

# *Operations Manual*



## *Southern Division*

*Not the Biggest...Just the Best*  
*Updated January 2021*

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# *The San Diego Police Department*

## **Vision**

The San Diego Police Department strives to advance the highest levels of public safety, trust, and professionalism by strengthening community partnerships through fair and impartial policing while fostering employee enrichment and growth to ensure we remain America's Finest police department.

**MISSION: Maintain public safety by providing the highest quality police services to all of our communities.**

<http://www.sandiego.gov/police/about/index.shtml>

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## **SOUTHERN DIVISION CAPTAIN**

The Captain heads the Southern area command. The Captain reports to the Assistant Chief of Patrol Operations. The Captain is the primary liaison between the communities that make up the Southern Area Command and the San Diego Police Department. The Captain is tasked with maintaining peace and order through the delivery of around the clock police services and partnerships within the community.

### **Duties and Responsibilities**

The Captain is responsible for all phases of the day-to-day operations of Southern Division. The Captain establishes Operation Policies and sets guidelines to support the Department's Mission Statement. The Captain supervises the work of service area Lieutenants and evaluates their performance. S/he assigns job responsibilities, sets performance standards and work priorities.

The Community Relations Officers works with the Captain and the community to oversee proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines. The Captain establishes direct communication with community leaders including City Council representatives. S/he appoints a cross section of community members to serve on Advisory Boards in the respective service areas. Through these contacts s/he promotes problem solving at all levels of the command and encourages community participation to form a stronger partnership.

The Captain maintains liaison with area agencies including, Border Patrol, U.S. Customs, Immigration and Naturalization Service, District Attorney's Office, Metropolitan Transportation Development Board, Chula Vista Police Department and the Imperial Beach Sheriff's Office. Because of the commands proximity to the international border, the Captain also works with local state and federal agencies from the Republic of Mexico.

At the command level, the Captain supervises meetings, attends patrol lineups and investigator briefings. S/he approves assignment changes within command and temporary assignments of personnel in specialized units. S/he reviews and approves staff work including personnel evaluations, CCF's, discipline reports, pursuit forms, injury forms, transfer requests and commendations.

## **SERVICE AREA LIEUTENANTS**

Southern Division consists of two service areas; the 710/Border Service Area and 720/South Bay Service Area. Each Lieutenant reports directly to the Southern Division Captain. The Lieutenants are responsible for the twenty-four (24) hour management of patrol services, investigations and specialized enforcement teams. Each Lieutenant is responsible for ensuring their teams adopt the philosophy of community oriented policing and utilize the techniques of problem oriented policing, intelligence led policing and directed patrol to impact crime and quality of life issues ( <http://www.sandiego.gov/police/about/problem.shtml> ). Each Lieutenant will develop partnerships with community groups, other law enforcement agencies and any other group that can assist in their crime fighting efforts.

In order to maintain control of Citizen Complaint Form (CCF) investigations and assignments, all CCF'S will be sent to the appropriate area Lieutenant who will track and assign them to the appropriate Sergeant or assign to themselves if appropriate. The Lieutenant will be responsible for ensuring due dates are met or extended if needed.

When the investigation and reports are completed, the Lieutenant will review the reports and assure they are complete. S/he will then route them to the Captain for approval on or before the due date. The Lieutenant will review disciplinary packages and assist in administering formal and informal discipline.

Each Lieutenant serves as a liaison to the Field Training Administration for their assigned area and prepares and coordinates staff reports including monthly inspections and discipline reports.

Each Lieutenant will generally serve as the incident commander during police responses to major incidents in their service areas.

### **BORDER SERVICE AREA LIEUTENANT**

The Border Service Area is made up of the communities of San Ysidro, Otay Mesa East, Tijuana River Valley and the International Border between Mexico and the United States.

#### **Duties and Responsibilities**

The Border Service Area Lieutenant supervises the following personnel: 710 Service Area Patrol and Investigative personnel, Clerical Staff, Border Crime Suppression Team (BCST), Juvenile Service Team and the Front Counter.

The Border Service Area Lieutenant has the responsibility for approving or disapproving requests for In-county, MENU, Out-Of-County, P.O.S.T. and special training. The Lieutenant will maintain accurate records of approved training requests for the current and last fiscal years.

The Border Area Lieutenant serves as the Training Coordinator for the division.

### **SOUTHBAY SERVICE AREA LIEUTENANT**

The South Bay Service Area is made up of the communities of Ocean Crest, Otay Mesa West, Palm City, Nestor and Egger Highlands (720's).

#### **Duties and Responsibilities**

The South Bay Service Area Lieutenant supervises the following personnel: 720 Service Area Patrol and Investigation personnel, Retired Senior Volunteer Patrol, and Southern Division Night Team.

The South Bay Area Lieutenant has the responsibility for approving or disapproving requests for In-county, MENU, Out-Of-County, P.O.S.T. and special training. The Lieutenant will maintain accurate records of approved training requests for the current and last fiscal years.

The South Bay Area Lieutenant serves as the Division Liaison to the Field Training Administration, although each service area Lieutenant is the Field Training Lieutenant for their assigned area.

The South Bay Area Lieutenant will serve as the PERT Liaison. The South Bay Service Area Lieutenant will oversee the Ride-a-long Program.

### **STAFF SERGEANT**

*Due to current staffing issues, the JST Sergeant will have collateral duties and perform the tasks assigned to the Staff Sergeant.*

The Staff Sergeant will manage Southern Division's assigned equipment, facilities, will oversee various administrative tasks and will supervise the Front Counter Officer. The Staff Sergeant will report directly to the Border Service Area Lieutenant.

#### **Duties and Responsibilities:**

- Coordinate station security.
- Order and issue keys and other special supplies as needed.
- Review and approve requests for use of Division facilities.
- Oversee use of Division bulletin boards.
- Monitor conditions of Division and arrange for appropriate repairs.
- Stock and maintain first aid box.
- Inventory and maintain; Defibrillators, Tasers, Alco-sensors, Pool Radios/Laptops, etc.
- Supply and maintain equipment in Patrol supervisors' vehicles.
- Assist with reports and studies as directed.
- Conduct Division policy compliance inspections.
- Update and maintain Division records: Code 100 Manual, Operations Manual,
- Staffing, personnel reports, inspection reports, etc.
- Fleet maintenance point of contact
- Schedule relief for the Watch Commander's office and HQ Front Counter
- Document and report the status of all light duty and disabled employees.
- Monitor the contract gardening and janitorial crews.
- Oversee the Random Drug Testing and Ride-Along programs.
- Issue Random Drug Testing (RDT) notices.
- Coordinate Annual vacation scheduling.
- Identify building maintenance needs and arrange appropriate repairs.
- Facilitate portable radio battery maintenance.



- Coordinate the scheduling of personnel for AOT.
- Prepare reports for Operational Support.
- Maintain weapon inventories.

### **FRONT COUNTER OFFICER**

The Southern Division Front Counter or Reception Desk will be staffed by a full duty, sworn officer. This position is the first contact position for the area station. Front Counter personnel will report directly to the Staff Sergeant.

The hours of operation are 0700-1600 hours, Monday through Thursday. Day watch patrol staffing is responsible for providing lunch time relief. The position is authorized to work the 4/10 plan. The assigned officer will be in full uniform will all required safety gear.

#### **Duties and Responsibilities**

The Officer's primary job is to act as the first contact person to citizens coming to the area station for assistance. The officer handles routine reports from citizens, including "hit and run" accident reports, crime reports, citation sign offs and all other police reports that require no additional at scene follow-up. The officer will also handle these listed tasks:

- The officer refers citizen complaints to a supervisor. When contact with a complainant is made, the officer will obtain the person's name, phone number and attempt to get a sergeant to handle the complaint.
- Handle the division's U.S. mail and interoffice mail. This includes distribution of traffic citations, parking citations, field interviews and traffic warnings on a daily basis. All white copies of citations will be mailed to Chula Vista court S109 and placed in outgoing mail. All field interviews will be placed in an envelope and sent to records.
- "Clear" vehicles repossessed by loan companies and collects a \$15.00 fee (provide the registered owner with a receipt). Ensures monies from fees are delivered to the Fiscal Unit at Police Headquarters.
- Ride-a-long coordinator
- Answer the general phone line to Southern Division and assist with citizen inquiries.

The Front Counter Officer, whenever possible will assist both Service Area Lieutenants with assignments and duties when requested.

## VIN VERIFICATION PROCESS

Persons requesting verification of vehicle identification numbers (VIN) for registration purposes are directed by Communication Dispatchers to call the DMV, CHP or nearest area command during the hours of 0800 - 1600, Monday through Friday, except holidays.

If these persons call the area command, the caller is to be told:

- 1) If the car can be driven, the vehicle is to be brought to the command. Front Counter or other qualified personnel can then conduct the verification.
- 2) If the car cannot be driven, arrangements are to be made for an officer to come to the vehicle's location for the VIN verification. This should be done by appointment, not by formatting a call for dispatch.
- 3) Salvaged vehicles, with other than original VIN's, and custom vehicles (Kit Cars), shall be referred to the DMV or CHP for VIN verification.

If there are any questions about the validity of the VIN, officers shall refer the person to the DMV or CHP. **Do not** have the caller call back to Communications to have an officer dispatched.

## RIDE-A-LONG COORDINATOR

The South Bay Service Area Lieutenant will oversee the Ride-a-long Program. The permanent Front Counter Officer will be the Ride-A-Long Coordinator.

The Ride-A-Long Coordinator will maintain a log of a ride a-long requests, officers assigned and date of the ride. Requests for a ride along will be distributed to the watch sergeants for assignment. The assigned officers will return the requests (with comments) to the Ride -A-Long Coordinator.

Refer to Department Procedure 6.15 for further details.

## FRONT COUNTER FEE COLLECTION PROCEDURES

This guideline is for the collection of monies at the Southern Division Front Counter. The procedure is in line with the City of San Diego Cash Handling Practices established in November 1994.

### **Money Collection Procedures**

Citizens will pay the appropriate fee to the front counter personnel. The front counter personnel will accept the payment in the form of cash, money order, or cashier's check. The payment will be placed in the locked money box located at the front counter. This box is to remain locked at all times.

Front Counter personnel will immediately complete the City of San Diego standardized "Official Receipt, form number AC-1218. The citizen will receive the original white copy of the receipt. The pink copy of the receipt is removed from the book and placed in the locked money box along with the monies. The remaining two copies (yellow, & green will remain in the receipt book).

### **Accountability of Revenue**

To ensure proper accountability, revenue received must be reconciled to documentation prepared and all differences accounted for. To ensure accountability, the Word Processing Operator will have the responsibility of collecting, recording, and forwarding the revenues to Fiscal. The steps to be followed for accountability are as follows:

- All receipts written will be reconciled to the total amount of cash on hand at the end of each week. The activity for which the revenue is collected will be indicated on the Repossession Fee - Receipt Summary form.
- If revenue received does not agree with receipt documentation, the discrepancy (overage or shortage) should be accounted for and reported on the "Repossession Fee - Receipt Summary form.
- All receipt forms will be safeguarded and maintained in sequential order in a locked file in the Word Processing Operator's office.

### **Safeguarding Revenue**

From the time of receipt to deposit, all revenue should be safeguarded. The lock box will be maintained at the front counter until closing time. After closing of the front counter, the front counter officer will place the lock box in the bottom desk drawer.

### **Depositing Revenue**

Depositing revenue should be timely and in accordance with City requirements. All revenue collected will be delivered to our Fiscal Unit. The Fiscal Unit will handle all deposits and transactions with the bank.

### **Record Keeping Procedures**

It is important that the process be properly documented and that all documents are readily available for future verification. All documents prepared in conjunction with accounting for the day's activities should be filed in a manner that promotes easy access and cross referenced whenever possible. Sequential accountability should be enforced and an inventory record maintained of all sequentially numbered forms. Voided documents should also be accounted for.

Once the money is collected, the Word Processing Operator will prepare the Repossession Fee - Receipt Summary. The Receipt Summary form shall include the following information: receipt date, receipt number, payees name and the vehicle license number or vehicle identification number if no plate information. The original Receipt Summary, one copy and the collected money will be forwarded to the Fiscal Unit of the Police Department. The Word Processing Operator will retain a copy of the Receipt Summary as well as copies of the individual official receipts.

### **RANDOM DRUG TESTING**

The Staff Sergeant or an Investigative Sergeant will administer the Random Drug Testing procedure. Medical Assistance will advise via email which officers have been selected for testing. The Staff Sergeant or an Investigative Sergeant will notify the officer's supervisor and supply the Random Drug Test compliance memo. The memo will be served to the officer and the date and time of service will be noted by the supervisor.

The sworn personnel will have four (4) hours to complete the test. The completed memo will be sealed in an envelope and returned to the Investigative Sergeant's mailbox. Officers are encouraged to make a copy of the completed form for their records.

Officers wishing additional information should refer to San Diego Police Department Order 09-09R, dated 04/16/2009.

### **COMMUNITY RELATIONS OFFICER (CRO)**

The Community Relations Officers reports to their respective Service Area Lieutenant. The Community Relations Officer helps the command better serve the communities of the Border and South Bay Areas through Crime Prevention, Environmental Design and Community interaction.

#### **Duties and Responsibilities**

The CRO organizes and administers the Neighborhood Watch/Business Alert Program. In the capacity of a Crime Prevention Specialist, the CRO works with planning groups and community organizations to evaluate potential crime problems. The CRO is tasked with addressing citizen complaints brought to their attention and seeks resources and solutions to address citizen complaints of criminal activity as well as future departmental needs of new developments. As a Crime Prevention Specialist, the CRO is the lead in conducting CPTED inspections of all properties upon request, as well as properties applying for certification as Crime Free Multi Housing. The CRO provides community information (trends, developments and community changes) to the Division Captain, Service Area Lieutenants and Patrol Sergeants.

The CRO maintains liaison with the Captain's Advisory Board and maintains liaison with community and business groups. The CRO serves as public and press information officer and administers the Divisional E-mail account, Facebook, Nextdoor.com, and Divisional E-mail tree. The CRO works closely with the Southern Division Code Partnership team, City Attorney's Neighborhood Partnership Unit and Code Compliance Unit in finding solutions and addressing

quality of life issues as well as nuisance properties within the division. The CRO works closely with City Council and Mayor Representatives in order to assure the needs of the citizens are being met as well as assuring a positive customer service experience to the citizens.

The Community Relations Officer is the Area Coordinator for speaker requests from the San Diego Police Department and coordinates the RSVP program under the direction of the South Bay Service Area Lieutenant.

The Community Relations Officer regularly attends community meetings which include Recreation Council meetings, Planning Group meetings; Business Association meetings as well as numerous other private and public organizations monthly meetings in the Border and South Bay areas. The CRO attends the monthly CRO Chiefs meeting.

The Community Relations Officer inputs community events and meetings into the Police Department's Community Police Tracking system.

### **SERVICE AREA SERGEANT**

The Service Area Sergeants report directly to their Service Area Lieutenant. The Sergeant supervises the daily activities of Field Officers and oversees the implementation of Neighborhood Policing techniques in a designated service area to impact crime and quality of life issues. The Sergeant collaborates with other Department supervisors and managers to direct, motivate, supervise and evaluate the activities of the personnel assigned to their team.

#### **Duties and Responsibilities**

The Sergeants work with officers in the position of Team Leader. The Sergeant is responsible for assuring appropriate training and equipment for officers. The Sergeant will help officers follow the departments Vision, Values and Mission guidelines. The squads use the guidelines of Neighborhood Policing and Problem Oriented Policing to ensure problem solving is implemented with community input. The Sergeant coordinates the team activities with investigative personnel, specialized units and other patrol teams within the service area.

The communities that make up each of the service areas have their own community associations, community councils and planning groups. The Sergeant and his/her team are encouraged to work with the Community Relations Officer to make contact with the various community leaders and personalities.

The Sergeant keeps the Service Area Lieutenant and the command aware of crime and community changes in the form of Incident Log entries. The log entries are to be made by the Sergeant on news worthy problems or events that occur in the area command.

The Sergeant reviews reports, time cards and daily schedules for accuracy, punctuation and thoroughness. The Sergeant is responsible for conducting supervisor's investigations, CCFs and other investigations assigned to him/her by his/her Service Area Lieutenant.

## **LINE-UP SERGEANT**

### **Duties and Responsibilities**

The Line-up Sergeant is responsible for ensuring minimum staffing levels are achieved during their assigned watch. When minimum staffing levels are not reached, it is the Line-up Sergeant's responsibility to request assistance from other divisions or through the Field Lieutenant.

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

Ensure Trainees are assigned to an FTO or senior officer if their assigned FTO is not present.

Check for new material in the Southern electronic line-up program and present all information to patrol officers at line-up.

Check the Southern Division Incident Logs in the Southern electronic line-up program for major incidents since the last tour of duty and read at line-up.

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

Serve RDTs at line-up and follow up to ensure it is completed within 4 hours of service.

Serve subpoenas at line-up and file all served subpoenas in the designated area.

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

Ensure Carbines, Bean Bag Shotguns, 40mm LRIW, AR15, Ballistic Shields and Lojack Vehicles are properly fielded and designated on the schedule.

Ensure a WRAP vehicle is properly fielded and designated on the schedule.

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

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

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

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

Designate F.E.T.s (as available) at each shift and note the units at the bottom of the daily schedule.

## **POLICE OFFICER**

Each new officer to Southern Division will go through the “New Officer Orientation Checklist”. Police Officers report to their Service Area Sergeant. Officers patrol the communities that make up their Service Areas, enforcing State and Municipal codes and ordinances. They work with the communities in a partnership to prevent, reduce or eliminate neighborhood problems. At Southern Division, Officers should be knowledgeable about the communities that make up both Service Areas of Southern Division.

### **Duties and Responsibilities**

Officers are expected to use tact, courtesy and good judgment when dealing with the public, co-workers and other departments and agencies such as the U.S. Customs, U.S. Border Patrol and the Chula Vista Police Department. Officers will work with community groups, associations and leaders, to better understand what the community perceives as their neighborhood problems. Working together with public and private sources, Officers are expected to form partnerships with both to prevent, reduce or eliminate neighborhood problems.

Southern Officers interact with the community in programs like:

- Neighborhood Policing Unit (NPU)
- Working with the Community Relations Office and crime prevention services.

Officers are expected to provide police services that are fair, unbiased, judicious and respectful of the dignity of all individuals. The Department’s Vision, Values and Mission statement is the template for officers to work from. Recognizing community problems and changes will help the officer better identify crime trends and initiate the appropriate responses.

Officers will keep their Service Area Sergeant and the command aware of changes in the community and Service Areas. They will share crime information and knowledge with other officers at line-up and on an individual basis to enhance teamwork, efficiency and safety.

Officers will be proactive and collaborate with appropriate Southern Division personnel to address crime and quality of life issues through the use of Operations Plans and Directed Patrol

## **FIELD EVIDENCE COORDINATOR**

A Patrol Sergeant will supervise the Field Evidence Technician Program.

Patrol officers who have attended FIELD EVIDENCE TECHNICIAN, basic or advance school (POST certified) will perform as Field Evidence Technicians. The sergeant will ensure that evidence reports are submitted in a timely manner to the appropriate investigative unit. On a weekly basis the Field Evidence Technician will submit copies of their completed evidence reports to the coordinator for review. The coordinator will solicit input from the investigations sergeant, to establish guidelines for the program.

### **Equipment**

The Field Evidence Technician assigned to first watch is responsible for maintaining and supplying the evidence equipment. The equipment will be inspected at least twice a month and an inspection report will be submitted. If any discrepancies are found, the proper reports will be submitted and a follow-up investigation will be conducted if necessary. The completed inventory list will be forwarded to the coordinator for review and retention.

The Southern Division's Field Evidence Technician (FET) Program requires the need for greater accountability for all evidence equipment.

First, only those formally trained as Field Evidence Techs will be allowed to take the Evidence cars for field use. If you become aware of others taking the cars, please notify your immediate supervisor.

Second, all equipment is to remain in the Evidence car that it is currently assigned to. Do not swap, trade or remove equipment. If an Evidence car is missing a piece of equipment, notify the coordinator for a replacement.

Third, be sure to log all equipment taken from the Evidence locker. A lot of time was spent cleaning, organizing and inventorying the locker. Please maintain it in the order that has been achieved.

Finally, if there is a new technology, type of equipment or training that you want, please advise the Field Evidence Coordinator. If you have any suggestions for how to improve the FET Program here at Southern Division, please advise the Field Evidence Coordinator. The job of Field Evidence Tech is both challenging and rewarding and we want to ensure that our staff of Technicians is the best on the Department.

### **FIELD EVIDENCE TECHNICIAN**

Field Evidence Technicians are specially trained in the use of the evidence kits. The FET's report directly to their own sergeant. A sergeant is designated as the "Field Evidence Technician" Coordinator.

Patrol officers who have attended FIELD EVIDENCE TECHNICIAN, basic or advance school (POST certified) will perform as Field Evidence Technicians.



### **Duties and Responsibilities**

Field Evidence Technicians (FET) will respond to incidents of crime or accident scenes, which require extensive evidence collection or advanced investigative techniques. They will provide training in such areas as Department policy, crime prevention, evidence collection and crime scene investigations.

FET's working first watch will maintain the evidence kit and evidence locker. FET's will submit an evidence inventory to the FET Coordinator on a monthly basis. Agents and FET's will submit copies of all evidence reports to the FET Coordinator for review. Maintenance of supplies and equipment is assigned to first watch.

### **INVESTIGATIVE SERGEANTS**

The Investigative Sergeant reports directly to a Service Area Lieutenant. The Investigative Sergeant is responsible for supervising investigators and other investigative personnel assigned to the Investigative Bureau.

### **Duties and Responsibilities**

- Assign incoming reports for follow-up through the NetRMS electronic report system.
- Track open cases to assure timely completions by investigators.
- Review written work of investigators and ensure all reports are complete, accurate and factual.
- Regularly brief the Captain and Area Lieutenants of crime trends, crime problems and significant incidents affecting the Division.
- Coordinate with Service Area Sergeants to address crime issues.
- Participate in daily conference calls regarding divisional crime information.
- Oversee and assign "call out" duty rotation for area investigators.
- Conduct weekly meetings with investigative personnel to share information and avoid duplication of work.
- Assure investigative personnel are properly prepared to perform their duties, including attire, equipment, mental attitude and training.
- Attend patrol line-ups whenever possible.
- Serve as a point of contact for patrol supervisors requesting an investigator for call outs or for special assistance.
- Encourage teamwork and cooperation between investigators, patrol personnel and the clerical staff.
- Encourage positive feedback to patrol personnel on deserving investigations.
- Serve as a liaison with the District Attorney's Office.
- Conduct monthly inspections to include case biopsies.

## DETECTIVE

Southern Division Detectives report directly to their respective Investigative Sergeant. Detectives investigate general crimes committed within their service area. Detectives are responsible for following the Investigative Manual and District Attorney issuing guidelines.

### **Duties and Responsibilities**

- Review assigned crime and arrest reports for completeness and accuracy.
- Conduct follow-up investigations in accordance with Investigative Procedures and other established Policies and Procedures.
- Provide constructive feedback and instructive advice to officers regarding their preliminary investigations.
- Conduct background investigations on victims, witnesses and suspects.
- Conduct interviews of victims and witnesses and interrogations of suspects.
- Evaluate impounded physical evidence.
- Conduct live line ups and show photo line ups when necessary.
- Complete needed follow-up work, including collection of physical evidence, neighborhood checks and coordination of needed lab work and narcotic analysis.
- Prepare investigative reports, District Attorney packages, follow-up summaries and case cancellations.
- Prepare and execute arrest warrants and search warrants.
- Disseminate suspect information to patrol and other investigative personnel.
- Release impounded property when no longer needed as evidence.
- Provide testimony during court proceedings.
- Accept stand-by duties as assigned.
- Attend patrol line up periodically.

## POLICING RESOURCES

### **Internet Sources**

<http://www.sandiego.gov/police/about/problem.shtml>

<http://www.sandiego.gov/police/about/community.shtml> <http://www.popcenter.org/>

<http://www.policeforum.org/> <http://www.theiacp.org/>

## EMPLOYEE WELLNESS

The Department's Wellness Unit is a resource for all employees who may be experiencing a negative impact on their wellness. A Wellness Unit member is available at any time (7/24)

<http://sdpd/Documents/WellnessUnitMissionStatement.pdf>

## **DETECTIVE TAKE-HOME VEHICLE PROCEDURES**

Commanding officers of units utilizing take-home vehicles shall establish a written take-home vehicle policy that clearly outlines the vehicle's purpose and acceptable off-duty uses and use restrictions. In addition to this Department Procedure, specific unit guidelines will determine the manner of vehicle use, vehicle security requirements, and may restrict transportation of non-law enforcement personnel. Department members must comply with the unit take-home vehicle policy and/or procedures. On-call duty is generally served for approximately two weeks at a time. The Detective Sergeant shall determine whether he/she, a detective, or both will respond. Refer to San Diego Police Department Procedure 1.16 (A, 1, 2, 3) for Use of City Owned Take-Home Vehicles which states that employees assigned City owned vehicles, or employees who are allowed to check out a City owned vehicle, may, when authorized:

1. Use that vehicle to commute to and from their workplace.
2. To conduct any legitimate Police Department related business which occurs outside normal working hours, including but not limited to, attendance at special meetings and call backs to duty.

## **INVESTIGATIVE CALL OUT PROCEDURE**

It is the policy of the Department that responding patrol officers shall manage most incidents. However, call-backs should be used to supplement the efforts of patrol personnel when necessary, to provide more thorough and/or timely investigation of significant cases. In this effort, employees committed to on-call status shall not volunteer for overtime shifts during the duration of their on-call period.

To initiate call-back of specialized investigative unit personnel, the field supervisor or designee will call the Watch Commander for the on-call supervisor's contact numbers, and is responsible for ensuring the appropriate notifications are made. To initiate call-back of Area Command investigative personnel, the field supervisor or designee will contact the appropriate on-call supervisor. The final decision to respond to the incident will be made by the investigative supervisor. Significant cases, include but are not limited to: serious felony suspects in custody, cases resulting in significant injury to officers, victims and/or suspects, cases that involve significant follow up (i.e.: obtaining search warrants, cases involving high value loss), suspects that have ONS hits in the system.

## **SOUTHERN DIVISION NIGHT TEAM (AUTO THEFT UNIT)**

The Southern Division Night Team (SDNT) works to combat auto thefts, narcotics use and sales; and to assist area station detectives with proactive investigations. SDNT reports directly to the South Bay Service Area Lieutenant.

The priority and emphasis will be placed on those persons and locations identified by the community and command personnel, as criminal and quality of life issues that need to be dealt with quickly and effectively.

In order to be an effective problem-solving unit, SDNT will work closely with the community, command personnel, specialized units, investigations, outside agencies and support staff. The goal of SDNT is to use “problem solving” and proactive investigative techniques to reduce illegal drug use, trafficking and auto thefts within the boundaries of Southern Division.

Southern Division Night Team (SDNT) Investigators are assigned to Southern Investigations and operate out of the Southern Division Police building located at 1120 27<sup>th</sup> Street, San Diego. The Southern Division Night Team was designed to operate primarily as a “proactive” unit.

## **BORDER CRIME SUPPRESSION TEAM (BCST)**

The Border Crime Suppression Team (BCST) consists of a Sergeant and four Officers working in a proactive and reactive uniform assignment. The mission of the 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.

## **JUVENILE SERVICES TEAM (JST)**

The Southern Division Juvenile Services Team (JST) consists of a JST Sergeant, a JST Investigator and JST Officers. Team members utilize specialized experience, training and skill sets to proactively reduce juvenile crime and assist with addressing and diverting criminal behavior through education, intervention and selective enforcement.

The team’s overall goal is to provide proactive and effective services by facilitating a strong partnership with community stake holders; including, prosecutors, San Diego County Probation Department, Child Welfare Services, San Diego County Juvenile Court, health professionals, parents, juveniles, schools, local school districts, community-based services and/or other law enforcement agencies. Due to the geographic location of Southern Division, all schools located within the Division are outside of the jurisdiction of San Diego City School Police. The team is the sole police agency responsible for providing law enforcement assistance on school campuses.

## **JST LIEUTENANT**

### **Duties and Responsibilities**

- Assist the Juvenile Justice Commission, Department of Justice, Health Department and Environmental Department in yearly inspections of the Juvenile Detention Log, holding rooms, Department Procedures, juvenile rights, etc.
- Educate, mentor, and train team members to proactive problem solving techniques in order to effectively address juvenile-related community concerns/needs.
- Ensure problem solving is implemented (with community input) and ensure JST personnel participate in pertinent community meetings/training.
- Evaluate problem solving activities initiated by the Juvenile Services Team.
- Encourage the team to develop partnerships with citizens, schools, local businesses, community-based organizations, and other law enforcement agencies to effectively address juvenile-related criminal activity and promote community safety.

## **JST SERGEANT**

### **Duties and Responsibilities**

- Supervise and evaluate the work of the Juvenile Service Team members and the JST Investigator.
- Review and assign juvenile crime and arrest cases to the team detective for investigative follow-up.
- Conduct team briefings and training as needed.
- Attend patrol line-ups whenever possible and liaison with patrol and sergeants.
- Function as a liaison with Juvenile Services Administration.
- Serve as a liaison to the Juvenile Court, Probation Department and Juvenile District Attorney.
- Provide training on any updated juvenile procedures to area commands personnel.
- Review and approve written reports for team members.
- Supervise the officer working Missing Person/Runaway cases. Review all case reports and cancellations.
- Review and audit the Juvenile Detention Log.
- Coordinate Juvenile crime deterrent details when appropriate (Curfew, Daytime Loitering)

## **JST INVESTIGATOR**

The JST Investigator reports directly to the JST Sergeant. The JST Investigator evaluates crimes committed by juvenile offenders. The JST Investigator works with Patrol Officers and JST Officers to effectively address juvenile-related crimes in all service areas.

### **Duties and Responsibilities**

- Process juvenile arrests/cases.
- Conduct investigative follow-up on cases with juvenile suspects.
- Evaluate criminal cases for either juvenile diversion programs (such as Diversion or Alternative to Detentions) or prosecution.
- Liaison with Juvenile Hall, Juvenile Probation, Juvenile District Attorney, Polinsky Children's Center and/or juvenile diversion programs (i.e. South Bay Community Services)
- Check and review the Juvenile Detention Log for correct procedures.
- Assist the Juvenile Justice Commission in yearly inspections of the Juvenile Detention Log, holding rooms, Department Procedures, juvenile rights, etc.
- Referral of specific cases to outside agencies.
- Refer families of older juveniles to the appropriate community services.
- Attend patrol line-ups whenever possible and liaison with patrol officers and sergeants. Coordinate the division's Juvenile Diversion program and liaison with the various community based organizations.

## **JST OFFICER**

### **Duties and Responsibilities**

- Effect any juvenile-related law enforcement action in and/or around school campuses.
- Monitor traffic-related problems around school campuses and take enforcement action when necessary and appropriate.
- Investigate criminal activity, apprehend truants and/or daytime loiterers, conduct field interviews, make traffic contacts and effect juvenile arrests, when appropriate.
- Liaison with both detectives and patrol concerning juvenile-related crime trends in the area.
- Provide and attend updated training on juvenile procedures and laws when appropriate.
- Attend line-ups whenever possible and liaison with patrol officers and sergeants.
- Organize and conduct truancy sweeps as needed.
- Cover patrol units in the field when needed.
- Monitor the School Safety Patrol (SSP) Program in collaboration with the principal and SSP coordinator.
- Provide training to participating SSP students (as needed) in collaboration with the SSP coordinator.

## **CLERICAL/ADMINISTRATIVE STAFF**

The Clerical/Administrative Staff report to the Border Service Area Lieutenant.

In an effort to support the Division personnel during the times they will need assistance and information from the Administrative Staff at Southern the Senior Clerk and the WPO will together cover the hours between the 0700 to 1730 with appropriate overlap. This will allow 1<sup>st</sup> watch, 2<sup>nd</sup> watch and 3<sup>rd</sup> watch officers to stop by and ask questions or obtain assistance with any administrative concerns, such as leave slips, overtime or time card questions.

Unless other special arrangements are made, the Senior Clerk will work 0700 to 1630 and the WPO will work from 0800 hours to 1730 hours. Their work schedule falls under a 36/44 work schedule and days off will be offset to provide 5 days per week coverage between Monday and Friday. Lunch time periods will be taken at separate times whenever possible to maximize accessibility for personnel should the need assistance from administrative staff.

Any requests for changes to the listed schedule shall be directed through the chain of command and approved in advance of the change. Requests must be made in person or via Department desk phone or cell phone but not by text. In the event a supervisor in the chain of command is not available, proceed through the chain of command of the Border Service Area Lieutenant or the Captain if neither Lieutenant is available.

Also, if either of the administrative staff need to leave the office for any reason, personal or administrative, they must notify their respective supervisor before they leave and advise the reason for the departure and the approximate length of time they will be gone from the office. This will ensure office coverage to assist Division personnel if necessary. Notifications should be in person or by speaking to the respective supervisor via phone, not via texting.

## **SENIOR CLERK**

The Senior Clerk supervises the clerical staff and works directly for the Border Service Area Lieutenant. The Senior Clerk is responsible for all clerical tasks and assignments. The Senior Clerk is the liaison between Data Services and the division. The Senior Clerk makes sure that officers and staff have the appropriate access for the computer systems used by the department.

### **Duties and Responsibilities**

The Vacation Schedule, Driver's License Inspection (done twice a year) and maintenance of station resources, Department Procedures and Division correspondence.

The Senior is responsible for the Division's payroll and ensures the timecards, leave slips, daily timesheets and overtime slips are completed and turned in to the Payroll Office on time. The Senior will maintain and update the callback and PD rosters, as well as the "Red Book." The Senior is responsible for maintaining the masterwork schedule. The Senior inputs the information from the "Red Book" and transfers it into a "Master Work Schedule" which is used daily by patrol and investigative staff.

The Senior Clerk is responsible for collecting the overtime slips. The Senior enters each overtime slips into a database and creates a monthly overtime report. This report is used as a budget input for the Captain's quarterly report.

The Senior Clerk maintains the command's divisional files. The Senior conducts routine inspections and ensures the files are updated, purged and evaluations are current.

The Senior Clerk and clerical staff will also handle any administrative duties requested of them from the command staff.

## **WORD PROCESSOR**

The Word Processor Operator (WPO) works directly for the Senior Clerk.

### **Duties and Responsibilities**

The WPO utilizes the LAN system to type reports from various sources (i.e. detective's follow-up's, memos, letters, forms, tables, charts, search warrants, etc.) They answer inquiries over the telephone and counter regarding Departmental Procedures and Policies.

The WPO assists with opening and distribution of incoming mail. They assist with duties of all support staff as well as the front counter with answering the telephone and at times helps them with the public.

The WPO prints and logs subpoenas into subpoena computer systems and requests copies of all citations to be attached to the original subpoena and then places them in appropriate watch folders. All signed original subpoenas will be entered in SUN to be shown as "SERVED". The request for copies of all citations is a list printed through the subpoena system under: TAA



Subpoenas”. The list is then faxed to RECORDS as a request to fax over copies of cites to be attached to the original subpoenas before distribution.

The WPO logs and distributes Trial by Declarations. Once originals are turned in, the WPO makes 2 copies, one to be filed by month it was issued and filed in folders located in file cabinet next to Supervisor’s mailboxes. The second copy is sent to Records MS 726. The original is placed in the DA out-going box located on top of file cabinet in the Investigative bay to be sent to DA’s office. Please place a note on original stating “RETURN TO DA’S OFFICE”.

The WPO operates a variety of office equipment such as: copier machine, dictating machine and keeps up on ordering any supplies/toners when needed. They also assist with switching of desks phones when needed through contact with Data Systems.

They also utilize the LAN System to access ARJIS, County/SUN and Word Processing applications.

The WPO is responsible for ordering the division’s supplies via Staples and storing them when supply orders arrive.

The WPO is also responsible for keeping the property room stocked with supplies for officers and department forms.

The WPO is responsible for collection of Repossession Fees and submission of fees to Fiscal. (Refer to Section on Front Counter Fee Collection Procedures)

### **MASTER SCHEDULES – DAILY WORK SHEETS**

The Master Schedule is intended as a permanent, accurate and easy to read record of the Division assignments. The final responsibility for the accuracy and completeness of the schedule rests with the Line-up Sergeant.

The Senior Clerk inputs information from the “Red Book” and transfers it into the Master Schedule.

The entries into the “Red Book” should be made in the same manner as the entries on the time sheet:

|             |                                      |
|-------------|--------------------------------------|
| 11-86       | Includes Training Schools            |
| ADJ DO      | Adjusted Day Off                     |
| ANN LV      | Annual Leave (Per Vacation Schedule) |
| COURT       | Court                                |
| DL          | Discretionary Leave                  |
| Furlough    | Voluntary Furlough                   |
| HOL         | Scheduled Holiday                    |
| HOL – FLOAT | Injury, Industrial Leave             |

|       |  |
|-------|--|
| OTHER | Light Duty, Military Leave, Red A, Jury Duty |
| TO    | Comp Time                                    |
| VAC   | Vacation                                     |

The Master Schedule is used to complete the daily time sheet; therefore the schedule should be completed/updated daily by the line-up sergeants.

### **PAYROLL**

The payroll is an ongoing process during the pay period. The pay period starts on a Saturday and ends on the following second Friday. E-time cards are due on the Friday morning at the end of the pay period. Any additional overtime prior to the end of the pay period will be signed and given to the Payroll Clerk by the Monday morning after payroll closing.

When the supervisors check the E-time cards, they should check against the Payroll Book (kept in the clerical office) to make sure appropriate leave is marked on the time cards. The Payroll Book is maintained by the Payroll Clerk, from the daily timesheets.

If the officer asks for TO time or Vacation time that is what should be listed on the daily schedule and should match what is in the Payroll Book.

When an officer works an extension of shift and/or callback, the supervisor will immediately complete an approval of extended shift/callback overtime memo. The supervisor will explain the reason for the overtime and will then submit it to their Lieutenant for approval. Once reviewed by the Lieutenant, the Captain will sign-off and return it to the Senior Clerk for processing. Out of Class Assignment (OCA) is the responsibility of the person on OCA. The officer will complete the OCA form and tracking sheet. Both forms can be found on the "F" drive under templates/payroll or in the file cabinets next to the detention area.

On-Call Capacity Hours is the responsibility of the person on-call. The detective and/or sergeant will complete the Standby Tracking Log; along with the Discretionary Leave Memorandum. Both forms can be found on the "F" drive under templates/payroll.

Department Procedure 1.9 contains all needed information on internal order numbers, cost center numbers and how to complete time cards under many different circumstances.

### **SUBPOENA SERVICE**

Upon receiving the subpoena, the subpoenas are copied and logged in the department Subpoena Log System as well as in the patrol and investigative subpoena books. Once logged, they are placed in the appropriate watch subpoena folder. Supervisors and acting supervisors will check the folder and ensure that subpoenas distributed and promptly served. Each supervisor as well as the subpoenaed officer is to sign and date the proof of service (top copy). The copy of the subpoena that has the signed proof of service is returned to the subpoena clerk by either placing it in the bin in the Sergeant's office or in the clerk's mailbox. IMPORTANT: The Sergeant will then sign and enter the date served in the subpoena book. A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served. If the officer is unable to attend, the officer must fill out an "Officer Declaration for Continuance" form, which is located

in the back of the subpoena book (or in the “F” drive). The officer must have his immediate supervisor approve and sign the form and contact the prosecutor and/or District Attorney assigned to seek release of the appearance. The subpoena Clerk in turn will make a copy and fax it to the number located on the bottom of the form and all originals mailed to M.S. 721B.

In the event an employee cannot be served, the supervisor is responsible for notifying the appropriate person or agency in a timely manner, as well as completing the “Officer Declaration for Continuance” form and turning the form in to the Subpoena Clerk. For civil and other non-criminal subpoenas, see Department Procedure 1.11

The Department or command/unit subpoena clerk, if received a minimum of five court days prior to the court appearance date will generally accept all criminal, civil and Civil Service Commission subpoenas for service. **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.

If we receive a telephone request from the District Attorney or City Attorney for an officer to appear in court and no subpoena has been issued, we will continue to encourage officers to respond, if at all possible by calling and notifying the officer.

## STATION GUIDELINES

### **General**

Personnel assigned to the Southern Division will work to maintain a secure, neat and clean facility. To that effect all personnel are encouraged to keep their work areas cleaned, the common areas in good repair and keep the station secured properly. Personnel are asked to wear identification and to challenge unknown personnel who do not.

Line-up Sergeants will arrive 30 minutes early to prepare for line-up and will complete the daily schedule for each watch, listing MFF and minimum staffing met information along with other requested items by the Department or command. The line-up Sergeant will sign the bottom of the completed form.

There will be no smoking in the building except in designated areas. Smoking is not permitted in vehicles.

### **Work Areas**

- Work areas will be kept neat and clean.
- Posters and pictures will not be affixed directly to the walls without a frame.
- All citizens being interviewed will be escorted to the interview rooms. Generally, interviews should not be conducted in the office area.

### **Locker Rooms**

- Lockers will not be defaced with permanent markings or any alterations that will damage the locker. Posters, calendars and other decorations will be in accordance with E.E.O. standards and good taste.
- Doors leading into the locker rooms will be kept **closed** and not propped open.
- Name and/or identification number will be placed on the outside of locker doors. If no name is on a locker and the locker has a lock on it, the lock will be cut off and the items will be impounded.

### **Computers**

- There is no expectation of privacy while using the department's computers. Computer use can and will be audited.
- Computer terminals are to be used for work related business only.
- The computer terminals in the clerical area will be used only by the clerical staff.
- The computer terminals in the Detectives area will be used for records and warrants checks during detectives working hours. When all detectives have gone home for the day or weekend, the terminal may be used for other applications.
- All computer terminals in the supervisor's area will be used by supervisors. Use by anyone else must be approved by the supervisor on duty.
- Computer terminals in the holding cell area are for use by everyone at Southern Division. If all terminals are busy, persons doing extensive research or other work will relinquish the terminal to those doing simple inquiries.

### **Officer's Mail Bins**

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

### **Report Room**

- Officers securing at end of shift will check out with the late report Sergeant in the report room and remain there until released.
- Needed report forms will be kept in the provided bins and should be returned to the bin if not being used.

### **Patrol Sergeant's Office**

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

### **Armory**

- The armory door will be kept closed and locked at all times.
- Persons removing equipment from the armory will sign the appropriate check-out log.

- The SWAT armory is restricted for use by SWAT personnel only.

### **Detention and Booking Area**

- Officers placing suspects in detention rooms will fill out the appropriate log.
- All suspect's pockets will be emptied and all items will be placed in a paper bag.
- Before suspects are placed in a cell, the cell will be cleared of any items.
- After a suspect is taken out of the cell, it will be checked for any items left by the suspect.
- Officers will remove their weapons and store them in the provided lockers while fingerprinting suspects.
- Suspects will be handcuffed unless kept under constant observation.
- Officers are responsible for keeping the area CLEAN.

### **Parking Lot**

- Marked cars should be parked in the spaces designated for patrol vehicles. Unmarked vehicles should be parked in the detectives designated areas.
- Private vehicles will not be parked in the areas designated for department vehicles.
- All Department vehicles parked in the parking lot will be secured.
- Only vehicles with prisoners will park in the stalls marked "10-16 ONLY".
- Employees are encouraged to **NOT** park their personal vehicles in the front lot. The lot is designated for "Public Parking" and is limited.

## STATION REGULATIONS

### **Facility**

All personnel are expected to keep the building and the grounds clean and in good condition. Trash should be disposed of properly, and unnecessary abuse to the building, as well as graffiti on lockers and walls, will not be tolerated.

### **Demeanor**

The Division station is a place of business; therefore, all employees are expected to conduct their work in a professional manner. Citizen inquiries, either in person or by telephone, should be handled courteously and expeditiously. Excessive noise, profanity or horseplay will not be tolerated.

### **Noise**

It is our responsibility to avoid any unnecessary or disturbing noise. Vehicle P.A. systems and sirens should not be used or tested in the area of the station, unless responding to an emergency.

### **Thermostats/Lights**

Thermostat timer controls will be permanently set by the Facilities Management and Development and should **not** be adjusted by anyone else. Most rooms have after hours override switch located near each thermostat box. These buttons allow the air conditioning/heating system to adjust temperatures to 74 degrees (business hour temp.) (The only thermostats that can actually adjust the room temperature are located in the water heater room behind the supply room. These thermostats can only be adjusted by the Department Air Conditioning Technician.) The override switch can be used to turn on the heat or air-conditioning for three hours and will shut off automatically. The thermostats are preset at 74 degrees during the day and several degrees higher after work hours. Lights should be shut off in rooms that are not in use.

### **Bulletin Boards**

Bulletin boards in the squad conference room and detective area are reserved for crime information and Department Announcements. The posting and removing of notices on these boards will be handled by a patrol sergeant. Posting of unauthorized notices elsewhere in the station is prohibited.

### **Bio-Hazard Clean -Up**

- Patriot Services is our bio-hazard clean-up vendor.
- To request their services, email them at [sdfielddservices@patriotlab.com](mailto:sdfielddservices@patriotlab.com) to ensure that the request is tracked and responded to in a timely manner.
- For emergency bio-hazard clean-up situations, contact the Watch Commander.

## **POLICE FACILITY SECURITY**

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

### **Area Stations**

All doors to area stations are to remain locked outside of normal business hours (0700 - 1700, Monday through Friday, except holidays). Emergency Exits are displayed on the walls and consist of each of the stations 6 exits (locker rooms, front, Investigations, patio and armory).

During regular business hours, the public entrance shall remain unlocked.

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

- Civilian police personnel will be issued a second identification card with clip to be worn on the outermost garment over the left breast.
- Sworn personnel are to wear the badge or ID on the outermost garment left side in the area of the belt when not in uniform.
- The bouillon badge issued to captains and above worn over the left breast is permissible.
- Reserve officers shall wear the badge or ID on the outermost garment left side when not in uniform.
- All personnel are encouraged to contact unknown personnel in the station and verify identity.
- The gate code will only be issued to police/city personnel who are conducting official city business.
- Personnel should ensure that all the outside station doors and vehicles are kept locked during non-business hours.
- Non-City employees entering the station grounds to conduct business will be escorted by departmental employees until the subject completes his/her task.
- Keys issued to departmental employees for departmental facilities will not be duplicated without prior supervisor approval.

## **ADULT DETENTION CELL GUIDELINES**

### **Detention Cell Policy Statement**

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

### **Non Qualifying Detention Cell Candidates**

1. Persons who are ill, injured or complain of illness or injury;
2. Mentally disturbed or suicidal persons;
3. Juveniles under the age of fourteen years.

The rules and guidelines for the detention area are posted by the holding rooms. The Guidelines for Juveniles are different and more restrictive.

### **Juvenile Detention Guidelines**

Juveniles may be temporarily detained at Southern Division if the juvenile has been taken into temporary custody on the basis of having committed a criminal law violation (see 602 W&I) and/or a status offence (sec. 601 W&I).

### **Juvenile Custodial Interrogation**

Welfare and Institutions Code 625.6 (a) states, "Prior to a custodial interrogation, and before the waiver of any Miranda rights, a youth 15 years of age or younger shall consult with legal counsel in person, by telephone, or by video conference. **The consultation may not be waived.**"

For Juveniles age 15 and younger (if the Officer intends to question the juvenile).

1. Prior to asking admonishment questions # 1 and # 2, per PD-145, the officer shall contact the Public Defender's Office at (619) 681-2923, 24, hours a day, 7 days a week.
2. The attorney representative will make the decision on whether to handle the incident by telephone or to respond to a mutually agreed location to speak with the juvenile.
3. Allow the juvenile and attorney to have a private conversation about the incident.
4. Once the above conversation between the juvenile and the attorney is complete, officers shall read the Miranda admonishment to the juvenile again and ask the juvenile questions # 1 and # 2, per PD-145. During this time, the attorney shall be present in person or by telephone. Once the juvenile answers the two questions, the attorney consultation is considered complete and the officer shall proceed based on the answers to the questions.
5. Officers shall document the attorney name and bar Identification number in their report



## **Secure Detention is currently prohibited in all police facilities**

### **Non -Secure Detention**

- **NON-SECURE DETENTION** means a minors freedom of movement is controlled by an officer.
- The minor is **under constant visual observation.**
- The minor is **not locked in a room or enclosure (door open).**
- The minor is **not physically secured to a cuffing rail or stationary object.**
  
- Juveniles placed in the detention cells are subject to the following conditions (from DP 3.08):
- The minor may not be detained longer than 6 hour and must be adequately supervised.
- The detention may only be for the purpose of investigating the case, facilitating the release of the minor, or arranging transfer to Juvenile Hall.
- The minor must be separated from adults. No sight or sound contact with adults.
- Males and females **shall not** be placed in the same locked room, unless under constant visual observation.
- The minor must be told how long the incarceration can last.
- **All officers shall enter the detainee's information on the Juvenile Log.**
- The following **shall** be made available to all minors held in temporary custody:
- Reasonable access to toilets, washing facilities and drinking water.
- A snack if the minor has not eaten within the last four (4) hours or is otherwise in need of nourishment.
- Privacy during visits with family, guardian and /or lawyer.

## WEAPONS STORAGE

As a courtesy procedure, Southern Division will temporarily store weapons for officers from other agencies or divisions while they are traveling into Mexico. The listed procedures should be followed when weapons are left at Southern Division.

An officer will place the weapon in one of the lockers on the north wall adjacent to the detention area. The key should be removed, attached to the owner's business card or other form of identification. The key and identification should be placed into the locked key box located on the north wall in the Sergeant's Office.

When the owner returns to claim the weapon, the key should be removed from the key box and the weapon returned. The key should be left in the lock for the locker.

During normal business hours, this can be done by the Officer assigned to the Front Counter. After hours, a supervisor should release weapons. If a supervisor is not available at the station, one should be called in from the field.

Under no circumstances should the weapon owner be provided with a key.

If a locker key is misplaced, a spare key is located in the sergeant's key box. The Service Area Lieutenant should be notified if the key is lost.

## FIRE EMERGENCIES

Notify the Fire Department at telephone number 911 and the Watch Commander at telephone number **(Redacted – record exempt)** of the type of fire and its location.

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

Attempt to extinguish small fires with available fire extinguishers.

- A supervisor or designate will conduct a roll call and account for all assigned personnel. When all personnel are accounted for, advise the Watch Commander.
- When relocating, check all doors for heat, by touch, before opening. Never open a door that is warm to the touch.

## **SHOTGUN PROCEDURES**

Southern Division SWAT Officers or an assigned senior patrol officer properly trained will be responsible for periodic cleaning and conducting inspections on divisional shotguns. Malfunctioning shotguns are to be turned over to the Department Range for repair.

### **Shotgun Safety**

Section 1.5 of the SDPD Policy and Procedures delineates the safety procedures to be followed when handling firearms. Each patrol officer is responsible for knowing and adhering to department safety procedures. All shotguns will be treated as if they were loaded. When removing the shotgun from the vehicle rack for loading at the beginning of shift, the officer will visually check the status of the shotgun by making sure the shotgun is on safe, then pulling the slide back to open the shotgun breech. The officer will look into the chamber and magazine to make sure that no shells are inside of the shotgun chamber or magazine tube. The officer will then physically inspect the chamber by inserting a finger into the portion of the barrel that is closest to the chamber. After confirming that the shotgun is unloaded, the officer will load the shotgun magazine with four shells and place the shotgun back into the proper shotgun rack. At the end of shift, the officer will properly unload the shotgun per department procedures and replace the shotgun in the vehicle rack. The five-point safety check is no longer necessary for patrol officers to perform. Division SWAT Officers or properly trained patrol officers as required will conduct this.

### **Shotgun Maintenance**

Divisional SWAT Officers or properly trained patrol officers are responsible for the cleanliness and maintenance of Southern Division shotguns. Section 1.5 of the SDPD Policy and Procedures details the cleaning schedule of department shotguns. Any patrol officer discovering a shotgun malfunction will write on an interoffice communication the officer's name, date and a description of the problem, then place the shotgun in the armory with the description attached to the shotgun. Division SWAT Officers or properly trained patrol officers will then take custody of the shotgun and transport it to the range for repair.

## **FLOODING TIJUANA RIVER VALLEY**

### **Problem**

In the past heavy rainfall has contributed to a significant rise in the water level throughout San Diego County Reservoirs. Many of these reservoirs feed into Rodriguez Dam located south of the border in Tijuana, Mexico. Once Rodriguez Dam fills to capacity, the flood gates will be opened releasing an excessive amount of water into the Tijuana River raising the water level. This event, in addition to the water already flowing due to the rain, will flood the Tijuana River Valley.

As a result, some residents south of the Tijuana River may be isolated due to roads being washed out or impassable due to mud and water. The flooding could require evacuating residents of the Tijuana River Valley. The San Diego Police Department will be responsible for establishing and coordinating Fire, Medical, River Rescue, and Police emergency services in the Tijuana River Valley.

Otay Reservoir feeds into the Otay River, which also runs through Southern Division between Palm Avenue and Main Street in the City of Chula Vista. It too can cause flooding, specifically the area of Hollister Street north of Palm Avenue in Palm City.

### **Background**

During the last twenty years, the City of San Diego has experienced heavy rainfall due to “El Nino” twice. In the early 1980’s, the entire river valley was under water due to the rains. Many structures and access roads were washed away. Hollister Street, Dairy Mart Road, and Saturn Blvd. Bridges collapsed. Emergency personnel had to be airlifted into the area by helicopter. Hollister Street and Dairy Mart Road bridges were rebuilt. This flood left the river bottom with heavy amount of silt, dirt, and debris that obstructed the normal water flow of the river.

In 1993, the City again experienced heavy rainfall. Rodriguez Dam was at capacity and opened one gate. The water level rose significantly and flooded the river valley. Again there was loss to property as well as livestock. Hollister Street and Dairy Mart Road Bridges were washed away causing no access to the area except by helicopter. Again Police and Fire personnel were airlifted into the area to provide emergency services to the isolated residents. Many undocumented persons drowned attempting to cross the river. The Fire Department, River Rescue, and the United States Coast Guard coordinated the rescue missions. The flooding in 1993 was declared a Federal Disaster.

Hollister Street north of Palm Avenue was also flooded. Several rescues had to be done because citizens moved the barricades and drove their vehicles into the river. The majority of the water runs into the San Diego Bay. There is usually no loss to property or life.

### **Philosophy**

The San Diego Police Department will assume command and responsibility to coordinate the efforts of City, County, State and Federal agencies assisting in flood operations. If flooding occurs in the Tijuana River Valley or throughout the San Ysidro area, the Police Department will provide increased police patrols in areas isolated by floodwater. To protect the citizens within the flooded area, ground units, as well as air support, will be utilized. In the event of power failures, traffic posts will be established at key intersections. To minimize losses and promote orderly evacuations where necessary, residents will be given advance warning of flooding conditions, if possible. Southern Division personnel will follow the Incident Command System as outlined in Department Policy 8.02.

## **Command Staff**

The Incident Commander should fill only those key positions that are required to complete the objectives of the incident action plan per Department Policy 8.02, VI, B.

The Incident Command Post for Phases One and Two will be staffed at Southern Division as follows:

|                             |  |
|-----------------------------|--|
| Incident Commander:         | Southern Division Patrol Lieutenant      |
| Liaison Officer:            | Southern Division Investigative Sergeant |
| Safety Officer:             | Southern Division Sergeant               |
| Legal Officer:              | City Attorney Liaison                    |
| Public Information Officer: | Department Public Information Officer    |

## **General Staff**

|                                   |                            |
|-----------------------------------|----------------------------|
| Planning & Intelligence Officer:  | Southern Division Sergeant |
| Operations Officer:               | Southern Division Sergeant |
| Logistics Officer:                | Southern Division Sergeant |
| Finance & Administration Officer: | Southern Division Sergeant |
| Staging Supervisor:               | Southern Division Sergeant |
| Scribe:                           | Southern Division Officer  |
| Red Cross Liaison Officer:        | Southern Division Officer  |

## **Escalating Phases**

### **Phase One:**

If rainfall occurs continually for twenty-four hours, the Southern Division Supervisor on duty for the Border District will be designated as the flood contingency supervisor. They will have Communications Division assign an incident number for the flooding. The supervisor will designate an officer(s) to check the flood affected areas in the Tijuana River Valley and the Otay River every hour. Officers will be directed to set up barricades on the flooded roadways. The officer(s) will also check the water level every hour in the levee at W-2 and will advise Communications as to the measurement. The levee can be accessed at Virginia Street and the North Levee Road.

If flooding occurs and it appears that Hollister Street access to the Tijuana River Valley will be closed, the supervisor on duty will do the following:

1. Notify the Southern Division Patrol Lieutenant
2. Notify Communications
3. Notify Critical Incident Management Unit (CIMU)

**Phase Two:**

Increased rainfall to the point where the water level in the levee begins to rise, the Border District Supervisor will initiate the following:

1. Notify the Southern Division Lieutenant and Captain.
2. Assign a sergeant and four officers south of the Tijuana River to assist with citizen notifications and possible evacuations if necessary. Officers will utilize the two four-wheel drive vehicles assigned to the command.
3. Establish a command post at the Southern Division Sub-Station located at 1120 27<sup>th</sup> Street.
4. Dairy Mart Road will be used exclusively to enter the river valley. Hollister Street will be closed at this point. An officer will be assigned to Hollister Street to monitor vehicles trying to gain access to the river valley.

Notify CIMU who will notify the Fire department and River Rescue. They will also notify the community liaison person of flooding conditions.

**Phase Three:**

If it appears that both Dairy Mart Road and Hollister Street will be lost due to flooding, an Incident Command Post (ICP) will be established at Montgomery-Lucky Waller Park, The Wing, located at 3020 Coronado Avenue. The ICP will be under the direction of the Southern Division Lieutenant.

The Mexican Liaison Unit will be notified to arrange access south of the river via Mexico. A squad of officers and a sergeant will be assigned south of the river. They will be transported by air support.

**Phase Four:**

In the event the flooding results in extensive property damage and death, the Southern Division Captain will assume command of the ICP. An evacuation center will be established at the South Bay Recreation Center located at Saturn Blvd and Coronado Avenue. United States Border Patrol personnel from the Imperial Beach Station will provide bus transportation if necessary.

An emergency shelter will be established by the American Red Cross at Southwest Junior High School located at 2700 Iris Avenue. One officer will be assigned to assist with coordinating the evacuation sites. The Red Cross will be notified if additional evacuation centers are needed.

**Phase Five:**

In the event of a catastrophic dam failure, it is estimated that the water flow will reach the area of Camiones Way within forty-nine minutes of failure. Within eighty-nine minutes, the water flow will reach the area of Southwest High School where it will split with one fork heading toward the Bay, the other flowing through the river valley towards the ocean.

## Phase Down:

At the conclusion of the incident, all personnel will report to the Command Post. Personnel will be secured as outlined in Department Procedures 8.2, Section VI, B and C.

### UNIQUE SITUATIONS - RELATING TO U.S./MEXICO BORDER

**Pursuits:** Per D.P. 1.03, VIII, E, Officers are prohibited from pursuing vehicles across the International Border into Mexico under any circumstances. Pursuits shall be terminated before reaching the Border. In order to terminate the pursuit safely before crossing the Border, the pursuit should be terminated before the last U.S. exit, (Siempre Viva for I-905 or Camino de la Plaza for I-5). The appropriate Border agencies will be notified by communications of any approaching pursuits. The agency initiating the pursuit will take custody of any 10-16's, process any evidence and vehicles. We will assist other agencies if requested. We generally do not pursue Port runners if we do get involved at the request of CBP and apprehend the runner, all occupants and vehicle will be turned over to CBP. If the vehicle is known to be a human load vehicle, we do not get involved!

Occasionally, we will be notified of an outside agency pursuing a vehicle in our area. For example, US Border Patrol was pursuing a vehicle on I-905 going the wrong way against traffic. Our protocol for incidents like this, where one agencies pursuit policy violates our own pursuit policy, is not to get involved in the pursuit, rather monitor. If you believe this pursuit is dangerous, please contact the **US Border Patrol watch commander at (619) 498-9900** and advise them it poses a danger to the community/other drivers on the road, etc and you would advise they terminate the pursuit.

|                               |                            |   |
|-------------------------------|----------------------------|---|
| Customs and Border Protection | Watch Commander San Ysidro | (619) 690-8888                            |
| Federal Protective Services   | Area Cmdr Mike Ward        | <b>(Redacted)<br/>record exempt)</b>      |
| California Highway Patrol     | Dispatch Center            | (858) 637-3800                            |
| United States Federal Police  | Dispatch Center            | (619) 557-5147                            |
| MTS/Trolley Police            | Dispatch Center            | (619) 595-4960                            |
| Paragon Systems Security      | Lieutenant O'Neil          | <b>(Redacted –<br/>Record<br/>exempt)</b> |

**Shootings:** D.P. 1.04 Use of Force and 1.05 Firearms Procedures covers use of deadly force. Be aware of the international border line and field of fire when operating in close proximity to the US/Mexico border.

Per Homicide Operations Manual III.A.7, SDPD Homicide investigates all intentional shootings at a person by officers from SDPD and other law enforcement agencies whether or not the person is struck, when the incident occurs within the City of San Diego. This includes all federal, state,

and local law enforcement officers.

The involved officer/agent should be placed with that agency's peer support until Homicide arrives. The agency that employs the involved officer/agent may conduct a parallel investigation. In the event a Federal Officer is involved in a shooting in our jurisdiction, or at/in the POE, we will lock down the scene as an OIS and take primary jurisdiction. Homicide will submit all completed investigations to the appropriate agency for review.



**Aircraft Emergencies:** Per D.P. 8.17, V, in the event of an aircraft crash within our division, personnel will assist Fire-Rescue personnel set up a safety perimeter, provide traffic and crowd control, and notify the Medical Examiner if necessary. Personnel will secure the scene until released by the F.A.A. and/or N.S.T.B.

**U.S./ Mexican Issues:** D.P. 4.14, establishes guidelines for taking police reports of violent crimes or public corruption from persons returning from Baja California North, Mexico including extortion, bribery, and theft by a public official, which includes police officers. Violent crimes including but not limited to rape, robbery, sexual assault, and assault with a deadly weapon. The crime code will be 990000ZZ and the crime location as 5969 Rail Court. If a Mexican Official, including police, is contacted as a victim or a suspect, notify a supervisor who in turn will notify the Watch commander.

Officers from other agencies en route to Mexico may use our gun lockers near the holding cells. Photocopy the identification card, notify a supervisor whom will place the key and copy of the identification card in the sergeant's key box.

**The Border Crossings:** SAN YSIDRO and OTAY MESA vehicular crossings – California Highway Patrol will handle all accidents, DUI'S, missing persons, runaway juveniles, crime reports/investigations on the freeway, within the CBP vehicle secondary inspection area and south of the primary inspection booths. We will recover all 10851's with a SDPD case number. CHP will recover all others.

SAN YSIDRO, VIRGINIA AVENUE and OTAY MESA Pedestrian crossings- We handle all at risk adult missing persons, missing person juveniles at risk or not.

**Federal Protective Service/ (FPS):** Federal Protective Service (888-302-7842) has primary law enforcement responsibility on federal property in and around the ports of entry. FPS has officers on duty and available at the ports during their normal business days and hours which are Monday through Friday 0600-1600. During off days and hours they are available on a call out basis. CBP should call FPS dispatch first for incidents occurring within the port and the new pedestrian bridge. FPS is responsible for 5150's, incidents, and crime cases that occur within federal property. However, it is possible that they will not be able to respond even during their working hours. Should this occur, SDPD will respond and handle the 5150, incident or crime case.

If an emergency is occurring within the port and it is reported to SDPD, we should respond to assure the public's safety. A determination of jurisdiction can be made once the emergency situation has been de-escalated.

Any assaults or batteries on federal officers (on-duty) at either port of entry or elsewhere is a federal crime per 18 USC Code 111. This crime must be handled by the Federal Protective Service, or the on-call ICE agent, or on-call FBI agent.

**Warrants:** CBP will handle all warrants that come across through the pedestrian and vehicle points of entry. If a subject has a warrant for homicide from any jurisdiction in the U.S., contact a supervisor who will contact the Homicide Unit.

**Border Patrol: Refer to DP 6.18 (February 14, 2019) for extensive changes.**

If we are requested to meet with a Border Patrol agent in the field, the responding officer should evaluate and request a supervisor if needed.

**California Highway Patrol:** California Highway Patrol will handle all accidents, DUI'S, crime reports/investigations, with the exception of rape, homicide, and OIS, on the freeway and south of the primary inspection booths. We will recover all 10851's with a SDPD case number. CHP will recover all others.

All auto thefts that occur in Mexico, CHP will handle. Advise the victim to make a report in Mexico first and get a case number, then contact the CHP. CHP handles everything on I-905. We handle everything on Otay Mesa Road.

**Chemical/Industrial Spills:** Per D.P. 8.16, Fire Department has primary scene command. SDPD will assist with establishing scene coordination, evacuations, and traffic control. Report all known information about chemicals involved to a supervisor who will in turn contact the Watch Commander, Area Lieutenant, and Captain.

**General Information:** Gang crimes, notify a Gang Supervisor. Document who and when contacted. Outside agency or government vehicle involved in a traffic collision, we will handle.

**CONSULT A SUPERVISOR PRIOR TO DEVIATING FROM THE GUIDELINES  
PRINTED ON THIS DOCUMENT**

**(Deleted – records of security)**