

WESTERN DIVISION OPERATIONS MANUAL



SAN DIEGO POLICE DEPARTMENT

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Chief of Police

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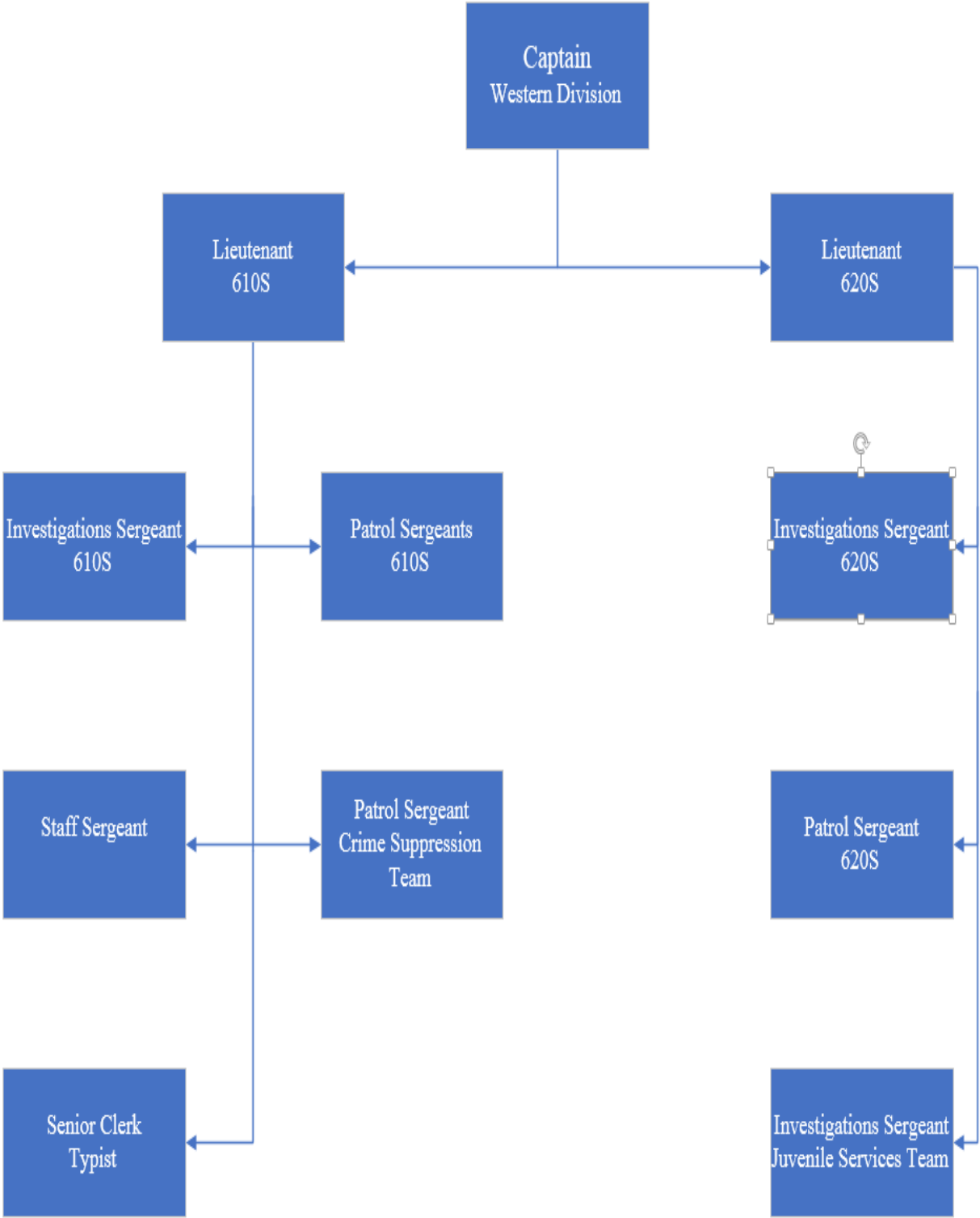
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MISSION STATEMENT WESTERN DIVISION

The employees of Western Division are committed to providing quality police service to the citizens who live or work within its borders and visitors to our area. The service shall be provided in a fair and friendly manner, keeping within the guidelines of the Department Vision, Value and Mission Statement. We will embrace the concept of Neighborhood Policing and Problem Solving and apply them in everything we do.

This Operations Manual is a living document. It is to be reviewed on an annual basis or whenever a significant change is made in Division operations. It will be the responsibility of the Staff Sergeant to review the manual every August, giving different sections to the appropriate units for review.

WESTERN DIVISION ORGANIZATIONAL CHART



DIVISION CAPTAIN Duties and Responsibilities

The Captain heads the Division and reports directly to the Assistant Chief of Patrol Operations. The Captain is responsible for all phases of day-to-day operations of the Division. They establish Operational Policies and set guidelines to support the Department's Mission.

Following are the duties of the Captain:

Supervise the work of the Service Area Lieutenants. Evaluate their performance and oversees career development.

Assign job responsibilities, set performance standards, and work priorities.

Ensure proper response to community needs and crime problems under the Neighborhood Policing philosophy and guidelines.

Establish direct communication with community leaders, including City Council representatives.

Appoint community members to serve on an Advisory Board to the Division.

Responsible for Strategic Planning and maintaining E.E.O. standards.

Promote problem solving at all levels and encourage community participation to maintain a strong partnership.

Coordinate the recruitment and expanded use of Volunteers in Policing (VIP's) and Retired Senior Volunteer Patrol (RSVP).

Conduct periodic supervisors' meetings and attend periodic patrol line-ups and detective briefings.

Participate in key community meetings and maintain liaison with area agencies.

Approve assignment changes and temporary assignments of personnel in specialized units within the Division.

Review personnel evaluations, citizens' complaints, discipline reports, pursuit forms, injury forms, transfer requests, and other administrative reports.

Conduct discipline review hearings, such as "Skelly" and other types of appeals.

Serve on or chair Department committees.

Manage Community Service Staff.

INVESTIGATIONS LIEUTENANT
(Currently collateral duty of Service Area Lieutenants at Western)
Duties and Responsibilities

The Investigations Lieutenant reports directly to the Division Captain.

Following are the duties of the Investigations Lieutenant:

Manage area station administration and command investigations.

Liaison with service area Lieutenants.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate Detective Sergeants and Senior Clerk Typist.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate implementation of problem-solving projects.

Prepare and coordinate staff reports, including quarterly reports and discipline reports.

Monitor personnel and equipment needs, recommend resource allocation, and provide annual budget documentation.

Identify training needs, coordinate In-Service Class assignments, and review application process for course attendance.

Assign tasks and supervise Citizen's Complaints, Route Slips, and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by supervisors and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspections Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Evaluate and recommend personnel for specialized assignments and promotions.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Participate in key community meetings.

Maintain liaison with the department's specialized investigative units, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards.

Promote a positive environment and reward system for excellent work, community involvement, and Neighborhood Policing efforts.

Oversee participation of Sergeants and Officers at certain community meetings.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports and staff work prepared by sergeants.

Manage Division Investigative Funds and Informant Files.

Liaise with Reserve Services, Volunteer Services, and Retired Senior Volunteer Patrol.

Assume on call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

SERVICE AREA LIEUTENANT Duties and Responsibilities

The Service Area Lieutenant reports directly to the Division Captain.

Following are the duties of the Service Area Lieutenants:

Manage daily operations of the Service Area.

Assume command at major incidents and prepare appropriate after-action reports.

Supervise and evaluate assigned Patrol/Specialized Unit Sergeants.

Provide guidelines and direction for the preparation of contingency plans.

Review and evaluate crime analysis publications, POP files, related statistical data, and facilitate problem solving to address area problems.

Preparation and coordination of staff reports including quarterly reports and discipline reports.

Monitor personnel and equipment needs and recommend resource allocation and provide annual budget documentation.

Prepare shift change schedule and monitor personnel staffing.

Identify training needs, coordinate In-Service Class assignments and review application process for course attendance.

Assign tasks and supervise citizens' complaints, Route Slips and Citizen Request Forms investigations and inquiries.

Review disciplinary packages and assist in administering formal and informal discipline.

Review evaluations prepared by Sergeants and review all appeals of evaluations submitted by subordinates.

Conduct inspections of personnel, files, and equipment designated in the Department Inspection Guide.

Establish interaction with community leaders and area school administrators to identify problem issues and implement solutions through partnership efforts.

Prepare termination packages of unsatisfactory employees.

Evaluate and recommend personnel for specialized assignments and promotions.

Promote a positive environment and reward system for excellent work, community involvement, and

Neighborhood Policing efforts.

Collect and evaluate strategic management information and make appropriate recommendations to the Division Captain.

Maintain liaison with the Department's specialized investigative units when appropriate, other city departments, community leaders, City Council representatives, area law enforcement agencies, D.A.'s Office, City Attorney's Office, private agencies, business groups, area committees and advisory boards. Oversee participation of Sergeants and Officers at certain community meetings.

Participate in key community meetings when necessary.

Complete staff assignments as directed by the Division Captain, review police equipment accident reports, injury reports, pursuit forms, and staff work prepared by sergeants.

Assume on-call responsibilities for Mobile Field Force activations and Field Duty Lieutenant assignments.

STAFF SERGEANT Duties and Responsibilities

The Staff Sergeant reports to the Investigations Lieutenant (or designated Service Area Lieutenant).

Following are the duties of the Staff Sergeant:

Supervise Front Counter personnel, coordinate tasks, scheduling and supervision of light-duty personnel.

Prepare notification for officers of Random Drug Testing dates. Maintain a file of completed forms.

Maintain a tracking system and log in and out all Citizen Complaint Investigations, Route Slips, Police Equipment Accidents.

Provide security for the station during normal business hours.

Monitor the use of the division bulletin boards, maintain equipment inventories and ensure their operability. Inventory items include shotguns, Tasers, vehicles and portable radios.

Arrange facility repairs, assigned equipment and order operational equipment and supplies as needed.

Maintain use/reservation logs for the meeting rooms and prisoner van.

Receive walk-in citizen complaints in the absence of the involved officer(s)' supervisor.

Review and update the Operations Manual every February.

Prepare reports as directed by the Commanding Officer and Investigations Lieutenant.

Conduct inspections according to Division and Department policies and procedures, i.e., radio, shotgun and citation sign-out logs and Field Operations Practices.

Oversee the day-to-day maintenance and cleaning of the substation.

Inspect the holding cell area to ascertain maintenance, cleanliness and safety. This inspection shall be done on a biweekly basis per Article 14. Section 1280 State Board of Corrections.

Oversee and track staffing levels of light duty and long-term disability personnel, as directed by the Assistant Chief of Operational Support.

Email a list of all personnel who are on light duty, long term disability status or military leave to the Medical Assistance Unit every Tuesday.

Administer petty cash expenditures as outlined in Department Procedure 1.22. Prepare a monthly "Petty Cash Report" and administer the Ride Along Program.

FRONT COUNTER OFFICER Duties and Responsibilities

The Western Division front counter is staffed by a uniformed Police Officer. PISO, VIP or RSVP personnel may assist the Front Counter Officer. Front Counter Officer reports directly to the Staff Sergeant.

Following are the duties of the Front Counter Officer:

Prepare police reports for citizens and other walk-in traffic.

Assist Clerical with incoming phone calls as needed.

Refer citizen complaints to the appropriate supervisor. (Obtain name and telephone number).

Refer victims who wish to report a vehicle stolen in Mexico (California plates) to the C.H.P.

Refer "Freeway" accident reports to the C.H.P.

Provide Repossessed Vehicle Release Receipts to citizens. (\$15.00 fee, cash only)

Maintain a logbook of Ride-Along assignments.

Direct walk-in traffic and route telephone inquiries to the appropriate person.

Provide proper and accurate information to all persons making inquiries in person or via telephone.

Assist with tasks designated by the Staff Sergeant.

Assist, when possible, in distributing incoming interdepartmental mail and U.S. Mail daily.

Maintain the flags flown from the flagpole. Raise and lower flags when appropriate.

Weekly, Admin Per Se forms and DL-310" forms are collected and forwarded to their respective locations. Admin Per Se labels are at the front counter and DL-310 forms are forwarded to MS 732-310.

ROUTE SLIPS

In order to maintain control of Route Slips, all Route Slips will be sent to the respective Service Area Lieutenant or Investigations Lieutenant who will enter them in the Division computer log, assign a due date, and distribute to the appropriate personnel for investigation.

When the investigation and reports are completed, the lieutenant will review the reports and assure they are complete and correct. They will then route them to the Captain for approval on or before the due date.

After receiving the Captain's approval and signature, the lieutenant will enter the date and disposition in the log and send completed reports to the appropriate office.

VOLUNTEER COORDINATOR Duties and Responsibilities

The Volunteer Services personnel serve as the Volunteer Coordinator.

Following are the duties associated with this role:

Maintain a roster of all volunteers assigned to the Division and monthly hours report, including status (active, inactive, separated, and transferred).

Submit monthly report to the Volunteer Services Unit.

Notify Volunteer Services when status of volunteer changes.

Keep Commanding Officer updated on status of the volunteers and volunteer program.

Provide information on the volunteer program to staff members who need it.

Identify jobs that could be performed by volunteers and advise Volunteer Services.

Attend periodic meetings held by the Volunteer Services Unit.

Keep Volunteer Services documentation current in the Division's Operational Manual.

Ensure new volunteers receive division orientation.

Ensure volunteers have a written job description, and a copy is maintained by the Division.

Ensure volunteers receive adequate training.

Ensure volunteers receive adequate recognition for their work.

Ensure annual driver's license inspection of volunteers is conducted.

RIDE ALONG COORDINATOR

The Front Counter officer oversees the Ride-Along Program and is the Ride-Along Coordinator.

The Ride-Along Coordinator will maintain a log of ride along requests, officers assigned and date of the ride.

Completed ride-along requests will be maintained in the ride-along binder in the Sergeant's office.

It is the responsibility of the Line-up Sergeant of each watch to check the binder for ride-along requests.

The assigned officers will return the completed ride-along form to the Ride-Along Coordinator.

Refer to Department Procedure 6.15 for further details.

PATROL SERGEANT Duties and Responsibilities

The Patrol Sergeant reports directly to a Service Area Lieutenant. Patrol Sergeants supervise the daily activity of Patrol Officers and other personnel in the field.

Coordinate squad activities with investigative personnel and other patrol squads in the Division.

Conduct meetings and briefings to identify crime trends and evaluate the status of POP projects.

Keep the Service Area Lieutenant informed of any significant field problems, community activities and staffing and personnel issues.

Make recommendations to the Service Area Lieutenant regarding work priorities and training needs.

Evaluate problem solving activities initiated by officers.

Review current crime statistics and Division incident logs.

Review POP projects, assist officers with problem solving efforts and approve project closures.

Recognize and commend officers for community involvement and for applying successful neighborhood policing tactics.

Maintain liaison with community groups and participate periodically in key community meetings.

Assist officers with career counseling and recommended training classes for career advancement.

Monitor and evaluate officer safety techniques.

Ensure service and return of Random Drug Tests assigned to their officers.

Oversee participation of patrol officers in community meetings.

Use VIP's and RSVP's where appropriate.

Make appropriate entries on the "Incident Log" regarding significant incidents.

Maintain liaison with the Watch Commander and request assistance from specialized units when necessary.

Manage overtime, monitor staffing and assign personnel accordingly.

Ensure timecards are complete, and approved prior to the payroll-closing period and submitted through ONE-SD.

Monitor radio traffic, including all vehicle pursuits, and evaluate field incidents.

Conduct squad conferences, issue subpoenas, review crime information, and obtain officer input during lineups.

Conduct personnel and equipment inspections.

Investigate CCF's, Route Slips, Citizen Request Forms, and prepare related reports.

Prepare performance evaluations.

Prepare disciplinary package when necessary and administer discipline.

Evaluate and recommend appropriate personnel for specialized assignments and promotions.

Complete staff assignments as directed by the Service Area lieutenant.

Investigate and prepare Police Equipment Accident Reports, Injury Reports and Vehicle Pursuit Forms. Inform the Staff Sergeant about the medical status of injured officers.

Provide oral and written expectations to field personnel regarding Department Vision, Values and Mission Statement, Diversity, POP, Neighborhood Policing, and daily patrol activities.

Review and approve requests for time off based on staffing needs. Document date and time when officer requests time off on the leave slip, and in the Electronic Red Book.

The Line-up Sergeant's shift starts 30 minutes prior to the beginning of line-up and ends 10 hours later.

Field and Late Report Sergeants work regular shift schedules.

The Late Report Sergeant is responsible for ensuring all Stop Card information is completed on the daily patrol schedule.

The Late Report Sergeant is responsible for ensuring all officers are accounted for at the end of each shift. The Late Report Sergeant is the only person to release people at the end of shift.

All Sergeants are responsible for ensuring officers do not return to the station or gas pumps more than 30 minutes prior to the end of their shift.

LINEUP SERGEANT Duties and Responsibilities

The Lineup Sergeant is responsible for ensuring minimum staffing levels are achieved during their assigned watch. When minimum staffing levels are not reached, it is the Lineup 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.

Check for new material in the Western electronic lineup program and present all information to patrol officers at lineup.

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

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

Ensure a primary Mobile Field Force (MFF) Sergeant and the appropriate number of officers (30%) are pre-designated MFF on the schedule. (Acting sergeants are not to be used as a designated MFF sergeant unless no other sergeant is available)

(Deleted – records of security)

Ensure Lojack cars and Carbines are properly fielded and designate 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.

Serve subpoenas at lineup and file the served subpoenas in the designated area.

Serve Random Drug Test notices and ensure compliance within four hours. Collect stamped notices at end-of-shift and give copy to Staff Sergeant.

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.

FTO SERGEANT Duties and Responsibilities

Supervisors from each service area will be selected to act as a Field Training Sergeants for each watch. FTO Status logs are maintained for each service area. They are located in the Sergeant's Office. FTO Sergeants are responsible for monitoring the board and ensuring the FTO's enter scheduled classes, vacation time, and T.O. time.

Review daily trainee evaluations and daily journals.

Evaluate FTO performance and prepare the FTO portion of annual evaluations.

Ensure that training and evaluating processes are consistent.

Monitor the FTO's T.O. and vacation time.

Conduct FTO meetings as necessary.

Review and submit daily and bi-weekly evaluations to the FTO Lieutenant.

Be a resource to the FTO.

Suggest appropriate training strategies.

Complete FTO task book.

FIELD EVIDENCE COORDINATOR (FET Sergeant)

A designated 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.

EQUIPMENT

The FET Sergeant will ensure FET officers maintain evidence supplies and equipment.

The FET Sergeant will ensure evidence equipment and vehicles are inventoried prior to each shift change.

An Agent or FET working first watch will be assigned to submit an evidence inventory report to the Field Evidence Technician Coordinator prior to each shift change.

FIELD EVIDENCE TECHNICIAN Duties and Responsibilities

FETs are specially trained in the use of the evidence kit. The FETs report directly to their Sergeants. A Patrol Sergeant will be designated as the "Field Evidence Technician" Coordinator. Patrol officers who have attended Field Evidence Technician, basic or advance schools (POST certified), will perform as Field Evidence Technicians as needed.

Respond to field incidents of crime or accident scenes, which require extensive evidence collection or advanced investigative techniques.

Provide training in such areas of Department policy, crime prevention, evidence collection and crime scene investigations.

FETs working first watch will maintain the evidence kits and evidence locker.

An FET working first watch will be assigned to submit an evidence inventory report to the Field Evidence Technician Coordinator prior to each shift change.

Conduct inspections of equipment in the evidence cars. Ensure that any equipment used during the previous shift is replaced.

POLICE OFFICER Duties and Responsibilities

Field officers will report to a sergeant and are assigned to patrol a designated service area. Officers will respond to calls for service and take appropriate enforcement action. Officers will employ problem solving techniques implementing neighborhood policing strategies, during uncommitted time.

Exercise self-discipline on pursuits.

Identify crime trends and initiate appropriate responses.

Develop community partnerships and encourage their assistance in problem solving.

Keep sergeants informed of any significant incidents and crime issues.

Dedicate "uncommitted time" to work on problem solving efforts.

Respond to radio calls and submit related written reports.

Provide testimony during court proceedings when needed.

Alert supervisors of possible citizen complaints.

Perform reactive and proactive enforcement in known crime areas to deter and prevent criminal activity.

Enforce city, state and traffic laws as required.

Educate citizens and the business community on crime prevention techniques.

Act as a Field Training Officer when selected for the position.

Carry out assignments delegated by a sergeant.

Seek knowledge of community leaders/groups and attend community meetings/forums in assigned service area.

Address traffic problems/issues in assigned service area and take appropriate action.

Share crime information and knowledge with other officers during lineups and on an individual basis to enhance teamwork, efficiency and safety.

Attend mandated training and quarterly Department qualifying shoots.

Officers requesting time off, either compensatory or vacation time, shall do so in writing through their supervisor. Staffing shall be checked, and the officer's name placed in the "Electronic Red Book" by a supervisor upon approval.

BEACH ENFORCEMENT TEAM Duties and Responsibilities

The Beach Enforcement Team is assigned to the 610's service area and reports to the Beach Enforcement Team Sergeant. Officers respond to Division wide issues, but primarily patrol the Ocean Beach area.

Officers monitor the radio and assist in handling radio calls when needed.

Officers receive training and are certified to operate the prisoner van, 4X4 beach wagon, bicycles and quads.

Officers work closely with the merchants in the 610's area and frequently attend the monthly Merchants Association meetings.

Officers utilize the bi-weekly S.T.A.T. reports for crime trends and direct their activities toward the problem areas.

Officers are frequently requested to assist the other service areas when events occur that require extra staffing.

Officers are expected to properly maintain and track the necessary maintenance for the bicycles, 4X4 and quads.

Officers are expected to develop a working relationship with other law enforcement units. (i.e. Narcotics Section, Parole, Probation, D.A.R.T., County Marshal's and the City and District Attorney)

Refer to the Beach Enforcement Team Operations Manual for additional information.

Maintain a liaison with the CRO in the service area and attend community meetings when requested.

CRIME SUPPRESSION TEAM Duties and Responsibilities

The Street Crimes Unit is staffed with up to six (6) Patrol Officers and a Sergeant. Officers may be utilized throughout the Division, as needed, to assist with series crime investigations or other special projects.

Monitor the radio and assist in handling calls when needed.

Reduce crime through aggressive street narcotics and general law enforcement (i.e. 11550 arrests and Parole & Probation searches.)

Prepare and submit felony arrest packages to the District Attorney's Office for prosecution.

Identify crime trends and initiate appropriate responses.

Maintain partnerships with patrol and investigative units, working closely with service area investigators to identify and apprehend suspects.

Maintain a liaison with the CRO and attend community meetings.

Maintain liaisons and network with other specialized units and law enforcement agencies (i.e. Narcotics, Gangs, Vice, Robbery, SIU, RATT, Probation and Parole).

Be available to provide training and assistance to other officers, in all service areas, with 11550/narcotic arrests and preparation of telephonic search warrants.

Assist in other service areas when events occur which require extra staffing or special skills.

Refer to the Crime Suppression Team Operations Manual for additional information.

POLICE INVESTIGATIVE SERVICE OFFICER I

Duties and Responsibilities

A Police Service Officer I performs the more routine community service and non-hazardous police functions and is assigned to a 3rd watch patrol sergeant. The primary function of the PISO is the enforcement of the OVO Program. The PISOs may also assist with the following:

Responds to requests for non-hazardous police services.

Takes reports of misdemeanors such as lost valuables, petty thefts, and malicious mischief when suspects are not immediately known.

Conducts searches for lost children and evidence.

Checks reports of health and safety hazards in the community.

Protects crime scenes from bystanders.

Transports seized, found, lost or abandoned property or evidence, non-injured accident victims, witnesses, victims of crimes, and police personnel.

Investigates minor traffic collisions and assists at vehicle collision scenes.

Reports observed crimes in progress that require immediate police attention.

Provides information to the public relative to community alert programs, crime prevention programs, and referral information to the appropriate social service agencies.

Conducts security checks of residences and businesses.

NEW OFFICER ORIENTATION

The Senior Clerk will forward the Attached memo to the supervisor of new employees assigned to our Division. With the memo, the supervisor will receive a copy of the New Officer Orientation Checklist. Once the Checklist has been completed, it will be retained in the employee's Divisional file.

NEW OFFICER ORIENTATION CHECKLIST (See the following 6 pages)

CITY OF SAN DIEGO

MEMORANDUM

DATE: (Current Date)
TO: -----, Sergeant
FROM: (Name), Staff Sergeant
SUBJECT: New Officer Orientation

Effective _____, Officer _____, #_____, will be assigned to Western Division. Please have them see the Staff Sergeant for issuance of keys (station, storefront, etc.) and for locker assignment. The Staff Sergeant will be available between 0600-1600, Monday through Thursday.

Attached is the "New Officer Orientation Checklist". Please ensure Officer ----- is given the courtesy of the orientation and introductions are made when possible.

(Staff Sergeant)

WESTERN DIVISION

New Officer Orientation Checklist

Newly Assigned Officer: _____ ID# _____

BADGE# _____ CDL# _____ EXP DATE _____

Orienting Sergeant: _____ ID# _____

PERSONNEL

ADMINISTRATION:

Location, and explanation of duties for:

- ___ Captain Introduction ___ Area Lieutenants (Introduction to their Lt.)
- ___ Staff Sergeant ___ Clerical Staff ___ TRU
- ___ Front Counter Staff ___ Volunteers (VIP, RSVP, Citizen Patrol)

INVESTIGATIONS:

Location, and explanation of duties for:

- ___ Investigations Sergeants (Introduction to their Service Area Inv. Sgt)
- ___ Investigators and support staff

PATROL:

Location, introduction and explanation of duties for:

- ___ Patrol Sergeants
- ___ Patrol Agents
- ___ Field Evidence Technicians

PROCEDURES:

- ___ **(Deleted – records of security)**
- ___ Long Distance telephone call logging procedure.
- ___ Overtime policy and submission procedure.
- ___ Interdepartmental mail, locations, use, and procedure.
- ___ U.S. Mail location, use, and procedure.
- ___ Master Schedule, location, and use.
- ___ Vacations and T.O. policy.
- ___ Sick call-in, procedure.
- ___ Line-up Book, location and use.
- ___ Citation sign out log, location and use.
- ___ Film sign-out, proper procedure.
- ___ Service Area maps, location and use.
- ___ Subpoena Log, location and use. (Sergeants)
- ___ FAX machine, location and use.
- ___ Copy machine, locations and use.
- ___ Document shredder, location and use.
- ___ Alpha-Mate paging system, location and use.
- ___ Lieutenant and Sergeant mail bins, location and use.
- ___ Key box, location and use. (Sergeants)
- ___ Community Room, location, reserving, and use.
- ___ Lost & Found, Department personnel property, location and use.
- ___ Ride-Along policy and procedure.
- ___ Investigative Call Out procedures.

PROPERTY

- ___ Property Room, location and proper use.
- ___ Property Room clerk, introduction and explanation of duties.
- ___ Bulk Storage, location and proper use.
- ___ Child safety seats, location and use.
- ___ Money impounds, location and proper use.
- ___ Fingerprint impounds, location and proper use.
- ___ Narcotic impounds, location and proper use.
- ___ Women's locker room, location and use. (Assist with locker assignment)
- ___ Building maintenance room, location and use.
- ___ Squad Line-up Room, location and use.
- ___ Area books, location and proper use.
- ___ Explanation of confidentiality of materials in Squad Room.
- ___ Investigative Supplementals, location and use.

- ___ Weight room, location and use.
- ___ Locker room, location and use. (Assist with locker assignment)

REPORT ROOM:

- ___ Report Forms, location and use.
- ___ Reports, approval, submission and routing.
- ___ Citation bins location
- ___ Incident Log procedures
- ___ Timecards, location and proper procedure.

- ___ Officers Mail bins, location and use.
- ___ Computer Resource room, location and use.

- ___ Portable radio sign-out, location, use, and repair procedures.
- ___ Portable radio batteries, location and use.
- ___ Pro-Net, hand held location and use.
- ___ Radar, location and use.
- ___ Shotgun(s), location, inspection and repair procedures.
- ___ Taser batteries, location and use.
- ___ Employee Lounge, location and use. (Keep clean)

- ___ Coffee machine, location and use.
- ___ Soda and candy machines, location and use.
- ___ Coffee Fund, explanation.
- ___ Patio Bar-B-Q, location and use.
- ___ Station bulletin board, location and use.

- ___ Beach Team, Bike Team and SCT location and explanation of duties.

PRISONERS:

- ___ Holding Cells, location and use.
- ___ Prisoner confinement log, location and use.
- ___ Juvenile arrest procedures.
- ___ Juvenile confinement log, location and use.
- ___ Juvenile Curfew arrest procedures.
- ___ Interview rooms, location and use.
- ___ Prisoner recording/listening device locations.

RESOURCES:

- ___ Requests for training schools and seminars, location and procedure.
- ___ Western Division Operations Manual, location and use.
- ___ California Peace Officer's Legal Source Book, location and use.
- ___ Penal Code, Vehicle Code, Municipal Code, location and use.
- ___ Preliminary Investigations Manual, location and use.
- ___ Training class manual
- ___ Detective Assignment log, location and use.
- ___ LAN System terminals, location and use.
- ___ LAN account number procedure.
- ___ SUN System.
- ___ ARJIS System.
- ___ County System.
- ___ CAD System terminal, location and use.
- ___ Computer printers, location and use.
- ___ Computer and copier paper refills, location and use.

VEHICLES/PARKING LOT:

- ___ Patrol vehicle parking spaces, location and use.
- ___ Personnel private parking spaces, location and use.
- ___ PISO vehicles, PEO scooter(s), garage vehicles, mobile command trailers, 4x4, prisoner van, location and use.
- ___ City vehicle car wash (OFFICIAL USE ONLY), location and use.
- ___ Handicapped parking spaces (PLACARD REQUIRED), location and use.
- ___ Sergeant patrol vehicle parking spaces, location and use.
- ___ Western Division Captain's and Lieutenants' parking spaces, location and use.
- ___ Investigation vehicles parking, location and use.
- ___ Prisoner parking, location and use.
- ___ Flare storage
- ___ Parking Permit Application (see Staff Sergeant)

WESTERN GARAGE:

- ___ Location, introduction and explanation of duties.
- ___ Vehicle repair procedures.
- ___ Vehicle gas pumps, location and use.
- ___ Parking for needing service, location and use.

OUTSIDE DIVISION

- ___ Peninsula Community Relations Office, introduction to staff and explanation of duties.
3750 Sports Arena Blvd # 3, San Diego, CA 92110 (619) 531-1540

EXPECTATIONS:

___ Station rules:

- No smoking at any time in any indoor police facility.
- Cleanup any mess you make.
- Department identification must be visible at all times.

EMPLOYEE PROVIDED WITH:

- ___ Station key/security combinations.
- ___ Vehicle key(s).
- ___ Locker marked with name, locker number given to Staff Sergeant.
- ___ Work schedule/squad line-up times.
- ___ Supervisor to report to.
- ___ Station address:
 - 5215 Gaines Street
 - San Diego, CA 92110
- ___ Station telephone numbers:
 - (619) 692-4800 (Public)
 - (Redacted – record exempt)**
 - Supervisor's direct line/voice mail

I have received the above orientation. This record will be retained in my Divisional File.

Officer's Signature

Date

**PSYCHIATRIC EMERGENCY RESPONSE TEAM
P.E.R.T.
Duties and Responsibilities**

To provide rapid response for mental health emergencies.

To provide de-escalation techniques and management of individuals displaying mentally disordered behavior.

Enabling the release of additional uniformed officers from scenarios involving mentally disordered persons, once the scene is secure.

Reduction of out-of-service time for uniformed officers on calls for mentally disordered persons.

(The PERT team may transport to mental health facilities without the escort of a second uniformed officer. If the situation dictates, however, the PERT officer may request back up from uniformed officers for the transport.)

PERT teams can transport to various facilities as client needs dictate. (PERT teams can transport patients to ANY appropriate mental health facility within San Diego County.)

To provide referral services.

To establish a collaborative working relationship between the San Diego Police Department and the Department of Mental Health.

PERT team referrals to County Mental Health will have admission priority.

If an individual does not qualify for commitment into a psychiatric emergency room or acute care facility, the PERT team will make reasonable efforts to find an appropriate disposition for the individual.

Handle calls from concerned citizens, businesses or family members for persons needing intervention/assessment for mentally disordered behavior who pose a minimal threat to the PERT team.

ACCESSING THE PERT TEAM

When Communications receives a call involving a mentally disordered person, the dispatcher shall dispatch uniformed officers as necessary to handle the situation. If the information received is sufficient to believe a PERT team should respond, the dispatcher may suggest PERT's involvement. If upon arrival the uniformed officer determines the person to qualify for PERT's assistance, or if the person is suspected of qualifying for a 5150 detention, the officer may request through dispatch that a PERT team respond.

PERT is no longer a solely divisional asset, rather one that is Citywide. PERT may also be required to respond to agencies outside of the City if the need arises.

COMMUNITY RELATIONS OFFICER Duties and Responsibilities

The Community Relations Officer reports to the Division Captain.

Coordinate liaison with Neighborhood Watch and Nextdoor Groups.

Provide community-based data to the Division Captain.

Coordinate training to assist uniformed officers.

Maintain liaison with the area Advisory Board.

Maintain liaison with community and business groups.

Residential and commercial security advisors.

Public and press information officers.

Liaison for community problems.

Area Command Coordinator for speaker requests.

Coordinator of the R.S.V.P. Program.

Coordinate training for the Citizens Patrol Program.

Accept citizen complaints.

Supervise and maintain their area Storefront.

For complete details of job assignment, see the Department issued Storefront Community Relations Officer Operations Manual.

NEIGHBORHOOD WATCH PROGRAM

The Community Relations Officer (CRO) will coordinate the Neighborhood Watch Program for the entire Division.

Requests for Neighborhood Watch Meetings will be handled in the following manner:

Any requests for meetings or information should be submitted on an interoffice memo and forwarded to the area storefront.

The CRO will contact the requesting party and set up a date and time for the meeting. The CRO will inquire as to the estimated attendance. If the meeting is to be in excess of 100 persons or if the CRO sees a need, they should contact the area Lieutenant.

The CRO will make out a Group Control Form and enter the information in the master log located on the LAN computer at Western Division.

The CRO will indicate in the master log that the meeting was handled. The Block Captain's name will be added to the Block Captain(s)' roster for the appropriate beat. This updated information is added to the Block Captain's list on the LAN system at Western Division.

**RETIRED SENIOR VOLUNTEER PROGRAM
(R.S.V.P)
Duties and Responsibilities**

The San Diego Police Department's Retired Senior Volunteer Program is committed to maintaining a spirit of cooperation and partnership with the community. The services provided by the Retired Senior Volunteer Patrol (RSVP) shall not consume public funds. Virtually all funding for operating RSVP is obtained through donations by local councils, citizens, businesses, foundations, service clubs and the like.

The objectives of the RSVP program are to provide an increased level of crime prevention programs, promote community awareness and acceptance of the RSVP program and provide additional resources to the SDPD area stations.

The RSVP Administrator reports to the Investigations Lieutenant (or designated Service Area Lieutenant).

- Vacation house security checks.
- "You Are Not Alone" (YANA)- shut-in checks.
- Drive-through problem areas.
- Business and citizen contacts.
- Walking patrol in shopping centers and schools.
- Financial institution and library security checks.
- Abandoned vehicle warning notices.
- Disabled parking citations.
- Deficiency reports.
- Recruiting.

NOTE: For additional information, refer to the RSVP Operations Manual, located in the RSVP Office.

**WESTERN DIVISION
Volunteers In Policing
(V.I.P.)**

Area Station V.I.P. - Assist area station by conducting follow up research, telephone calls to witnesses and victims, answering phones, filing and other office tasks.

Storefront V.I.P. - Help police staff in community relations office by answering phones, handling walk-in inquires, distributing information on police services.

Hours: Varies, depending on assignment

Location: Varies

Minimum Age: 18; Court Referrals: No

Volunteers must pass a Police Background check. (No persons with felony or misdemeanor convictions accepted)

CITIZENS' PATROL

Citizens' Patrols are groups of community volunteers working within specific, neighborhood-based, geographic boundaries. They assist the Police Department by driving through designated areas to observe possible criminal activity. By being an extra set of "eyes and ears", Citizens' Patrols can assist in the deterrence of crime in their communities.

The San Diego Police Department's Office of Volunteer Services is responsible for the formulation of policies and procedures governing Department-wide interactions with Citizens' Patrol groups. Citizens' Patrols are community sponsored organizations and are not considered part of the Police Department's formal volunteer program, Volunteers in Policing (V.I.P.).

A police officer at each Area Command will be designated by the area Captain to act as a liaison with the recognized Citizens' Patrol. Western Division has designated the Community Relations Officer and the second watch 620 Patrol Sergeants as the liaison with Citizens' Patrol.

DETECTIVE SERGEANT Duties and Responsibilities

Reports directly to the Investigations Lieutenant. Supervises detectives assigned to a service area.

Sergeants are responsible for the following:

- Assign incoming reports for follow-up through the (NetRMS) electronic report system.
- Serve as the contact person for patrol supervisors requesting an investigator for call out to an incident.
- Conduct periodic case biopsies and review written work of investigators to ensure all reports are complete, accurate and factual.
- Apprise the Captain and Lieutenants of crime problems and incidents affecting the Division.
- Assure detectives are properly prepared to perform their duties. This applies to attire, equipment, mental attitude and training.
- Promote teamwork among detectives, patrol officers and other Division staff for effective crime fighting.
- Coordinate proper staffing to avoid unnecessary use of overtime.
- Serve as a liaison to the District Attorney's Office.
- Assign and track C.R.E.'s from the District Attorney's Office and the City Attorney.
- Supervise Investigative Aides.
- Conduct Division investigations briefings as needed.
- Support the concepts of Neighborhood Policing and Problem Solving.
- Manage Investigator standby callback availability
- Manage investigative vehicle assignments.

DETECTIVE Duties and Responsibilities

Western Division Detectives report to a Detective Sergeant. Detectives investigate general crimes in their service areas. Their duties include the following:

Review assigned crime and arrest reports for completeness and accuracy.

Conduct follow-up investigations in accordance with the Investigative Procedures and Inspections Manual, and other established Policies and Procedures.

Conduct background investigations on victims, witnesses and suspects.

Conduct interviews of witnesses, victims and interrogations of suspects.

Conduct live lineups and show photo line-ups when necessary.

Evaluate impounded physical evidence.

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.

Disseminate suspect information to patrol and other investigative personnel.

Release impounded property (when no longer needed as evidence).

Provide testimony during court proceedings.

Address crime issues, long and short term, affecting their assigned Service Areas.

Keep current on community issues in their assigned Service Areas and assist in enhancing community relations whenever possible.

Include the concepts of Neighborhood Policing and Problem Solving in all investigations.

Accept standby call-back duty as assigned.

Conduct other duties as assigned.

Take Home Vehicle Policy for Investigators/Detectives

On-call duty is generally served for approximately two weeks at a time.

The Detective Sergeant shall determine whether the Detective Sergeant, 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:

III. PROCEDURES:

A. 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. 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.

Juvenile Services Team (JST) Duties and Responsibilities

The Juvenile Service Team (JST) consists of a Detective Sergeant, two Juvenile Investigators and three Juvenile Service Officers. The Juvenile Service Team has responsibility for juvenile related follow-up, enforcement, early intervention and prevention for the Command.

The sergeant is the team leader and evaluates the team's programs, work, and interaction with the community. The team works with other personnel to form partnerships in the community and helps with problem solving efforts.

The JST Sergeant works with City, County and State organizations that deal with juvenile crime and programs that affect youths.

Juvenile Services Team Detective Sergeant Duties and Responsibilities

The Juvenile Service Team Sergeant is a Detective position that also supervises a uniformed component to handle school and juvenile related crime problems within Western Division.

The sergeant works with the other service area sergeants to assure that arrest, crime cases and other investigations are assigned and canceled appropriately. This includes the proper handling of run-aways, diversion programs, crime cases and arrests.

The JST Sergeant is also responsible to monitor the activities of the school resource officers. These duties include serving as a resource for the patrol officers. The sergeant monitors and directs activities impacting juveniles and the community. These typically include:

- Day Time Loitering Sweeps
- Curfew Sweeps
- Traffic problems at schools and parks
- Neighborhood problems that are caused by juveniles

The sergeant will assure contingency plans and incident reports are prepared. The sergeant will also monitor all reports from JST personnel.

The sergeant works with the Juvenile Administration Division to assure that training and programs are handled in accordance with Policies and Procedures of the Department. The sergeant or their designee will meet once month the Juvenile Administration staff to review Department-wide programs. The sergeant will also prepare a monthly recap of the Team's activity. This recap is currently in an Access file located on the LAN system.

Juvenile Service Team Detective Duties and Responsibilities

Juvenile Detectives report directly to the JST Sergeant. Juvenile Detectives evaluate crimes committed by juvenile offenders. Detectives work with the patrol officers to better address juvenile related crimes in the different service areas.

Juvenile Detectives verify all juvenile crimes assigned for follow-up investigation. They process all juvenile arrest cases by interviewing victims, witnesses, and suspects in crimes involving juveniles. Detectives conduct computer follow-ups on crimes involving juveniles and prepare cases for prosecution.

Detectives maintain liaison with other agencies and juvenile units from throughout the City and County. They work closely with Juvenile Service Officers assigned to the Juvenile Services Team (JST). Detectives attend School Attendance Review Board, (S.A.R.B.) meetings for the school districts.

Juvenile Services Team Officer Duties and Responsibilities

SCHOOL SAFETY PROGRAM

The Juvenile Service Officer reports to the Juvenile Services Team Sergeant.

The Juvenile Service Officer is to be a resource for patrol, School Police and the school staff. During the school year the officer will be available to assist the Command's patrol function by handling juvenile related issues such as:

- Liaison with primary and secondary schools
- Daytime loitering issues
- Truancy issues
- Teaching ESSP
- Working with Probation on juveniles who are identified as at risk
- Resource to Detectives
- Work traffic related problems around schools

When staffing permits the JST Officers teach the students the current Elementary School Safety Program curriculum, (ESSP). The JST Officer maintains a liaison with the school administrators and teachers and provides information to the staff, students, and parents concerning firearm safety, drug abuse, pedestrian safety, bicycle safety, gangs, treating people fairly, and Internet safety.

The JST Officer administers the School Safety Patrol program, (SSP) and trains the participants at the participating elementary schools. The officer meets with their school patrols and the on-site coordinator weekly, to review the safety of the program and provide updates.

The JST Officer enforces the law on and around Middle School and High School campuses. The officer acts as a liaison to the school administration and staff daily. JST Officers investigate crimes, apprehend truants, arrest daytime loiterers and conduct field interviews of school-aged youth.

Known Offender Program (KOP) Coordinator

The primary responsibilities of the Known Offender Program Coordinator are as follow:

Organize Regional Realignment Response Groups (R3G) related AB-109 probation sweeps

- Select patrol teams including for sweeps
- Select Probation officers
- Select Probation targets
- Create Operational Plans

Maintain Liaison between patrol and investigations

- Know and understand crime trends and series related offenses in Western Division
- Pass on pertinent information to Patrol staff
- Nuisance properties – Aim at closing problem houses utilizing Drug Abatement, Narcotics Detectives (Team 2), City Attorney’s Office, Code Compliance.

Conduct Proactive Patrol

- Locate and target known offenders in Western through self-initiated proactive patrol contacts.
- Establish contacts with Parole and Probation Officers for enforcement. Example: GPS Parole officers call me directly for wanted parolees in our area requesting assistance in making arrests.
- Locate new drug houses and crime trends to proactively shut down utilizing CST / Narcotics Street teams.
- Maintain relationships with MTS and organize Trolley sweeps to address criminal activity countywide.

RESOURCES

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>BEAT</u>	<u>YorT</u>
610 Service Areas			
Barnard Elementary	2930 Barnard St.	613	(T)(619) 224-3306
Cabrillo Elementary	3120 Talbot St.	615	(T)(619) 223-7154
Correia Middle	4302 Valeta St.	613	(T)(619) 222-0476
Dana (5 th /6 th)	1775 Chatsworth Blvd.	612	(T)(619) 223-1300
Dewey Elementary	3251 Rosecrans Pl.	611	(T)(619) 222-6808
High Tech High	2861 Womble Rd.	615	(T)(619) 243-5000
Loma Portal Elementary	3341 Browning St.	614	(T)(619) 223-1683
Ocean Beach Elementary	4741 Santa Monica Ave.	613	(T)(619) 223-1631
Point Loma High	2335 Chatsworth Blvd.	613	(T)(619) 223-3121
Sacred Heart	4895 Saratoga Ave.	614	(T)(619) 222-7252
St. Charles Borromeo Acad.	2808 Cadiz St.	611	(T)(619) 223-8271
Silver Gate Elementary	1499 Venice St.	613	(T)(619) 222-1139
Sunset View Elementary	4365 Hill St.	618	(T)(619) 223-7156
High Tech Middle School	2861 Womble Road	615	(T)(619) 814-5060
Warren Walker	4605 Point Loma Ave.	618	(T)(619) 223-3663
620 Service Areas			
Birney Elementary	4345 Campus Ave.	627	(T)(619) 293-4400
Chesterton Elementary	7335 Wheatley St.	621	(T)(858) 496-8070
Florence Elementary	3914 1 st Ave.	621	(T)(619) 293-4440
Francis W. Parker (Lower)	4201 Randolph St.	626	(T)(858) 571-7800
Francis W. Parker (Middle/Upper)	6501 Linda Vista Rd.	621	(T)(858) 569-7900
Grant School	1425 Washington Pl.	626	(T)(619) 293-4420
Holy Family	1945 Coolidge St.	621	(T)(858) 277-0222
Kearny High School	7651 Wellington St.	621	(T)(858) 496-8370
Kit Carson Elementary	6905 Kramer St.	622	(T)(858) 496-8060
Linda Vista Elementary	2772 Ulric St.	621	(T)(858) 496-8196
Montgomery Middle	2470 Ulric St.	621	(T)(858) 496-8330
Montessori School of San Diego	1323 W. Spruce St.	626	(T)(619) 295-7591
New Alternatives	4309 3 rd Ave.	627	(T)(619) 692-0777
Twain High	6402 Linda Vista Rd.	621	(T)(858) 496-8260
St. Vincent's	4061 Ibis St.	626	(T)(619) 299-3880

INVESTIGATIVE AIDE Duties and Responsibilities

The Investigative Aide reports directly to an Investigative Sergeant. The Investigative Aide's main responsibilities are to review and analyze misdemeanor arrest reports and citations prior to being forwarded to the City Attorney for prosecution.

Perform investigations to enhance misdemeanor cases that have a high solvability factor, and do not require field follow-up or face-to-face contact with suspects.

Cancel misdemeanor crime cases.

Check petty theft suspects for prior convictions.

Obtain booking numbers.

Conduct computer checks of found property for possible matching cases.

Log and maintain property tag logs.

Review misdemeanor citations for accuracy before being sent to the City Attorney's Office.

Review and enhance misdemeanor cases without suspect information.

Prepare composites.

Prepare photo line-ups.

Release of found property and evidence.

Conduct computer follow-ups to enhance cases.

Process all 11550 H&S cases.

Maintain current arrest logs.

Testify in court.

DIVISION PROPERTY CLERK Duties and Responsibilities

The property clerk receives, processes and stores impounded property and evidence delivered to the Division Property Room.

Receives, records and stores various types of property that has been recovered, found, or turned in as evidence.

Maintains files and records regarding in-custody property and its disposition.

Releases property to rightful owners in accordance with Department policy.

Maintains chain of custody records of evidence and may testify in court concerning chain of custody records.

Verifies that impound tags correspond to evidence stored.

Determines appropriate methods of storage.

Assists in identifying property for disposal and assists in the disposal of property.

Transports property impounds to HQ Property Room.

Ensures property is impounded per Department Policies and Procedures and corrects discrepancies.

Stocks and maintains supplies for Western Division.

Other duties as listed in the Property Section Operations Manual.

CLERICAL - SENIOR TYPIST Duties and Responsibilities

The Senior Typist works directly for the Investigations Lieutenant (or designated Service Area Lieutenant).

Following are the duties of the Senior Clerk:

Supervision of clerical staff and assignment of clerical tasks.

Training, assessing and reviewing employee performance.

Handling of sensitive and/or confidential material.

Delegate typing to Word Processing Operator. The WPO maintains a log on all requests for typing: requestor, type of work to be done, due date and any other pertinent information.

Development of new policies and procedures for the clerical staff.

Maintain an adequate inventory of forms, materials and supplies.

Prepare the vacation schedule, disseminate it to Lieutenants, and type the final schedule in LAN. Distribute a completed copy to each lieutenant, put one in the C-file, one in the back of the T.O. book, and file the original.

Maintain station resources and records:

Department Procedures, Training Bulletins, Legal Training Information, Division correspondence, Announcements, Orders, and divisional files.

Act as liaison with Data Systems to ensure proper operation of the LAN system, report printer problems. Assist Division with requesting and setting up voice mail. Report problems relating to telephone, voice mail, overhead paging system, and other office equipment.

Ensure supervisors are provided with the "New Officer Orientation Checklist" (with cover memo attached) when new employees are assigned to Western Division.

Responsible for issuing station, storefront, and evidence room keys to officers; logging and tracking of keys.

Track and forward employee evaluations for the command.

MASTER SCHEDULES DAILY WORK SHEETS

The Master Schedule is intended as a permanent, accurate and easy-to-read record of the Division assignments. The information is needed to prepare staffing surveys and numerous investigations. The line-up sergeant is responsible for documenting officers' activities on the daily schedule, ensuring it is accurate and complete. If the sergeant is not going to be present to hold line-up, they will be responsible to make sure someone on the squad knows how to complete the Master Schedule.

The area of most concern and most frequent error is when a special detail (11-86) is involved. When an officer is on a special detail, the entry should say 11-86 in the assignment column. There should be some brief explanation of the 11-86, such as Traffic, Training, POP, etc. The explanation can usually be written next to the training codes, but if more room is needed the blank area below the squad can be used. Another area of confusion is in the status column. This should be used when the officer is not working for some reason, such as sick, vacation, day off, etc. The entries in this column should be made in the same manner as the entries on the time sheet:

Regular Day Off	DO
Holiday with Pay	H
Sick Leave with Pay	S
Compensatory Time Off	TO
Injury with Pay	D
Vacation with Pay	V
Military Leave with Pay	ML
Long Term Disability	LT
Floating Holiday with Pay	F
Discretionary Leave with Pay	DL
Absent without Pay	A
Jury Duty	CL
Worker's Compensation	C
Unauthorized Leave w/o Pay	K
Light Duty Officer	LDO

The Master Schedule is used to complete the weekly time sheet. It is filed for six months, and then stored in Senior Clerk Typist's office to be retained for three years.

WORD PROCESSING OPERATOR/PAYROLL CLERK

Duties and Responsibilities

The Word Processor Operator/Payroll Clerk reports directly to the Senior Clerk/Typist.

Uses Microsoft Word in the LAN PC to type a variety of reports. These include confidential reports, memos, and other correspondence as well as D.A. follow-ups and investigators' reports.

Processes daily payroll documents that include time sheets, daily master schedules, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules.)

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine).

Assists with other clerical support duties as required.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Manage repossession fees and prepare bank deposits. Once monies are deposited, prepare DCR (Daily Cash Receipt) for City Treasurers Office and forward paperwork as required.

Uses the LAN PC to type a variety of reports, including confidential reports, memos, and other correspondence.

Updates Division staffing report at shift change, using Excel. Coordinates with Lieutenants, Staff Sergeant and Payroll Clerk to ensure information is accurate.

Processes daily payroll documents which include time sheets, bi-weekly FTO lists, payroll checklist, compiling and reviewing leave slips and labor cards. Also, prepares transmittals to track personnel changes (transfers, resignations, etc.) as needed. Forwards all necessary paperwork to Payroll Unit. (See Ops Manual sections on Payroll and Master Schedules)

OCA for Senior Clerk Typist as required.

PAYROLL/TIMECARDS

Timecards are often submitted incomplete or with errors. Individual employees are ultimately responsible for the accuracy and timely completion of their own timecards. **Supervisors** are expected to check them for accuracy prior to approving them.

Timecards, which contain any error, can be returned to the employee. The employee will only receive credit for the basic 80 hours if overtime requests are not submitted by Thursday following the end of the pay period. "Carry-over overtime" is no longer permitted. If the overtime slip is not received on time, a memo prepared by the payroll clerk and signed by the Captain is required for the employee to receive credit/pay. There is no guarantee it will be on the following paycheck.

Payroll will check overtime slips against timecards to determine if the account numbers listed on the timecard are correct.

Inaccurate reporting of employee status: Daily time sheets are often inaccurate because supervisors do not accurately report the status of employees working for them. It is important that supervisors notify divisional payroll clerks of TO's, vacation days, sick leave, etc. Extreme care must be taken when determining what type of leave an employee is going to use before reporting it. The divisional payroll clerk is taking a proactive approach to solving these problems. Leave slips are checked against the time sheet daily. If there is a discrepancy, a notice is given to the officer stating the contradiction. The employee should respond to the payroll clerk as soon as they receive the notice. Generally, the error can be corrected before it reaches the Payroll office.

Request of Leave Time

Sworn personnel requesting time off shall submit their leave requests to their immediate supervisor. Compensatory Time may be denied if not requested at least seven (7) calendar days before the requested day off. Vacation day requests more than an employee's regularly scheduled annual vacation are solely at the discretion of the Department. Do not change compensatory time to vacation time after the fact.

Upon approval of leave time, supervisors will be responsible to record the type of leave into the Electronic Red Book. Each entry into the book will require a supervisor's approval. Only supervisors or officers acting as a supervisor in an O.C.A. capacity will be authorized to make entries into the book. Entries will be made only after a supervisor has received a leave slip from the personnel requesting leave time. It is the supervisor's responsibility to check the Division's Vacation and Compensatory Leave Time Report to ensure the personnel requesting leave have accrued sufficient time. Leave slips will be turned in to the Payroll Clerk immediately.

Out of Class Assignments

OCA forms should be submitted no later than the first day worked in cases of scheduled leave (vacations, TO's, school), and no later than the last day worked in cases of unscheduled leave (sick leave, injury). Copies of late OCA's will be returned to the Commanding Officer. See Department Order 95-35 for details regarding tracking time during the fiscal year; 176 regular (non-overtime) OCA hours to be eligible for compensation at the higher rate of pay. The tracking log, along with the pink copy of OCA form that initiates the pay, should be forwarded to Payroll once approved by the Commanding Officer. Thereafter, only the pink copies need to be sent to Payroll. **If the OCA continues into the new fiscal year, the officer will continue to be paid for working OCA until the end of their OCA assignment. Any additional OCA time worked that fiscal year would take into**

account the hours already worked as part of the total number of hours required. (This may be subject to change in the future.)

Work Schedules:

The work schedule is prepared on a weekly basis. The schedule is prepared the Thursday before the following week and put in the Master Schedule book in the sergeants' office. The payroll clerk only circles days off and any other activity is recorded by the line-up sergeant on that day. The sergeant, using the T.O. book and being present at line-up, ensures the work schedule accurately reflects that day's activities. This provides an accurate tool for the Division's payroll clerk to complete the time sheet for the Payroll Unit.

Posting Payroll

1. Post time off on the biweekly time sheet synopsis. This must be done daily. The completed original is sent to Payroll with the timecards. Prior to sending the synopsis to Payroll, a copy is made for the division file.
2. Leave slips are forwarded to the Payroll Unit daily (as they are received for that pay period). The synopsis has a separate column for leave slip entries; the date the slip is given to the payroll clerk is entered here. Leave slips submitted early, for future pay periods, are maintained by the division payroll clerk. Copies of the leave slips are made and filed for approximately three pay periods, then shredded.

Daily Time Sheet Correction

This form must be prepared when there is a change to the time sheet that has already been sent to Payroll.

Forward the original to Payroll and maintain a copy in the Division file.

CLERICAL ASSISTANT II Duties and Responsibilities

Clerical Assistant II – Subpoena Clerk

The Clerical Assistant II reports directly to the Senior Clerk/Typist.

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in NetRMS, CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, fax machine). Ensures copiers are maintained, checks paper levels and adds toner as needed.

Assists with opening and distributing incoming mail.

Serves as back-up for the following:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel in accordance with current distribution list.

Retrieve, process, and file subpoenas daily; place in appropriate Patrol watch folders.

Assists with other clerical support duties when necessary.

SUBPOENA SERVICE

The proper and timely processing of subpoenas is an important supervisory responsibility that we all share. Timely subpoena service promotes efficiency in the prosecution of criminals, allows supervisors to anticipate fluctuations in staffing, and allows the subpoenaed officer(s) adequate advance notice to adjust their personal schedules.

Failure to properly process subpoenas is both inexcusable and costly in terms of wasted resources and employee morale.

For these reasons, the following procedures for processing subpoenas are in effect:

Upon receiving the subpoena, the subpoena will be logged in, and placed in the appropriate watch subpoena bin (see exceptions for short notice subpoenas). Subpoenas will be distributed as follows:

First Watch - Second Watch - Third Watch - SCU- C Squad - B.E.T.

The subpoena bin for the patrol watches is in the patrol sergeants' office.

Supervisors and acting supervisors will check the mail bins daily to ensure that subpoenas are promptly served. Whenever an acting sergeant or any non-supervisory officer conducts line-up, it will be the responsibility of an on-duty supervisor (report sergeant, lieutenant, etc.) to ascertain that these procedures have been complied with.

The subpoena clerk will keep a log of each subpoena received at the Division. The subpoena is logged by various codes used in the electronic subpoena system.

Each supervisor is to sign, including ID number, and date the proof of service part of the subpoena. The subpoenaed officer is to sign, including ID number, and date the same half of the subpoena, in the comments section of the subpoena. Tear the subpoena in half and return the signed half to the subpoena clerk. The subpoenaed officer keeps the other half for their records as a reminder of when they are due to appear in court. The returned copy is entered into the DA subpoena electronic service system, and then sent to the appropriate court (M.S. 721B or Traffic court at KM036). **NO COPY OF THE SUBPOENA IS KEPT AT THE DIVISION.**

All manual subpoenas are handled in a similar manner to the electronic subpoena. They are received by the subpoena clerk, (usually two copies of the subpoena), then logged in the subpoena log with an "M" (manual) notation, including all other subpoena information and distributed to the appropriate folder for serving. One complete copy of the signed subpoena is returned to the subpoena clerk for final processing and then returned to the appropriate court.

When a subpoena is returned, the subpoena clerk will note the date served log it in the electronic logbook.

A subpoena arriving prior to an employee's scheduled vacation or compensatory leave will be served. The supervisor or the officer (with his immediate supervisor's approval) may then contact the prosecutor and seek release from the appearance. A court excusal form is completed and mailed to M.S. 721B, or if less than ten days' notice, the excusal should be faxed. A copy of this excusal form is given to the subpoena clerk for notation in the electronic log.

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 an "Officer's Declaration for Continuance" form and returning the subpoena to the subpoena clerk for processing.

Civil and other non-criminal subpoenas, i.e., depositions and civil litigation relating to the officer's duties, are forwarded, along with the Cost Recovery Form, to the civil subpoena clerk, Fiscal Management, M.S. 715, after the officer appears in court.

All criminal, civil, and Civil Service Commission subpoenas will generally be accepted for service by the Department or command/unit subpoena clerk, if received a minimum of five court days prior to the court appearance date. **Officers may be individually served up to the date of appearance and are not to refuse service because of short notice.** Civil subpoenas served at the front counter should have the Cost Recovery Form attached. If one is not attached, the person delivering the subpoena will be directed to Fiscal Management, HQ, 7th floor, to pay necessary fees before the subpoena is accepted at the command. Commands will cooperate by accepting subpoenas for employees they reasonably know are available for service. This includes subpoenas from the Marshal's Office, process servers, and other agencies (DMV, Parole, etc.). For further information refer to Department Procedure 1.11, Procedures for Court and Subpoenas.

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 possible. This is a courtesy to the prosecution, but at the same time it must be remembered that this is our case and we have a vested interest in its eventual outcome.

Forward Trial by Declarations to officers after entering in the tracking log; mail to court when received from officer.

Retrieve, process, and file subpoenas daily; place in appropriate watch folders. Maintain subpoena file electronically.

CLERICAL ASSISTANT II /CASELOAD MANAGEMENT Duties and Responsibilities

The Clerical Assistant II reports directly to the Senior Clerk/Typist.

Following are the duties of the CA-II:

Retrieves Department Announcements, Orders, etc. from LAN and record on tracking log; copies and distributes to personnel via e-mail in accordance with current distribution list.

Answers inquiries over the telephone regarding crime cases and incidents, along with general information on Department policies and procedures. Researches incidents in CAD, ARJIS, and County systems to help assist citizens and refer them to detectives.

Operates a variety of office equipment (i.e., copier machines, transcribers, fax machine).

Assists with opening and distributing incoming mail.

Assists with other clerical support duties as necessary.

Serves as back-up for the following:

OCA for Senior Clerk as required/needed.

Retrieve, process, and file subpoenas daily; place in appropriate watch folders.

Prepares Daily Master Schedules

STATION GUIDELINES

GENERAL

Visible identification will be required at all times except for the public lobby and public conference room. All citizens will be required to sign-in at the front counter and will be immediately escorted by Western personnel while in the station. Ride-A-Longs are not to attend roll calls and will wait in the public lobby until escorted by an officer.

There will be no smoking except in designated areas.

All personnel are responsible for maintaining the station in a neat and clean condition. We all need to maintain a sense of pride in keeping a clean work environment.

WORK AREA

Work areas should be kept neat and clean.

All citizens being interviewed will be escorted to the interview rooms provided. No interviews are to be conducted in the office area.

Prisoners needing to use the bathroom facilities will be escorted by an officer to the Front Lobby to use those bathrooms.

LOCKER ROOMS

Doors leading into the locker rooms will be kept closed and not propped open.

Names and Identification numbers 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 impounded.

COMPUTERS

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 personnel during normal business hours.

The computer terminals in the Resource Room and in the Holding Cell area are to be used for records and warrants checks. Refer to the Department Procedure for additional information.

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 (should check in fifteen minutes before the end of shift).

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.

(Deleted – records of security)

EXERCISE ROOM AND EQUIPMENT

The exercise room and equipment within Departmental facilities are provided for the benefit of Department employees to maintain their fitness. This equipment may only be used during the employees' off duty, personal time unless otherwise specified. Authorized Department members using the exercise room shall always observe station security protocols. No visitors, including the member's family and friends are permitted access to the station without prior command approval. Department member's family and friends are prohibited from accessing or using Departmental exercise rooms and exercise equipment.

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. Unnecessary abuse to the building 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.

THERMOSTATS/LIGHTS

Thermostat timer controls will be permanently set by Building Maintenance and shall NOT be adjusted by anyone else. The Staff Sergeant will be informed when there is a heating or cooling problem.

Lights and other electronic equipment should be shut off in rooms that are not in use.

BULLETIN BOARDS

Bulletin boards in the squad line-up room are reserved for area crime information and Department announcements. The posting and removing of notices on these boards will be handled by a patrol sergeant.

Posted notices on the bulletin board in the lunchroom will be monitored frequently by management to ensure appropriateness.

DISTRIBUTION OF REPORTS

When necessary, copies of all reports will be made by the reporting officer and placed in the appropriate bins in the report room.

It is a supervisor's responsibility to approve reports in the field. It is each officer's responsibility to have his or her reports approved by a sergeant or an acting sergeant prior to securing at end of shift.

(Deleted – records of security)

STATION PARKING PROCEDURES

PARKING LOT

Marked cars should be parked in the area designated for patrol vehicles. Unmarked vehicles should be parked in area designated for detective vehicles.

Private vehicles are not to be parked in areas designated for Department vehicles.

Private vehicles will not be parked in the front public lot during normal business hours except the last row. (Unless permission is granted by the Commanding Officer or Designee.)

Private vehicles are not to be parked along the north fence line. This area is reserved for the mobile command vans and other large sized equipment.

All vehicles parked in the parking lot will be secured completely. Vehicles parking in the station's back parking lot require an issued parking permit (Staff Sergeant can assist with permits). The permit should be placed on the driver's side dashboard or the rear-view mirror.

DETENTION CELL POLICY

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

NON-QUALIFYING DETENTION CELL CANDIDATE:

Any person who has had the carotid restraint applied, regardless if such person was rendered unconscious.

Persons who are ill, injured or complain of illness or injury.

Mentally disturbed or suicidal persons.

Juveniles under the age of fourteen years.

GENERAL GUIDELINES:

Persons placed in detention cells must be observed at all times. Pens, pencils, matches, lighters, cigarettes, or objects that can potentially be used as a weapon, are to be removed from detainees prior to placing them in cells.

Persons placed in a detention cell should be noted on the officer's daily journal as an arrest or detention. Entries will include time placed in the cells and then time removed.

Prisoners are not to be held in the detention cells at the end of shift solely for the purpose of having the oncoming shift provide transportation, without first receiving a supervisor's approval.

Females, males and juveniles shall not be placed into the same cells together.

JUVENILE DETENTION CELL GUIDELINES:

Juveniles may be temporarily detained in a detention cell if the juvenile meets the following criteria:

The minor is 14 years of age or older and is taken into temporary custody on the basis of having committed a criminal law violation (602 W&I), and the peace officer apprehending the minor has a reasonable belief that the minor presents a "serious security risk of harm to self or others."

Juveniles placed in the detention cells are subject to the following conditions:

The minor may not be detained longer than six hours.

The detention may only be for the purpose of giving the officer time to investigate the case, facilitate release of the minor to parents or guardian, or arrange transfer to Juvenile Hall.

The minor must be separated from adults (Sec 208 W&I).

The minor must be told how long the incarceration will last.

The minor must be adequately supervised.

JUVENILE DETENTION LOG USAGE:

All officers shall list the juvenile detainee's name, the date and time such detainee was placed into the detention cell and the time the detainee was released.

The Juvenile Investigator will collect the log entries monthly and complete and disburse the required report.

All personnel are expected to adhere to this policy. Abuses may result in the loss of these cells for detention purposes.

HOLDING CELL AREA

Officers placing suspects in holding cells will fill out the appropriate log.

All suspects' pockets will be emptied, and all items will be placed in a paper bag.

Before suspects are placed in the holding cell, it will be cleared of any items.

After a suspect is taken out of a cell, it will be checked for damage or any items left by the suspect.

Officers will remove their weapons while fingerprinting suspects.

Suspects will be handcuffed unless kept under constant observation.

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

Shotguns are assigned to a specific officer. Officers assigned to the shotguns are responsible for periodic cleaning and function check. Malfunctioning long guns are to be turned over to the Department Range for repair. Shotguns will be assigned to officers as they become available through Operational Support.

SHOTGUN SAFETY

Section 1.05 of the SDPD Policy and Procedures Manual 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 no shells are inside the shotgun chamber or the 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 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 the 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 will conduct the five-point safety check during each inspection.

SHOTGUN MAINTENANCE

Officers assigned shotguns are responsible for their cleanliness and maintenance. Section 1.05 of the SDPD Policy and Procedures Manual details the cleaning schedule of Department shotguns. Specifically, each shotgun will be checked for cleanliness every two weeks. Twice a year, all shotguns will be test fired at a range facility, then fully disassembled and thoroughly cleaned by the assigned officer. If the shotgun has a malfunction the officer will take the shotgun and transport it to the range for repair.

BEAN BAG SHOTGUNS

Western Division currently has 62 Bean Bag Shotguns (long range impact weapons). All are marked with a number on the butt portion of the stock. The number starts with the digit six. Each patrol vehicle has a shotgun in the trunk, enclosed in a carrying case. SWAT officers assigned to Western Division are responsible for periodic cleaning and function check on the BB Shotguns. Malfunctioning shotguns are to be turned over to the Range for repair.

BEAN BAG SHOTGUN SAFETY

Section 1.05 of the SDPD Procedure Manual delineates the safety procedures to be followed when handling firearms. The general loading and unloading procedure for the BB Shotgun shall be consistent with present procedures stated in Department Training Bulletin #95.6, Dated 12-22-95. Each patrol officer is responsible for knowing and adhering to Department safety procedures. All BB Shotguns will be treated as if they were loaded. When removing the shotgun from the case at the beginning of shift, the officer will visually check the status of the gun by making sure the gun 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 gun. 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 the gun is unloaded, the officer will load the shotgun magazine with four shells and place the shotgun back in the case and in the trunk of the vehicle. At the end of the shift, the officer will properly unload the BB Shotgun per Department procedures and replace it in its proper case in the trunk.

MAINTENANCE

Area Commands will assign qualified SWAT personnel to conduct a monthly maintenance program for their assigned BB Shotguns. The maintenance program shall include removal, cleaning and inspection of the BB Shotguns. Any shotguns needing repair will be taken to the range. The maintenance officer will transport the weapon.

CRIMINAL INFORMANT PROCEDURES

Effectively handling informants while obeying all applicable laws and Department policy is complex and time consuming. Informant management takes expertise that is gained by both classroom instruction and practical experience.

Although all officers are encouraged to develop sources of information while obeying all applicable laws and Department policy, uniformed field officers are inherently restricted in their ability to handle informants due to other responsibilities and time constraints.

Criminal Informant handling/tracking at Western Division is under the direction of the Investigations Lieutenant (or designated Service Area Lieutenant).

For more complete information, please review Department Procedure 3.16-Informant Procedures.

(Deleted – records of security)

WESTERN DIVISION COFFEE FUND BY-LAWS

The San Diego Police Department Western Division hereby establishes a Divisional coffee fund.

The purpose of the coffee fund, hereafter referred to as the fund, is to benefit all members of the Division, both sworn and non-sworn, on an equal basis.

The fund shall generate monies through the sale of coffee and soft drinks via vending machines. Additionally, monies may be generated by the sale of Division T-shirts, coffee mugs or any other item with the concurrence of the Division's Captain.

The fund monies will be kept in a financial institution chosen by the Division Fund Manager. The account currently is at the U.S. Bank. The Division Fund Manager will provide a financial statement on a bi-annual basis (June 30/December 31) or upon request of the board.

Should the Division or the fund be dissolved, the Division Fund Manager will recommend how to disburse the monies within the fund. Final approval will be made by the Division's Captain.

The disbursement of monies from the fund will be made by check, drafted from the fund's account. The signature of the treasurer will be necessary for routine business.

The bylaws of the fund shall be binding on all subsequent Captains. Any member of the Division may make amendments to the bylaws. Upon approval of the Captain, the amendments will be put into written form and attached to this document.

If any portion of this document is determined to be invalid, the remainder will remain in effect.

THE BY-LAWS OF THE FUND ARE EXECUTED ON AND ARE FULLY EFFECTIVE ON THIS DATE.

COMMANDING OFFICER WESTERN DIVISION

BOARD CHAIRPERSON

EQUIPMENT REPAIR SUPERVISOR

DEFINITION:

Under direction, to plan, coordinate and supervise the operation of a police fleet repair facility; to supervise the repair and maintenance of automotive and emergency equipment.

Plans, coordinates and supervises the operation of a Police fleet repair facility.

Schedules and assigns work to mechanics and other shop workers engaged in maintaining, repairing, overhauling, modifying, fitting-out and/or rebuilding automotive and emergency equipment.

Schedules vehicle maintenance and repairs. Oversees all work and conducts follow-up. Provides direction and assistance to subordinates with difficult tasks.

Develops and enforces policies and procedures.

Selects, trains and evaluates work performance of subordinates.

Manages Police subdivision's vehicle fleet. Assigns vehicles, maintains statistics on fleet operation and conducts inspections of fleet and repair facility.

Manages facility's operating costs and monitors expenditures. Prepares and approves orders for parts and supplies. Contacts vendors and providers to research costs. Orders parts, materials, supplies and services. Supervises the operation of a parts room and inventory of automotive parts and supplies.

Maintains operating permits for the facility and are the contact person and responsible party for compliance and inspections by all regulatory agencies. Assures compliance with City, County, State and Federal laws, rules and regulations regarding the use of hazardous materials and the disposal of hazardous wastes. Develops and carries out training and safety programs.

Prepares reports, records and documents on the operation of a Police Fleet Repair Facility. Maintains documents, records and files.

Supervises and oversees all work done to shop equipment, car wash and garage facility.

Supervises and oversees the construction of new police vehicles and the preparation of trade-in vehicles.

Conducts correspondence with other units, departments and agencies. Meets with division's command on a regular basis. Reports to Fleet Manager.

EQUIPMENT MECHANIC

Duties and Responsibilities

Under general supervision, makes mechanical repairs on automotive equipment, motorcycles, scooters, boats and specialized equipment. Performs related work.

Typical tasks include inspecting, diagnosing and repairing mechanical defects and malfunctioning of all automotive equipment. Maintain shop equipment.

Overhaul and rebuild engines. Grind valves and rebuild cylinder heads, overhaul transmissions and differentials.

Repairs alternators, starters, engine electrical, sensors and components, chassis electrical, shotgun locks, brake and hydraulic systems, cooling systems, steering and suspension, fuel systems and fuel pumps, light bars, spotlights and other lighting systems.

Reline brake shoes and brake pads. Perform minor machine work.

Operate Tow Truck and is often called out on service calls to perform emergency repairs in the field or to retrieve a vehicle.

Does occasional welding, brazing and fabrication. Fabrication may include metal, wood or plastic. Build and install special equipment in vehicles.

Participates in the construction and conversion of new Police vehicles and the preparation of trade-in vehicles. Build and convert specialized equipment such as K-9 vehicles, prisoner vans, mobile command units, etc.

Applies training to the handling of hazardous materials and hazardous wastes.

Monitors Fuel Island in the absence of, or in assistance to Service Technicians to provide immediate assistance to personnel needing island service. May be required to assist by performing related duties such as monthly mileage list, lube list, car wash maintenance, vehicle transport, parts run, etc.

Wash vehicles, clean interiors, perform safety inspections and fuel vehicles.

Cleans and maintains shop and shop equipment continually while performing regular duties.

Clean entire shop periodically or whenever possible.

SENIOR MOTOR SERVICE TECHNICIAN Duties and Responsibilities

Under general supervision, to perform a wide variety of servicing duties and minor repairs on automobiles, trucks, vans and other emergency equipment along with shop equipment.

Provide leadership and training for subordinate personnel.

Perform preventive maintenance inspections of all equipment at 4,000 miles. Inspect brakes...pro-rate brake wear and write down on the work order (P.D.-1039) the percentage of brakes left. Must have the ability to determine the operational safety of equipment.

Inspect and replace heater, radiator and other hoses as necessary.

Repair, mount and balance tires. Perform battery service.

Operate tow truck and is often called out on service calls to perform emergency repairs in the field or to retrieve a vehicle. Tow in motorcycles and scooters.

Replace starters, alternators, radiators, fuel pumps, water pumps and all drive belts. May be required to assist Equipment Mechanics.

Monitor fuel inventory, stick tanks, order fuel, and make simple reports.

Perform routine service and minor repairs to car wash.

Apply training to the handling of hazardous materials and hazardous wastes.

Monitor Fuel Island continually to provide immediate assistance to personnel needing island service. Perform related duties such as monthly mileage list, lube list, vehicle transport, parts run etc.

Wash and wax vehicles, clean interiors, perform safety inspections. Fuel vehicles.

Provide security for garage facility and shop equipment.

Clean and maintain shop and shop equipment, while performing regular duties. Clean entire shop periodically or whenever possible.

MOTOR SERVICE TECHNICIAN Duties and Responsibilities

Under general supervision, to perform a wide variety of servicing duties and minor repairs on automobiles, trucks, vans and other emergency equipment along with shop equipment.

Monitor Fuel Island continually to provide immediate assistance to personnel needing island service. Perform related duties such as monthly mileage list and lube list.

Wash and wax vehicles, clean interiors, perform safety inspections and fuel vehicles.

Perform preventive maintenance inspections of all equipment at 4,000 miles. Inspect brakes...pro-rate brake wear and write down on the work order (P.D.-1039) the percentage of brakes left. Must have the ability to determine the operational safety of equipment.

Inspect and replace heater hoses, radiator and other hoses as necessary.

Inspect fan, alternator and other drive belts and replace if needed.

Test, service, charge and replace batteries.

Repair, mount and balance tires.

Service air compressor and steam cleaner.

Monitor fuel inventory, stick tanks, order fuel, and make simple reports.

Operate Tow Truck and is often called out on service calls to perform emergency repairs in the field or to retrieve a vehicle. Tow in motorcycles and scooters.

Apply training to the handling of hazardous materials and hazardous wastes.

Provide security to garage facility and shop equipment.

Clean and maintain shop and shop equipment while performing regular duties. Clean entire shop periodically or whenever possible.

WESTERN DIVISION HOSPITALS

The following hospitals are located within Western Division's boundaries:

Scripps Mercy Hospital	4077 5th Avenue
UCSD Medical Center	200 W. Arbor Drive
Kindred Hospital	1940 El Cajon Boulevard

Officers are frequently assigned radio calls at area hospitals to investigate incidents that occurred in another Division. In those instances, officers should respond to the hospital and determine the Division in which the crime occurred. If the crime occurred in another Division, the officer will begin taking the preliminary crime report and advise a patrol Sergeant. The patrol Sergeant will coordinate with the appropriate area Sergeant and advise them what information is available and which unit is handling the case. The patrol Sergeant will request a unit from the concerned Division be assigned to handle the crime scene investigation. In the event there is no available unit, or any other problems arise, the Duty Lieutenant will make the final decision on how to proceed.

The officer taking the crime report will turn all copies in to their area investigations Sergeant. This Sergeant will be responsible for seeing that the report is hand delivered to the investigators of the appropriate division.

CMH PROCEDURES

The San Diego County Psychiatric Hospital (CMH) is located at 3851 Rosecrans Street, San Diego 92110.

All Mental Case Procedures can be found in Department Procedure 6.20

WESTERN DIVISION MILITARY INSTALLATIONS JURISDICTION

This procedure will define and clarify the scope of Police Department authority and jurisdiction in respect to Federal properties and military reservations within Western Division's boundaries.

DEFINITIONS

Exclusive Jurisdiction: This term is applied when the Federal Government possesses all authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area. The State cannot enforce its laws and regulations in such areas except as reserved. There is no obligation on the part of the State or on any local subdivision to provide governmental services.

Partial Jurisdiction: This term is applied wherein the Federal Government has been granted certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area. Administration of the Federal area is the same as if it were under Exclusive Jurisdiction.

Concurrent Jurisdiction: This term is applied when granting the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the State reserved to itself the right to exercise, concurrently with the United States, all of the same authority. State and Federal laws are applicable in a Concurrent Jurisdiction area. Most crimes fall under both Federal and State jurisdiction, and either the Federal or State Government, or both, may take jurisdiction over a given offense committed in the area.

Proprietarily Interest: This term is applied to instances wherein the Federal Government has acquired some right or title to an area in a State but has not obtained any measure of the State's authority over the area. The Federal Government has no jurisdiction over lands it holds in a proprietarily interest only but has the same rights in such lands as does any other landowner.

Fresh Pursuit: Local military bases are governed by Department of Defense policy that no person suspected of committing a civil offense may seek refuge in a federal installation to avoid apprehension. Therefore, law enforcement officers may enter military installations in fresh pursuit of an individual sought to be arrested. Thereafter, law enforcement officers may apprehend the person in the same manner as if the apprehension or arrest had taken place outside the installation. (This includes close pursuit or hot pursuit in a situation where a fugitive is fleeing, and the officer is pursuing in close proximity. It does not include following a lead in the course of ordinary criminal investigations or following a person for purposes of surveillance.)

For criminal law enforcement purposes in San Diego, Exclusive Jurisdiction and Partial Jurisdiction both mean local police authorities have **No Criminal Jurisdiction**, except the right to serve civil and criminal process, (i.e. serving subpoenas for witnesses or warrants of arrest for offenses punishable by the laws of California, a county or municipality thereof, and committed outside of areas of Federal Exclusive/Partial jurisdiction).

In areas of Proprietarily Jurisdiction, sole criminal jurisdiction rests in the hands of local authorities except where active duty military personnel have committed offenses punishable under applicable Federal/Military Law.

Generally, the San Diego Police Department will retain the case for reporting and investigation purposes. A case can be turned over to NCIS by an investigator. The military will only prosecute after civilian District Attorney or City Attorney declines the case.

(Redacted – record exempt)

NAME	LOCATION	JURISDICTION
Anti-Submarine Warfare	4800 North Harbor Dr.	Proprietary
Ballast Point Sub Base	140 Sylvester Rd	Exclusive
Cabrillo Monument (Dept of Interior)	1800 Cabrillo Memorial Dr.	Proprietary
Coast Guard Air Station	2710 N. Harbor Drive	Exclusive **
Fort Rosecrans Cemetery	Catalina Blvd 553-2084	Proprietary
Marine Corps Recruit Depot	3700 Witherby	Exclusive
Navy Housing-Gate 3	2560 Rosecrans	Proprietary
Naval Research/Development	Catalina/Electron	Proprietary*****
Navy Housing-Gateway Village	Barnett Avenue	Proprietary
Navy Housing-Chesterton	Linda Vista	Proprietary
Navy Ocean Systems Command	271 Catalina Blvd.	Exclusive