command Staff. The US Navy has paid for all associated costs pertaining to this event. The following steps should be taken to maintain the success of the event:

- The End of Year SSP Party is held in May
- The event hours are from 8:00am to about 3:30pm
- Ensure Command Staff coordinate with Chief's Office to have event added to Chief's calendar three months before event (at minimum)
- JST officers must reach out to Kathy Maynes (Administrative Department Head at Naval Special Warfare Center) in January regarding the SSP End of Year Party
- JST officers must obtain signed SSP permission slips from all SSP kids desiring to attend the event as well as permission slips from the US Navy.
- JST officers must coordinate with the San Diego Unified School District in order to ensure school buses and bus drivers are provided (cost free) to facilitate the transportation of the kids to the SEAL base in Coronado.
- JST officers must divide SSP participants into groups and assign them wrist bands before departure to Naval Special Warfare Center
- Assign one JST officer per group of SSP kids
- JST officers must ensure SSP kids are at pick-up and drop-off locations on time (Southeastern Division and the Jacob's Center)
- Code 3 (Lights and Siren) is **NOT** authorized for this event at **ANY** point

# **CRIME SUPPRESSION TEAM**

## **SOUTHEASTERN DIVISION CST**

### **A. MISSION**

The mission of CST is to respond to complaints of gang activity, gang violence, narcotics activity, conduct uniformed and plainclothes specialized patrol activities and investigations, bicycle patrol, hot spot policing efforts, special operations, monitor civil protests for unlawful activity, assist with long term and short term problem-solving efforts.

CST liaisons with other specialized patrol or investigative units, outside agencies, and community groups or stakeholders. Conducts parole and probation compliance checks.

CST will work in partnership with existing Department units, outside agencies, community organizations and leaders to aggressively combat violent crime, establish a closer working relationship with the community to address ongoing policing issues which demonstrate our continued commitment to community policing and problem-solving.

CST maintains a high degree of operational readiness and flexibility to meet the operational needs of the command and will respond to designated critical incidents involving violence.

### **B. GOAL**

To improve the quality of life in the Southeastern Division neighborhoods, to build meaningful partnerships, to proactively and creatively solve community crime problems and to hold offenders accountable within the criminal justice system.

### **C. OBJECTIVES**

- 1) Provide greater accountability and reliability in responding to and addressing violent crime as well as to create innovative ideas and strategies, to reduce violent crime.
- 2) Work with existing specialized units in partnership with outside agencies, community organizations, and leaders to aggressively combat violent crime, which adversely impacts the community.
- 3) Formulate plans of action, which will include determining the best response and resources available to address the identified task. To report back to the affected community or complainant on the action taken.
- 4) Work in a collaborative problem-solving effort with the Gang Suppression Team and the Street Gang Unit to reduce gang violence.

- 5) Work in a collaborative problem-solving effort with San Diego County Probation to conduct probation compliance checks with a goal of reducing violent crime and apprehending violent offenders.
- 6) To work on both short-term and long-term problem-solving efforts
- 7) Utilization of specialized patrol techniques including uniformed and plainclothes patrol, saturation patrol, bicycle patrol, surveillance, gang, narcotics, juvenile crime suppression, prostitution, or other suppression efforts with the goal of reducing violence.
- 8) To work directly with the Southeastern's Community Relations Officers, Investigations, and the Command to identify and address community crime concerns.

#### **D. CRIME SUPPRESSION TEAM**

The core of the Crime Suppression Team (CST) is comprised of one sergeant and six patrol officers. This team utilizes a proactive approach to addressing crime and safety issues generated by community concerns. The team will work under the problem-solving philosophy. Officers will be encouraged to create innovative ideas and strategies, which will assist in the reduction of crime and increase an officer's effectiveness. CST will be responsive to the operational needs of the Command.

#### **E. DUTIES AND RESPONSIBILITIES OF PERSONNEL**

##### **a) DIVISION CAPTAIN**

The Captain serves as the Commanding Officer of CST and ensures the overall operational success of the CST.

##### **b) LIEUTENANT**

The Lieutenant serves as the primary point of contact between the CST Sergeant and the Division Captain. The Lieutenant ensures that the CST Sergeant successfully carries out the goals of the Division and provides logistical and personnel support.

##### **c) CST SERGEANT**

- Supervises the activities and enforcement of the Crime Suppression Team
- Identifies, implements, and manages projects, programs, training, and other activities related to community crime concerns
- Communicates via the chain of command, any changes in community concerns regarding property, persons, or quality of life crimes

#### **d) CST OFFICERS**


- Each team member is responsible for developing and reviewing strategies to address area crime trends
- Each team member is responsible for being a liaison with divisional personnel and community members reference changes in crime trends
- Each team member will act as a uniform presence and problem-solving expert
- One officer will serve as the DART expert and liaison for the Division. They will work closely with the City Attorney's Office and Code Compliance on abatement issues. They will also maintain the Officer Notification System.
- One officer will develop expertise on Narcotics activity at Southeastern Division.
- One officer will be the team expert on "quality of life" issues that arise and liaison with the Neighborhood Policing Division.
- One officer will be the team liaison to the Islamic community and associated policing or issues of interest to the Islamic community.

#### **F. INVESTIGATIONS/COMPLAINTS**

To improve the quality of life for the citizens in Southeastern Division, the CST will be responsible for investigating complaints received by the Division or Department where the location has a nexus to the Southeastern Division. CST officers will be responsible for initiating the appropriate follow-up communications with complaints.

Officers will contact the reporting parties to elicit further information surrounding the complaint and to establish validity. If the complainant does not want to be contacted or is anonymous, the contact will not be made.

Officers receiving complaints should establish the validity of the complaint through the following means:

- a. Contact with reporting party  

- c) Contact with Centralized Narcotics Liaison Detective  
(If narcotics suspected)
- d) Contact with Gangs Investigations Detective  
(If specific gang set suspected)
- e) Computer inquiries as appropriate
  - i. Target address (Immediate surrounding addresses if applicable)
  - ii. Vehicles located at the address
  - iii. Background checks on target occupants

- iv. Calls for service
- v. Crime/Arrest reports from the location
- vi. Surveillance of target location
- vii. Neighbor inquiries
- viii. Vehicle stops/Field Interviews
- f) Notify the CST Sergeant of findings

If there is sufficient reason to believe criminal activity is occurring at the location, and CST has the necessary resources to address the complaint, then the officer who received the complaint will be the case agent and enter the address in the LECC/NIN for an extended investigation.

## **G. PLAIN CLOTHES DETAILS/INVESTIGATIONS**

To effectively address citizen complaints, the needs of the division, and assist other investigative units, CST officers may be used in a plainclothes capacity for surveillance or other enforcement tasks. During these operations, officers will utilize unmarked department vehicles only and will have all their operational gear with them to include:

- Duty belt
- Vest (with clear identification markers)
- Radio
- Badge (with department ID)
- Body worn camera

Some enforcement details may require the use of only a concealed firearm and credentials. The CST Supervisor in charge of the operation will be responsible for relaying required gear to all the CST members.

*AT NO TIME WILL OFFICERS ENGAGE IN PLAINCLOTHES OPERATIONS WITHOUT THE PRESENCE OF A CST SUPERVISOR UNLESS APPROVED BY THE COMMANDING OFFICER OR DESIGNEE*

## **H. REQUESTS FOR ASSISTANCE**

Through the course of normal duties, the CST may be requested to assist units from within or outside the department. All requests received will be directed to the on-duty CST Sergeant for review in accordance to Department Procedure and the CST Operations Manual.

CST will deny all requests for assistance if the CST Supervisor or other San Diego Police Department Sergeant is unavailable to supervise the event.

## **I. WEEKLY RECAP**

The Weekly Recap is a computer-generated document designed to capture both the numerical data and a narrative summary of the work week. The recap is submitted to the CST Lieutenant by Monday as those statistics are incorporated into Southeastern Division's weekly report. The CST Sergeant will also be responsible for compiling weekly totals along with a significant operational synopsis for the division's Quarterly Management Report (QMR).

- The Weekly and Quarterly Recap file is located in the Southeastern G: Drive under Administration

## **J. OPERATING PROCEDURES**

- a) The general hours for the Crime Suppression Team are:
  - 1400 – 2400 hours Wednesday through Saturday
  - CST Members understand that on occasion they may need to adjust their schedules in order to meet their commitments to the community, e.g. enforcement activity, problem-solving efforts, and necessary agency or community events may dictate a workday.
- b) All CST personnel will adhere to all Department rules and regulations.
- c) The normal duty uniform for CST Officers will be the class "B" uniform. The class "C" Field uniform is also authorized at supervisor discretion.
- d) The CST Officers will coordinate their work activities through the CST Sergeant.
- e) The CST Sergeant will coordinate his/her work activities through the assigned Lieutenant.
- f) CST will make maximum use of all resources, units, and organizations to accomplish the assigned missions; while ensuring that the team adheres to appropriate protocols.
- g) Suppress criminal activity by utilizing effective, high profile, proactive enforcement techniques.
- h) Investigate complaints of gang and narcotic activity.
- i) Address any concerns/ needs of Southeastern Division and the Department.
- j) Develop and maintain partnerships within the department, community, and outside agencies for problem identification and solving.

- k) Conduct accurate and thorough investigations utilizing both uniformed and plainclothes tactics.
- l) Maintain strict confidentiality concerning ongoing undercover investigations.
- m) Respond and assist patrol units with all critical incidents involving violence or suspected gang activity.
- n) Be a resource for Southeastern Division patrol officers and investigative units.
- o) Attend required training as scheduled by their Supervisor.
- p) Complete a Daily Recap of all CST activity and distribute to designated personnel.
- q) Attend Community Meetings and Community Events as necessary.

## **K. CST OFFICER SELECTION PROCESS**

- a) Officers may be selected based on their stated desire to be on the team coupled with their Supervisor's recommendation.
- b) Officers may be selected based on the operational needs of the Command, Department, or specific mission
- c) Informal Interviews may be conducted at the discretion of the Command.
- d) The CST Supervisor, Lieutenant, or designee may serve as the panel and make recommendations to the CST interest list.
- e) The Command will maintain the interest list for six months.
- f) The final selections to the team will be at the discretion of the Commanding Officer or his/her designee.
- g) Officers assigned to the CST may serve for a minimum of 1 year with a maximum of 2 years.
- h) Due to the varied working hours and many additional responsibilities, officers will be able to rotate off the team. Any officer not meeting the requirements stated in this manual will be rotated off the team. The Command has the discretion to modify the rotation as needed.
- i) Non-probationary POII
- j) A well-rounded officer who demonstrates the ability to address the needs of the division, and the department by utilizing a variety of enforcement tactics.
- k) Recommended by their current Supervisor
- l) Demonstrates their ability and continued competency in the research of criminal history databases, computer systems, and crime data systems
- m) Ability to efficiently complete and document detailed police investigations and arrests
- n) Maintain a calm, professional demeanor during violent situations, protests, and while dealing with uncooperative citizens and large crowds



- o) Maintain a flexible attitude when addressing the needs of Southeastern Division and the Department

**L. PERFORMANCE MEASUREMENT TOOLS**

- a. The CST Supervisor will communicate on a frequent basis with the designated Lieutenant to update the status of various projects, problem areas, and other work performance data.
- b. The primary role of the Crime Suppression Team is to provide the highest level of “customer service” to the citizens of and personnel assigned to Southeastern Division. The CST Sergeant will be responsible for providing a work environment that promotes this philosophy.

To accomplish this, the CST Sergeant will:

- Solicit input from all CST personnel, Neighborhood Prosecutors, and Community Resource Officers on a regular basis.
  - Solicit input from Community-Based Organizations and citizens related to area crime and safety concerns.
  - Solicit input from any other personnel, organizations, or agencies that may be involved or related to area crime trends.
- c. The CST Sergeant will actively seek out input from the above sources and will respond to these recommendations promptly.