

# *Operations Manual*



## *Southern Division Border Crime Suppression Team*

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# **SECTION I**

## **BORDER CRIME SUPPRESSION TEAM - MISSION STATEMENT**

The mission of the Border Crime Suppression Team (BCST) is to reduce crime and improve the quality of life for residents and business operators within Southern Division. The team will target violent and repeat criminal offenders, criminal street gangs, narcotics offenders and any other criminal elements identified by the community or command personnel.

BCST is committed to forming partnerships with communities, other units within the San Diego Police Department and other law enforcement agencies to reduce or eliminate the impact of crime within the division.

### **GOALS**

BCST will achieve its mission through working in partnership with the community and the various law enforcement agencies in the Southbay area. This includes working with the Southbay District Attorney's Office and City Attorney's Office in the vigorous prosecution of those members involved in criminal activity.

BCST will work closely with command personnel, including patrol, investigations, specialized units and support staff to effectively resolve the division's crime problems. BCST will form partnerships with area commands, city departments and community groups to gain valuable information concerning criminal activity impacting their respective communities in an effort to improve the community's quality of life.

Over the years, the secondary mission of the Southern Division's BCST have evolved to meet the changing needs of the division and the community. BCST will regularly monitor crime trends in the division and work on proactively addressing issues to reduce or prevent criminal activities.

On major holiday weekends, BCST's focus would switch to providing extra police presence at Southern Division's business districts. These include, but are not limited to, the Outlet Malls in the San Ysidro area; the Border Village area, and also the businesses and AMC theatres at Dennery Road. The goal would be to proactively address problems in an attempt to minimize the impact on patrol staffing by reducing radio calls related to property crimes.

BCST will also be available to assist the command when critical incidents occur which require extra staffing or special skills.

## **Foot Patrol**

As a dedicated proactive team, BCST will have the opportunity to conduct foot patrol at our business districts in an effort to emphasize our community policing approach in building partnerships with our business owners and operators. It is an ideal way of presenting an increase in police presence and getting to know our community members in a more personal way.

BCST will conduct foot patrols in two officer teams focusing on contacting business owners and operators. This opens up opportunities for our officers and community members to share information regarding activities and issues in their areas of business. It is also an opportunity for BCST to address the issues immediately during their foot patrol activity as our way of providing the best customer service to our community.

## **Bicycle Patrol**

Southern Division has 5 police bicycles for patrol use.

The patrol bicycles can be deployed anywhere in the division, but they are most useful for the following:

- 700 E. San Ysidro Blvd for border related issues
- Las American Mall during the holiday season
- Border Village Business areas

They will be utilized regularly as a primary asset to saturate areas in need of enforcement, visibility, and support details throughout the division. The bikes are normally deployed two at a time, with two officers following nearby in a patrol car to assist with prisoner transport.

The patrol bikes are equipped with a gear bag, baton holder, front and rear lighting, and emergency lights and siren. The SDPD three-day bicycle menu class is a prerequisite before use. Maintenance is done on a monthly basis and consists of a safety inspection and cleaning.

## **SECTION II**

### **ROLES AND RESPONSIBILITIES OF PERSONNEL**

The BCST will be overseen by the Area Command Lieutenant, who will report to the Captain. The team will be staffed with 1 Sergeant and 4 uniformed officers. Officers will be assigned to the team in a rotating basis for a period of 4 to 6 shifts.

## **LIEUTENANT:**

The lieutenant reports to the captain. The lieutenant is responsible for all phases of the day-to-day operation of the unit. He/she will establish operations policies according to the needs of the unit and will be responsible for the following:

- Provide support for administrative staff decisions and actions.
- Provide briefings on current Unit activities to the captain.
- Develop and maintain relationships with community leaders and groups keeping the public and unit apprised of mutual needs, directions and concerns in support of Community Policing.
- Actively seek out current job specific training needs.
- Recognize and address employee and equipment needs.
- Establish a personnel eligibility list of officers for replacements created by transfer and promotion.
- Interview and select personnel replacements.
- Assign, review and approve administrative and investigative reports regarding personnel and unit operations.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.
- Supervise sergeants assigned to the unit.

## **SERGEANT:**

The sergeant is responsible for all phases of the day-to-day operations in his/her area of responsibility. He/she will report directly to the unit commander and will:

- Maintain liaison with specialized investigative units.
- Staff and schedule personnel to ensure adequate coverage in designated target areas.
- Maintain regular contact with Area Command personnel.
- Develop and supervise a high-performing team. Provide day-to-day direction within assigned teams.
- Support Community Policing and encourage officers to utilize problem-solving methods to solve community gang problems.
- Seek out job specific training.
- Approve reports and maintain daily activity log.
- Maintain statistics and records on enforcement, equipment, training and overall unit activities.
- Coordinate with command Community Relations Officers in addressing specific community complaints.

## **BORDER CRIME SUPPRESSION TEAM OFFICERS:**

BCST officers are selected from patrol for their knowledge and their willingness to work within a proactive and high-functioning team. BCST officers report directly to the BCST Sergeant and will:

- Respond immediately (when available) to all serious incidents during normal working hours (1400-2400 hours) and support area command personnel. They will assist with preliminary investigations as directed by the BCST Sergeant.
- Establish and maintain a high level of proactive enforcement in assigned areas.
- Develop intelligence information directed toward unit goals and objectives.
- Debrief daily with investigative personnel, share information and maintain open communications.
- Maintain regular contact with personnel at area commands by attending patrol line-ups and providing current information on criminal element in the division.
- Utilize Community Policing principles to develop partnerships with community members impacted by crime.
- Utilize problem-solving methods to solve or minimize crime problems in the division.
- Work in partnership with command Community Relations Officers in addressing specific community complaints.

## **SECTION III**

### **OPERATIONAL TACTICS – UNIFORMED PERSONNEL**

BCST will perform its day-day operations on an available talk channel. However, the Unit will scan Southern Dispatch 1 and respond to critical incidents or as requested by patrol.

BCST will generally utilize two methods in order to achieve the unit's goals. These methods are the "*high profile*" and "*team directed*" methods.

### **HIGH PROFILE ENFORCEMENT**

Depending on the situation and the intelligence information gathered, BCST officers will use traditional *high profile* uniformed enforcement tactics. This technique will include mobilizing the team of officers and initiating field contacts with as many known or suspected criminals as possible. The officers will patrol known crime "hot spots" to provide an increase in police presence in an effort to reduce crime.

BCST officers will employ traditional policing tactics to produce arrests, field interviews and contacts focused on criminal activity. BCST officers should apply problem-solving techniques in order to address long-term problems and eliminate repeat calls for service.

## **TEAM DIRECTED OPERATIONS**

Area detectives will review recent crime cases or any incidents and share this information with BCST officers. With input from the BCST officers and detectives, the BCST Sergeant will establish a mission for the evening to address active crime issues affecting the community. BCST officers will focus their efforts on particular suspects or suspected hot spot locations for the purpose of arresting or gathering additional intelligence information. Detectives should work closely with BCST on their identified targets for enforcement. Communication and information sharing is a critical component to successful problem oriented policing.

## **PROACTIVE OPERATIONS**

BCST personnel are expected to proactively monitor criminal activity within the division and take appropriate enforcement action where required. Examples of unit proactive operations include:

- Surveillance of suspected criminals to gain valuable intelligence concerning their activities and trends.
- Fourth Amendment Waiver searches of relevant parolees and probationers to ensure compliance with their conditions.
- Act as a resource to other police department units/divisions and other law enforcement agencies in problem solving activities.

## **REACTIVE OPERATIONS**

- BCST will respond to all critical incidents (when available) to act as a resource for patrol and to enhance the preliminary investigation.
- BCST may be assigned certain investigations, as deemed necessary by the unit commander.
- BCST will also perform investigative follow-ups to assist area investigators with solving crimes within the division.

## **COMMUNITY POLICING**

- BCST will utilize Community Policing principles to develop partnerships with community members impacted by crime.
- BCST will regularly attend community meetings and build community partnerships.
- BCST will work with Special Operations Unit (SOU) and GSF to address gang and graffiti issues.
- BCST will work with command Community Relations Officers and Code Compliance Units to address problem residences and businesses.