

# LA MESA POLICE DEPARTMENT RULES AND REGULATIONS

## MANUAL OF RULES AND REGULATIONS SECTION 2.0 DELINEATION OF DUTIES

Revised: September, 2014; March 2015; December 2016; May 2017

Walt Vasquez, Chief of Police

### 2.00 – GENERAL ADMINISTRATIVE DUTIES: DIVISION COMMANDERS

The Division Commanders shall organize personnel under their commands in order to meet current needs and establish administrative processes that will produce the most effective and efficient Division operations.

The Division Commanders shall keep themselves fully informed of the general functions of their division and shall strive to evaluate operations for improvement. They shall keep the Chief of Police informed of all matters of sufficient importance and the Chief of Police should be regularly informed of all general or unusual activities within the Department.

They shall take such action or perform such other duties as may be required in the best interests of the Department.

They shall be responsible for the general overall supervision and management of all personnel under their commands and the fulfillment of the duties outlined herein, as well as all of the resources of the Division.

Division Commanders shall see that tentative work schedules for members of their commands are prepared and that detailed schedules of assignments for their commands are posted in accordance with the Memorandum of Understanding.

Division Commanders should make it a practice to regularly consult subordinate ranking officers in preparing work schedules or making assignments to maintain the chain of command, line of authority, and efficient operations of the Division.

They shall keep the members of their division fully informed of all appropriate matters that are relative to activity within their respective commands or which concern personnel under their command.

They may temporarily transfer officers from one unit to another under their commands, in accordance with the needs of those units.

When notified of an unusual occurrence by the Watch Commander, a Division Commander may, if necessary, report to the scene of the occurrence and take command, coordinating the efforts of all members present or needed and shall require that off-duty officers be summoned where necessary.

The Division Commander shall have the authority to suspend from duty with pay any member of the Department under their command for violation of Department rules and orders, or for neglect of duty. They shall oversee the investigation and once completed, review it and propose a disposition with all complaints made by citizens, members of the Department or others, relative to the conduct of members of their command in accordance with 5.0 of the Rules and Regulations.

The Division Commander shall provide for the inspection of areas and equipment used by personnel under their command at regular intervals and require them to be maintained in a clean and orderly condition.

The Division Commander shall report any unusual occurrence or grave crime to the Chief of Police immediately.

The Division Commanders shall participate in the development of their proposed budgets for upcoming fiscal years, as well as responsibly oversee the budget funds and resources within their Division.

#### 2.01 – SPECIFIC DUTIES: PATROL DIVISION

#### 2.02 – PATROL CAPTAIN

The Patrol Captain shall be under the direct supervision of the Chief of Police and subject at all times to the Chief of Police's orders.

The Patrol Captain shall, in the absence of the Chief of Police from the City, serve as Acting Chief of Police unless the Chief of Police shall have designated another officer to act in that capacity.

The Patrol Captain shall have administrative and supervisory command over the following operational units of the Patrol Division:

- Patrol
- Traffic Unit
- Street Team
- Community Service Officers
- Animal Control
- Reserves
- Special Response Team
- School Resource Officers

The Patrol Captain shall perform liaison work with other City departments, governmental agencies and civic groups.

The Patrol Captain may utilize officers from other divisions to the extent necessary for unusual or serious events and has the authority to call any necessary off-duty personnel. Such actions should not interfere with or change the operating policies of other divisions and should be done with the advisement of the involved Division Commander. Any interference with normal operating procedures due to unusual or serious events shall continue only during the duration of the event.

The Patrol Captain shall direct that periodic inspections of Department-owned weapons and equipment assigned to officers, and that appropriate equipment be placed and maintained in police vehicles. They shall perform such other duties as may be assigned.

### 2.03 – PATROL LIEUTENANTS

Patrol Lieutenants shall, in the absence of the Patrol Captain in charge of the Patrol Division, serve as Acting Patrol Captain with all the authority and responsibilities of that position, unless the Chief of Police has designated another officer to act in that capacity.

They shall report to the Patrol Captain any supervisor who fails to require their officers and other personnel under their supervision to meet the requirements of inspection or to comply with the rules, orders, and Department Instructions, or to perform their duties as instructed.

They shall oversee that patrol sergeants and officers comply with the directives of the Patrol Captain and the Chief of Police, as well as Rules and Regulations and Department Instructions. They shall oversee that patrol officers and sergeants are to only remain at the station within a reasonable time to accomplish duties requiring them to be at the station.

They shall insure that patrol sergeants are effectively approving reports and that the sergeants are insuring that all evidence and personal property of civilians are being properly impounded or stored.

They shall provide advice and assistance as may be required to insure that cases are investigated thoroughly and completely, and address any potential liability issues for the police department and/or city.

They should coordinate their sergeants' and squad's activities to insure that coordinated efforts are being made to address emerging crime trends and problems.

They should go to scenes of major or significantly unusual activity and, when appropriate, become the Incident Commander.

They should work with their sergeants to mentor and develop them, as well as seeking ways to improve the effective and efficient operations of the Division.

They shall be responsible for the care and custody of all prisoners during their shift. They shall have supervisory responsibility over all jail activity and personnel within a specialized unit or designated watch. They shall insure that all proper forms related to jail activities are properly completed and maintained. They shall be responsible for the proper disposition of all prisoners, to review and approve probable cause on arrests, and approve the appropriate charges to be booked or cited.

They shall report to the Division Commander all occurrences of an unusual nature and the condition of all prisoners who are sick or injured. They shall see that injured or sick prisoners have proper and necessary medical attention, and that other attention is rendered to prisoners that may be necessary and proper. They shall make regular inspections of the jail and the prisoners.

They shall see that no prisoner is released from jail except upon competent authority as provided by law, or by these Rules and Regulations.

They shall see that prisoners are segregated according to law and Department Policy.

They shall perform such other duties as may be assigned to them.

#### 2.04 – SERGEANTS

Patrol Sergeants are required to see that their personnel report for duty on time and with all appropriate equipment and supplies. They shall make appropriate assignments and brief personnel at the beginning of their shift, or as soon as practical thereafter, regarding current crime information and other activities or events that may affect them. At the conclusion of their shift, they shall see that all appropriate information is passed to the oncoming shift.

Patrol Sergeants are responsible for monitoring the ability and activity of personnel under their supervision and making recommendations for special assignments and commendations. They shall complete annual performance evaluations of the personnel under their supervision, in accordance with standards adopted by the Department, to include an assessment of the training needs of the personnel being evaluated.

Patrol Sergeants are responsible for the effective and efficient performance of the personnel assigned to them and are to provide appropriate instruction, training, and mentoring to their personnel to insure the effective and efficient completion of their duties. They should give particular attention to probationary officers and those who are relatively inexperienced, to assist them in their development. Patrol Sergeants shall evaluate cases of unusual or major incidents or where a significant number of crimes

are being committed in a particular area, and provide direction as may be needed to address the incident or crime issues.

It is the responsibility of the Patrol Sergeant to see that the personnel under their supervision treat each other, the members of the Department, and the public, with dignity and respect according to the directives of the Department Mission Statement and Core Values. They should insure that personnel problems are resolved objectively and fairly, as best as they are able within Department policy, and do their best to promote a high level of morale. They are to insure that the orders they give are lawful, appropriate, and obeyed by the personnel who receive them.

Patrol Sergeants should hold all of their assigned personnel accountable to perform at the highest level of quality and quantity of work reasonable, as well as accountable to follow the directives of the Patrol Lieutenants, Captain, Chief of Police, Rules and Regulations, and Department Instructions.

Patrol Sergeants should advise and assist their assigned personnel regarding emotional survival practices and strategies, and work toward promoting over-all wellness of their personnel.

Patrol Sergeants shall have a thorough knowledge of crime reporting requirements and the preparation of reports. They shall review reports prepared by the personnel under their supervision, or other personnel as necessary, and require any corrections or changes be made in a timely manner in order to insure cases are investigated as thoroughly as possible. They are to insure that personnel have completed reports prior to the end of their shift or approve the completion of the report during a subsequent shift, as appropriate, considering the severity of the crime, the importance of the information to other Department personnel, and the delay that would be created by the later completion of the report.

Patrol Sergeants are to work closely with the Watch Commander and advise them in the event of a major or unusual occurrence. They are to consult with all appropriate staff in the preparation of performance evaluations and in the planning and assignment of special enforcement details. In the absence of a Lieutenant serving as Watch Commander, they shall act in their place and carry out the applicable duties and responsibilities.

## 2.05 – POLICE OFFICERS

Police Officers are to report for duty at the beginning of their assigned shift, in the appropriate uniform and equipped to immediately assume their duties. They shall attend any briefings as assigned on a continuing basis, or as directed, and shall keep themselves informed of any and all pertinent information on crime incidents, crime trends, and other information applicable to their duties.

Except as approved or directed by the field supervisor or watch commander, or other competent authority, officers are to carry out their patrol duties while on-duty. Police Officers are expected to be familiar with their assigned patrol areas, including knowledge of schools, parks, major businesses, crime trends and problems, and traffic issues. Police Officers should address any safety hazard they encounter in the course of their duties by eliminating the hazard themselves or by reporting the hazard to the appropriate authority. Any unusual or extraordinary cases or circumstances are to be brought to the attention of the field supervisor.

Police Officers are expected to complete work assignments in a timely manner and carry out their duties effectively and efficiently. In doing so, officers should make every effort to promote good relations between the Police Department and the community, in a manner consistent with the Rules & Regulations.

Police Officers are to conduct a thorough search of any prisoner coming into their custody. They shall report any illness or injury of a prisoner to the Watch Commander and shall insure that prisoners in their custody are released pursuant to appropriate law and authority.

## 2.06 – MASTER OFFICER

The Master Officer is regarded as a professional law enforcement officer and serves as an example to all others. In the performance of their duties and personal conduct, the Master Officer shall conform to the provisions of this Manual, Department Policy, the Law Enforcement Code of Ethics, and the Canons of Police Ethics.

Generally, Master Officers shall perform all tasks, functions, duties and details as police officers specified under Rule 2.05 of this Manual.

In the performance of the duties specified in this section as acting field supervisors and field training officers, Master Officers shall have the authorities and responsibilities outlined for supervisory officers under Section 1.16 and 2.04 of this Manual, and specifically with regard to the supervision of trainees under their control and the preparation of detailed performance evaluation reports and documentation of training activities.

All training conducted by Master Officers shall be consistent with P.O.S.T. Guidelines, the Department Field Training Guide, the provisions of this manual and the La Mesa Police Department Instructions, La Mesa Police Department orders, and other approved law enforcement practices.

Master Officers shall conduct phase training for regular and reserve recruit police officers assigned to them. Phase training will be conducted in accordance with the Field

Training Guide and should provide for the consistent application of knowledge and practices as taught in the recruit officer's basic academy.

Master Officers shall be assigned prospective police officer recruits and lateral officers currently in the background process and relay their observations of these prospective new officers to the Training Sergeant and/or the Background Investigator.

Master Officers shall conduct phase training for lateral officers assigned to them. Phase training will be conducted in accordance with the Field Training Guide.

Master Officers shall conduct phase training for Community Service Officers (CSO) assigned to them. Phase training will be conducted in accordance with the CSO Field Training Guide.

Master Officers shall prepare trainee evaluations as required or requested by the Program Coordinator or, at their direction, the Program Assistant Coordinator. Master Officers shall recommend to the Program Coordinator when a trainee should be advanced or held back. Master Officers shall make recommendations in regards to the trainee's retention or termination.

As directed, Master Officers shall conduct induction or orientation training for regular, lateral, reserve recruit officers, CSO and Dispatcher/Clerk trainees. Master Officers may also be assigned to conduct induction and orientation training for RSVP personnel.

As directed, Master Officers shall prepare and/or present in-service training for sworn and non-sworn members of the Department, including classroom presentations and training bulletins.

As directed, Master Officers that have received training in field evidence forensics shall assist at major crime scenes in the collection, documentation, and preservation of evidence.

As directed, Master Officers shall act as a resource to other officers in the investigation of criminal activity and other police related matters.

As directed, Master Officers may be assigned as a liaison/mentor to a Field Training Officer to give advice or instruction to the officer to assist with field training.

As directed, Master Officers shall become acting field supervisors in the absence of the field supervisor.

As directed, any Master Officer could be assigned to perform any Master Officer duties regardless of assignment within the Patrol Division.

As directed, Master Officers will be required to attend regular meetings.

## 2.07 – FIELD TRAINING OFFICER

The Field Training Officer is regarded as a professional law enforcement officer and serves as an example to all others. In the performance of their duties and personal conduct, the Field Training Officer shall conform to the provisions of this Manual, Department Policy, the Law Enforcement Code of Ethics, and the Canons of Police Ethics.

Generally, Field Training Officers shall perform all tasks, functions, duties and details as police officers specified under Rule 2.05 of this Manual.

All training conducted by Field Training Officers shall be consistent with P.O.S.T. Guidelines, the Department Field Training Guide, the provisions of this manual and the La Mesa Police Department Instructions, La Mesa Police Department orders, and other approved law enforcement practices.

Field Training Officers shall conduct phase training for regular and reserve recruit police officers assigned to them. Phase training will be conducted in accordance with the Field Training Guide and should provide for the consistent application of knowledge and practices as taught in the recruit officer's basic academy.

Field Training Officers shall conduct phase training for lateral officers assigned to them. Phase training will be conducted in accordance with the Field Training Guide.

Field Training Officers shall conduct phase training for Community Service Officers (CSO) assigned to them. Phase training will be conducted in accordance with the CSO Field Training Guide.

Field Training Officers shall prepare trainee evaluations as required or requested by the Program Coordinator or, at their direction, the Program Assistant Coordinator. Field Training Officers shall recommend to the Program Coordinator when a trainee should be advanced or held back. Field Training Officers shall make recommendations in regards to the trainee's retention or termination.

As directed, Field Training Officers shall conduct induction or orientation training for regular, lateral, reserve recruit officers, CSO and Dispatcher/Clerk trainees. Field Training Officers may also be assigned to conduct induction and orientation training for RSVP personnel.

As directed, Field Training Officers shall prepare and/or present in-service training for sworn and non-sworn members of the Department, including classroom presentations and training bulletins.



As directed, Field Training Officers shall act as a resource to other officers in the investigation of criminal activity and other police related matters.

As directed, any Field Training Officer could be assigned to perform any Field Training Officer duties regardless of assignment within the Patrol Division.

As directed, Field Training Officers will be required to attend regular meetings.

#### 2.08 – TRAFFIC LIEUTENANT

The Traffic Lieutenant, in the absence of a Patrol Lieutenant, or at the direction of the Patrol Captain, will be responsible for the duties as described in 2.03. The Traffic Lieutenant, under the direction of the Patrol Captain, oversees all affairs related to the Traffic Unit. This includes responsibly for overseeing and completing traffic grant documentation, special event permits, other grants documentation as assigned and the overall supervision of the Traffic Unit.

#### 2.09 – TRAFFIC SERGEANT

The Traffic Sergeant shall have supervision and personal direction of the Traffic Unit and the personnel assigned to the unit, including Traffic Officers, Community Service Officers (CSO), and the Animal Control Officer, subject to the orders of the Patrol Division Commander. The Traffic Sergeant should take personal charge of any unusual or serious traffic-related incident, collision involving an officer or city vehicle, and proceed to the scene of the event and direct operations as needed. They shall also notify the Chief of Police or Division Commander in accordance with the requirements of this manual.

The Traffic Sergeant shall evaluate traffic reports and citations generated from their personnel, as well as complaints and related statistical traffic data. He/she shall attempt to solve traffic problems by proper enforcement and education and shall maintain liaison between the Department and other agencies in matters relating to traffic safety and control.

The Traffic Sergeant shall have general administrative duties as specified in Section 2.04 of this manual.

The Traffic Sergeant should make regular inspections of the City, noting potential traffic problems, issues, and traffic-related liability issues, and shall take reasonable actions to resolve such issues. They shall give special attention to traffic problems in the City arising from citizen complaints, special occasions or events, and shall coordinate efforts to alleviate the cause of such complaints and to insure the safe operations of pedestrians and vehicles during special events.

The Traffic Sergeant shall aid and advise officers in the proper investigation of traffic accidents and their reporting.

The Traffic Sergeant shall be responsible for seeing that members of the unit cooperate with other units and that they perform all other regular police duties as may be required.

The Traffic Sergeant shall coordinate traffic safety campaigns, prepare or coordinate the preparation of material and statistical data on traffic for classrooms, presentations, and publicity media; evaluate methods for providing education on traffic problems and shall schedule and coordinate speaking engagements, radio, press and television traffic safety programs in conjunction with the police department's Press Information Officer and the directives of the Chief of Police.

The Traffic Sergeant shall transmit to members of the unit such instructions, training, outline of policy and other matters of importance as may be necessary from time to time.

The Traffic Sergeant shall initiate traffic surveys and radar surveys as directed and/or as needed, and shall report to the Traffic Lieutenant when repairs and maintenance are required of the radar equipment.

The Traffic Sergeant shall perform such other duties as may be assigned.

In the absence of the Traffic Sergeant, traffic officers are under the direct supervision of the Patrol Sergeant or field supervisor. In the event of a conflict in determining the appropriate response to Priority 1 and 2 calls, the orders of the Patrol Sergeant shall take precedence over those of the Traffic Sergeant.

## 2.10 – TRAFFIC OFFICERS

Traffic Officers are charged with the investigation of traffic accidents and enforcement of the traffic laws; however, their full duty shall also include all other regular police work that they either observe or is brought to their attention, or which may be assigned to them.

They shall become familiar with instructions and techniques in the operation of radar and accident investigation. They shall acquaint themselves with the causes and locations of accidents and traffic congestion problems during their shift and shall apply proper enforcement methods to relieve such conditions, and shall be familiar with crime conditions within the city during the times they are working.

They shall assist members of other units on calls of a serious nature as needed and then resume their own specific detail. They shall obey all traffic regulations except as

necessary in an emergency response, and shall then operate their equipment in the manner provided by law and Department policy for the operation of emergency vehicles. They shall set an example to the public in the operation of their equipment.

Any instance of recurring traffic violations or trends which may prove dangerous which are observed by the officers and which, in their opinion, require special treatment or additional staffing, shall be referred to the Traffic Sergeant.

They shall perform such other duties as may be assigned to them.

### 2.11 – MOTOR OFFICERS

Motor Officers are charged with the investigation of traffic accidents and enforcement of traffic laws; however, their full duty shall also include all other regular police work that they either observe or is brought to their attention, or which may be assigned to them.

Motor Officers shall become familiar with instructions and techniques in the operation of radar and accident investigation. They shall acquaint themselves with the causes and locations of accidents and traffic congestion problems during their tour of duty and shall apply proper enforcement methods to relieve such conditions, and shall be familiar with crime conditions within the city during the times they are working.

Motor Officers shall assist members of other units on calls of a serious nature as needed and then resume their own specific detail. They shall obey all traffic regulations except as necessary in an emergency response, and shall then operate their equipment in the manner provided for the operation of emergency vehicles. They shall set an example to the public in the operation of their equipment. Any instance of recurring traffic violations or trends which may prove dangerous which are observed by the officers and which, in their opinion, require special treatment or additional staffing, shall be referred to the Traffic Sergeant.

Motor Officers shall perform such other duties as may be assigned to them.

Motor officers shall be assigned a motorcycle, and shall keep it in a high degree of cleanliness. They shall be responsible for minor maintenance such as safety points, chain lubrication, oil level, and tire pressure. While on vacation or leave they shall return their motorcycle to the police station for reassignment or storage, as deemed appropriate by the Traffic Sergeant and Traffic Lieutenant.

### 2.12 – COMMUNITY SERVICE OFFICERS (CSO)

Community Service Officers (CSO's) may be assigned to Patrol operations, or the Traffic Unit, or the Investigations Unit.

When assigned to the Traffic Unit, a CSO shall be assigned the following operational and administrative duties and responsibilities:

The CSO will be a liaison with the primary school's Safety Patrol Program and conduct their meetings.

The CSO is charged with assisting the Traffic Officers with the investigation of traffic collisions and traffic control. The CSO may investigate non-injury collisions, minor injury collisions, and conduct hit and run investigations where there is no known suspect information.

The CSO will assist the Traffic Unit with DUI checkpoints, conduct safety restraint checkpoints and surveys, maintain the statistical records of the Traffic Unit, and prepare reports as required by the Traffic Sergeant.

The CSO is responsible for both the S.M.A.R.T. and-DUI/11-80 trailers. The CSO is responsible for keeping the trailers cleaned and maintained. The CSO is responsible for the investigation and enforcement of parking violations in a manner consistent with Department policy.

Any instance of recurring traffic violations or trends which may prove dangerous which are observed by the CSO's and in their opinion require special treatment or additional staffing, shall be referred to the Traffic Sergeant.

When assigned to patrol operations, the CSO shall conduct preliminary investigations and prepare reports of specified crimes/incidents except when the crime/incident is reported to be in progress, or when there is suspect information on a cold crime. The specified crimes/incidents are missing persons, industrial injuries, identity theft, forgery, theft, burglary, vandalism, annoying/threatening telephone calls, auto theft, auto theft recoveries and reports of lost property. The CSO assigned to Patrol operations shall also conduct traffic collision investigations and parking enforcement operations, as described for the CSO assigned to the Traffic Unit.

When a CSO is assigned to the Investigations Unit, the CSO shall assist that unit as needed, and in the property/evidence room.

The CSO shall obey all traffic regulations except when performing duties at a traffic collision or other scene to protect persons, the scene, or property. In such cases the equipment provided shall be operated properly and shall set an example to the public and the department. The CSO is not authorized to drive any emergency vehicle CODE 3 to a scene.

If the CSO has received training in field evidence forensics, they may be assigned to maintain the Investigation Unit's evidence van and supply room. The maintenance shall

include monthly inspections of the van and the investigations supply room. The CSO will make the necessary re-supply orders and make recommendations to the Investigations Sergeant for upgrading equipment. The CSO will be available for major call outs from the Investigations Unit for evidence collection duties. The request for the CSO by the Investigations Unit must be made with the approval of Traffic Lieutenant if the CSO is assigned to the Traffic Unit.

The CSO shall perform such other duties as may be assigned, including but not limited to, the pickup and/or transportation of: found property, large items of evidence, dead or injured animals, and other property or persons. CSO's shall not transport prisoners or persons being detained.

## 2.13 – SPECIFIC DUTIES - SERVICES DIVISION

### 2.14 – SERVICES CAPTAIN

The Services Captain shall be under the direct supervision of the Chief of Police and subject at all times to the Chief of Police's orders.

The Services Captain shall have overall administrative and supervisory command over the following operational units of the Services Division:

- Communications: radio, teletype and telephones
- Records: maintenance, identification and statistics
- Maintenance of equipment
- Management of services, accounting, supplies, storage, purchasing, building maintenance
- Services Fleet maintenance
- Jail facilities
- Investigations Unit
- Special Investigations Unit
- Training Unit
- Community Resources Unit
- Crime Analysis Unit
- Property and Evidence
- RSVP

The Services Captain shall perform liaison work with other City departments, governmental agencies and civic groups.

The Services Captain shall periodically review the programs and activities of the Services Division to insure that they are being carried out in conformance with Department rules and policies and as directed by the Chief of Police. In doing so, the Services Captain shall meet with staff members assigned to the Services Division to

assess the performance of the various units and the best use of the Department's resources.

The Services Captain shall be responsible for coordinating the programs and activities of the Services Division with the operations of the Patrol Division to promote the greatest effectiveness and efficiency possible.

The Services Captain may utilize officers from other divisions to the extent necessary for unusual or serious events and has the authority to call any necessary off-duty personnel. Such actions should not interfere with or change the operating policies of other divisions. Any interference with normal operating procedures due to unusual or serious events shall continue only during the duration of the event.

The Services Captain shall direct that periodic inspections of Department-owned weapons and equipment assigned to officers be made and that appropriate equipment be placed in or upon police vehicles. They shall perform such other duties as may be assigned.

The Services Captain shall approve annual, monthly and periodic reports on the activities or recommendations of the Division, and other reports as may be requested by the Chief of Police.

#### 2.15 – SERVICES LIEUTENANT / PIO

The Services Lieutenant shall be under the direct supervision of the Services Captain.

The Services Lieutenant shall have direct administrative and supervisory command over the following units within the Division: Investigations, Training, Backgrounds, School Resource Officer unit, Crime Analysis, Crime Prevention, Property and Evidence, Retired Senior Volunteer Patrol, and the Special Enforcement Detail. The Services Lieutenant shall have direct administrative and supervisory command in the Services Division over the investigation of crimes, recovery of property, location of missing persons, identification and apprehension of offenders, filing of complaints, obtaining warrants of arrest, liaison with other police agencies on municipal, county, state and federal levels, and all Department planning and research.

The Services Lieutenant shall have such duties as are provided herein and which are also prescribed for supervising officers.

The Services Lieutenant shall act in the capacity of Department Public Information Officer and be responsible for news release to the news media.

## 2.16 – INVESTIGATIONS SERGEANT

The Investigations Sergeant assigned to the Investigations Unit shall have supervision of officers assigned to the unit as Detectives and is responsible for the performance of duties assigned to supervisory officers as outlined in Section 1.16 of this manual. The Investigations Sergeant shall assign cases for investigation and shall advise and assist the Detectives with their cases as needed.

The Investigations Sergeant shall be kept thoroughly informed of particulars concerning all criminal reports and cases being investigated by the Investigations Unit and should inquire into and receive oral and written reports on these investigations relative to their progress.

The Investigations Sergeant shall insure that all physical evidence coming into the charge of the Investigations Unit shall be properly marked and turned over to the Property Officer.

The Investigations Sergeant shall maintain such records of cases, assignments, investigations and work performed by members of the unit.

The Investigations Sergeant shall be responsible for investigating police regulated business licenses issues through the Department.

The Investigations Sergeant shall work in close cooperation with the prosecuting attorneys and other law enforcement agencies.

The Investigations Sergeant shall supervise the investigation of unusual or major crimes.

## 2.17 – DETECTIVE

A detective shall be any police officer assigned to the Investigation Unit to perform work of an investigative nature. The detective's assignment shall be determined by the Investigations Unit Sergeant and Services Lieutenant and should include input from the detectives.

## 2.18 – DETECTIVE: Anchor Detective

The Investigations Anchor Detective is supervised by the Investigations Sergeant and reports directly to that Sergeant. In addition to the normal investigative duties assigned, the Anchor Detective may be assigned as the acting Investigations Sergeant, to coordinate investigations and complex cases, and to train Detectives assigned to new assignments.

The Anchor Detective serves as a senior investigator who also works to improve efficiency and maintain the over-all quality of investigative work performed within the Unit. The duration of this assignment is initially for three years. At the end of this period, the person in this position may request a one year extension based upon their performance in the unit and approval of their Chain of Command. Each succeeding year the person may repeat this request. There is no limit to the number of extensions for this assignment.

#### 2.19 – DETECTIVE: Narcotics Task Force (NTF)

The Narcotics Task Force (NTF) Detective is assigned to the off-site NTF location with other local, state and federal law enforcement officers to target the transport, sales, and use of illegal drugs throughout the County of San Diego.

The SIU Sergeant is responsible for in-house supervision of the NTF Detective. The NTF Detective can be assigned in-house narcotics investigations and drugs tips as the SIU Sergeant deems necessary.

#### 2.20 – DETECTIVE: Regional Auto Theft Task Force (RATT)

The Regional Auto Theft (RATT) Detective is assigned to the off-site RATT location with other local, state and federal law enforcement officers to target the theft, transport, and sales of stolen vehicles throughout the County of San Diego.

The SIU Sergeant is responsible for in-house supervision of the NTF Detective. The RATT Detective can be assigned in-house auto theft investigations and follow-ups as the SIU Sergeant deems necessary.

#### 2.21 – DETECTIVE: Gang Task Force (ECRGTF)

The East County Regional Gang Task Force (ECRGTF) Detective is assigned to the off-site ECRGTF location with other local, state and federal law enforcement officers to target gangs and gang related criminal activity primarily in the San Diego East County.

The SIU Sergeant is responsible for in-house supervision of the ECRGTF Detective. The ECRGTF Detective can be assigned in-house gang related criminal investigations and follow-ups as the SIU Sergeant deems necessary.

#### 2.22 – TRAINING SERGEANT

The Training Sergeant is responsible for the management of Department training, coordinating and overseeing the Retired Senior Volunteer Patrol program (RSVP), and is responsible for the supervision of the Crime Prevention Specialist (CPS), Police Services Specialist (PSS) and the Background Investigator.



The Training Sergeant's duties include:

- a) Present and/or coordinate courses of training for all members of the Department.
- b) Supervise recruit police officers in attendance at a basic training academy and when required, make Employee Development Review reports to the Services Lieutenant.
- c) Oversee and coordinate training with specific needs for instruction among the members of the Department.
- d) Supervise or delegate supervision of detailed operations of the firearms training program, subject to the orders of the Chief of Police.
- e) Instruct or arrange for such instruction by competent persons in the proper care and use of Department firearms.
- f) Provide for inspection, service and repairs of range equipment and Department firearms.
- g) Assist with the check-in of new employees.
- h) Serve as the Department liaison with the training academies and P.O.S.T. and participate in professional organizations dealing with training and the professional development of personnel.
- i) Maintain or supervise the maintenance of the training records for all members of the Department and presentation of necessary training records during the course of any audit.
- j) Oversee background investigations on all new employees.
- k) Process all requests for P.O.S.T. certificates in accordance with the current Memorandum of Understanding and Department Instructions.
- l) Coordinate the line-up training program.
- m) Coordinate the defense tactics training program.
- n) Prepare periodic training progress reports as appropriate.

- o) Oversee and coordinate the Retired Senior Volunteer Patrol program (RSVP); recruit new members, conduct interviews and complete background checks; make hiring and termination recommendations. Recommend and assist in the implementation of goals and objectives for the program.
- p) Plan and coordinate special events, provide monthly training for the RSVP program, identify training needs and provide training as necessary, ensure proper equipment is provided, handling all RSVP scheduling needs, and review reports.
- q) Oversee and coordinate the “You Are Not Alone” program (YANA); oversee case management of the homebound senior citizens; meet with county agencies to provide social services as appropriate; provide regular training as needed.
- r) Perform such other duties as assigned.

### 2.23 – BACKGROUND INVESTIGATOR

The Background Investigator shall be a police officer assigned to the Training Unit and is under the supervision of the Training Sergeant. The Background Investigator shall conduct background investigations on persons seeking employment in the Department, act as a backgrounds liaison with other agencies, develop and implement programs and/or activities targeting the recruitment of police officer applicants, and assist Investigations Division as needed.

### 2.24 – SCHOOL RESOURCE OFFICER

Police officers may be assigned to provide specified services to designated La Mesa schools in the capacity of a School Resource Officer (SRO). SRO’s shall be under the supervision of the Traffic Sergeant.

The mission of the SRO is to promote a positive learning environment for students by enforcing laws that focus on variables that prevent them from developing the skills, knowledge and attitudes needed to become productive members of society, by providing instruction in topics involving law enforcement expertise, and by providing counseling and information related to the officer’s skills and knowledge.

The responsibilities and scope of tasks for police officers listed in section 2.05 shall apply to this position with the following additions as priority assignments and except as provided for in this section:

To increase attendance of all students through parent contact, counseling, review of attendance laws, home visits, and truancy enforcement operations.

To provide students, their parents, and teachers with drug, alcohol, and gang awareness classes, as well as classes pertaining to other high-risk adolescent activities.

To provide family counseling to students and parents as needed.

To work closely with incoming high-risk students.

To enable students and their families to access support services through resources provided by the SRO and other police department and community resources.

To decrease the potential for school violence by on-campus presence and anti-violence education programs.

To increase school security and train personnel on higher levels of security enforcement.

To provide an open communication system for all students on any issues of concern.

To investigate school-related crimes and problems associated with student conduct.

To prepare statistics as requested by the Department and school officials.

When school is in session the SRO will work a schedule that is compatible with the needs of the school and the goals of the SRO program. Each day and each week may be flexed to meet the needs of the SRO and their assigned school. Vacation time off, holiday time off and compensatory time off will be scheduled in accordance with the Memorandum of Understanding between the City of La Mesa and the La Mesa Police Officer's Association.

When the assigned school is not in session and the SRO is not occupied with school business or on approved time off, they will be assigned to duties as determined by the Patrol Division Commander.

#### 2.25– POLICE SERVICES MANAGER (PSM)

The Police Services Manager (PSM) shall be under the direct supervision of the Services Division Commander and shall have direct administrative and supervisory command over the following functions of the Department:

- Communications: radio, teletype and telephones
- Records: maintenance, identification and statistics
- Photo services
- Maintenance of equipment

Management of services, accounting, supplies, storage, purchasing, building maintenance  
Fleet maintenance  
Jail facilities  
Livescan Operations

The PSM shall prepare budgetary requests based on past, present and anticipated future activities and needs of the Department.

The PSM shall manage the Business Office and shall be responsible for the efficient operation of the system of criminal identification established in the Department, and for the proper and accurate care and keeping of all records and files pertaining thereto.

The PSM shall integrate the functions of the Services Division with the other functions of the Department to the best advantage of the efficient operation of the Police Department.

The PSM shall be active in the solution of problems concerning other City departments, which involve the functions under their direction.

The PSM shall arrange suitable commercial telephone and other communications services for the Department's operations.

The PSM shall cause to be maintained by the Business Office a file of records as may be necessary for analysis and immediate reference of activity in the operations of the Services Division and of other police activities coming within the scope of the Business Office.

The PSM shall be responsible for the Department's radio facilities conforming with the rules and regulations of the Federal Communications Commission and the licensing of such personnel as may be necessary and shall keep informed of any improvements in police communication systems.

The PSM shall provide facilities for the receiving and distribution of the Department's reports and for communications and correspondence received during other than regular daytime business hours, arranging for receiving same and routing them to correct destinations.

The PSM shall plan for future expansion, budget, staffing requirements and equipment needed for these functions.

The PSM shall maintain safe environmental conditions in the jail to prevent injury to prisoners and police personnel.

The PSM shall function as the Custodian of Records and respond to requests for Department records, including audiotapes and written reports, maintained under his/her control, except for personnel records. Requests for personnel records made pursuant to the California Evidence Code or other subpoena process shall be forwarded to the Custodian of Personnel Records, as designated by the Chief of Police.

## 2.26 – COMMUNICATIONS SUPERVISOR

Civilian supervisors shall be designated as the Communications Supervisors and shall have charge of the communication center and the business office. They shall be responsible for the efficient operation of the systems of criminal identification established in the Department, and for the proper care and keeping of all records and files. The following services are included in Communications Supervisor's responsibilities:

- Radio and Teletype
- Telephone service
- Records maintenance, identification, statistics, and processing

The Communications Supervisors shall have supervision of the dispatchers, Police Services Technicians, Livescan operations, and coordination of duties performed on different shifts. He/she shall assist in instructing newly assigned personnel in their respective duties, giving special attention to the manner of handling telephone calls and calls for service in respect to courtesy and the efficient dispatch of needed equipment.

The Communications Supervisor shall be responsible for the proper scheduling of personnel according to the workload to secure the most advantageous coverage of the several assignments.

The Communications Supervisor shall not permit any records of the Department to be removed from the business office unless necessary as evidence in court, for use in official Department business, or upon release to the Chief of Police or the Chief's representative. The Communications Supervisor shall insure that records removed from the Business Office are properly accounted for.

The Communications Supervisor shall be responsible for the periodic review and revision of standard operating procedure manual(s) for the Communications Unit functions.

## 2.27 - POLICE DISPATCHERS

The Police Dispatcher is responsible for the receiving and dispatching of information that is received or transmitted through the 9-1-1 telephone system and the radio system. Their primary responsibilities are to answer 9-1-1 lines and dispatch units

and/or other personnel or agencies as appropriate, and to relay calls for service and other information to officers. In addition, they operate teletype machine in sending and receiving messages; serve as police matrons; monitor radio communications for information concerning the Department, including radio traffic of other related agencies; keep the Watch Commander and Field Supervisor advised concerning emergencies; and operate standard office machines.

They shall, in addition to dispatching police equipment, request tow trucks, private ambulances, paramedics, special equipment or personnel of the utilities, city equipment and personnel, fire apparatus, and assistance from other agencies as requested and needed by field units at the scene of an incident.

They shall be responsible for properly filling all requests for teletypes to be sent and to acknowledge all received teletypes when required to do so.

They shall assist citizens in telephone and counter contacts, providing information, referring citizens to appropriate agencies or to sworn personnel for further assistance.

At any time when more than one Police Dispatcher is on duty, the Police Dispatcher having seniority by date of employment shall be in charge unless directed otherwise by the Watch Commander, Communications Supervisor, Services Division Commander or Chief of Police.

When sworn female officers are unavailable, female Police Dispatchers shall perform matron duties as directed by the Watch Commander or Field Supervisor. Matron duties may include the searching of female prisoners and inspection of cells occupied by female prisoners. Female Police Dispatchers shall not perform any matron duties or remain in close proximity to any prisoner without a sworn officer being in the immediate area and able to render assistance should the prisoner offer resistance. Sworn personnel shall bear responsibility for maintaining the security of the cell area and all prisoners and the reporting to the Watch Commander of any conditions requiring corrective action, such as the feeding and care of prisoners.

## 2.28 – SECRETARY TO THE CHIEF OF POLICE

The Secretary to the Chief of Police shall be under the direct supervision of the Chief of Police and shall do specialized and responsible secretarial work of a confidential nature for the Police Department and do related work as required.

Duties may include planning and performance of a variety of clerical and secretarial work for the Chief of Police and administrative staff; transcribing dictation from a dictating machine or shorthand notes; taking confidential interrogation and preparing necessary records and documents for individual cases; typing a variety of letters, reports, forms and other documents; composing correspondence; reviewing mail

received and attaching related documents; assisting the Chief of Police with as many routine administrative details as possible; screening telephone callers by furnishing information requested or referring them to the proper division; maintaining controls on subject matter referred for investigation or action; preparing payroll records and personnel reports; planning and reviewing work of other clerical staff in maintaining smooth work flow; answering routine questions; assisting with the budget; making travel arrangements, handling confidential correspondence; and maintaining the official Department files and records of the Office of the Chief of Police.

### 2.29 – POLICE SERVICES TECHNICIAN (PST)

The Police Services Technician (PST) performs specialized clerical duties in the preparation, maintenance and release of materials relating to law enforcement activities, receives non-emergency requests for service, both in person and by telephone, and assists in receiving incoming 9-1-1 telephone calls.

The PST performs the routine activities of the business office. In addition to those duties already listed, they assist Department personnel and the public by conducting appropriate records checks, collecting fees for Department services and responding to public inquiries.

The PST accesses law enforcement databases to enter, modify, retrieve and delete data in accordance with the Business Office's standard operating procedures. They receive, sort, copy, file and distribute records and reports.

In an emergency, when sworn female officers are unavailable, female PST's shall perform matron duties as directed by the Watch Commander or Field Supervisor. Matron duties may include the searching of female prisoners and inspection of cells occupied by female prisoners. Female PST's shall not perform any matron duties or remain in close proximity to any prisoner without a sworn officer being in the immediate area and able to render assistance should the prisoner offer resistance. Sworn personnel shall bear responsibility for maintaining the security of the cell area and all prisoners and the reporting to the Watch Commander of any conditions requiring corrective action, such as the feeding and care of prisoners.

PST's shall assist in providing specified training to new personnel and perform other appropriate duties as required.

### 2.30 – POLICE SERVICES SPECIALIST (PSS)

The Police Services Specialist (PSS) reports to the Training Sergeant and is responsible for the training records of Department personnel and making necessary arrangements for approved training classes. The PSS will also assist the Training

Sergeant with other duties as assigned, such as coordinating training classes for all personnel, coordinating all internal Departmental trainings and all qualifications of range, Defensive Tactics, and the POST mandatory perishable skills trainings.

### 2.31 – CRIME PREVENTION SPECIALIST (CPS)

Crime Prevention Specialists (CPS) are assigned to the Community Resources Unit of the Services Division. They are under the immediate supervision of the Training Sergeant.

The CPS will perform a full range of crime prevention duties; meet with the public and merchants to discuss individual and neighborhood problems; prepare informational presentations, booklets, and flyers to meet the needs of the community; present new crime prevention programs to the public on check and credit fraud, shoplifting, rape awareness, auto theft, burglar alarm systems, and other subjects; and to maintain the department's social media sites.

The CPS is responsible for organizing, coordinating and conducting neighborhood watch meetings. They shall maintain records and rosters of neighborhood watch groups and participants, provide timely crime information or bulletins to members of neighborhood watch groups, and assist neighborhood watch groups or members in their crime prevention efforts and in their contacts with other governmental agencies.

The CPS shall also organize, coordinate and conduct meetings of members of the La Mesa business community. They shall provide timely crime information or bulletins to members in their crime prevention efforts and in their contacts with other governmental agencies.

The CPS is responsible for developing, organizing and maintaining crime prevention programs and presentations related to auto theft, personal safety, graffiti, and commercial and residential security. They shall provide information and assistance to crime victims in prevention strategies.

The CPS shall attend meetings of professional organizations to gain information on trends and events in the crime prevention field.

### 2. 32 – CRIME ANALYST

The Crime Analyst position is a professional administrative level position in the Police Department under the direct supervision of the Services Lieutenant.

An employee in this class shall perform analytical functions in crime analysis and prepare and disseminate information relevant to actual and anticipated criminal activity to operational and/or investigative command personnel.



They shall develop, compile, and analyze data from a variety of sources to identify and evaluate crime series, patterns, and trends and disseminate this information to increase the effectiveness of patrol deployment, crime prevention and apprehension of criminal suspects.

The Crime Analyst shall interact and coordinate with other agencies' crime analysis units to identify series activity that may affect La Mesa. They shall attend meetings relevant to the Automated Regional Justice Information System (ARJIS) and shall have a working knowledge of these systems sufficient to identify and resolve any statistical anomalies resulting from data entry, officer reporting, or systems errors. In performing these duties, they shall coordinate with the Communications Supervisor to direct and oversee clerical and data entry personnel to investigate and reconcile irregularities.

The Crime Analyst shall reconcile Bureau of Criminal Statistics monthly reports with ARJIS operational data and make corrections to the State in a timely manner. The Crime Analyst will monitor Part I Crime figures reported to the State and conduct random audits to assure accurate reporting. They shall prepare a summary of La Mesa's FBI Index statistical data for management review prior to any advanced publication.

The Crime Analyst shall coordinate with supervisor(s) in charge of special operation details to provide support and assistance in scanning, analysis, response and assessment of targeted projects. They shall develop the necessary databases to help assess the effectiveness of these projects. In performing these duties, he/she may recruit and supervise volunteer data entry personnel.

Under general direction from assigned management staff, they may assist in the application and/or administration of grants, research projects, or feasibility studies. Other duties as assigned may also include, but are not limited to, preparation of training bulletins, crime prevention materials, graphs, charts, maps, or summaries for public or governmental presentation.

The Crime Analyst shall coordinate Department reporting to ARJIS and shall supervise Department employees assigned to ARJIS operations.

### 2.33 – POLICE PROPERTY OFFICER

The Police Property Officer (PPO) shall be under general supervision of the Investigations Sergeant and is responsible for performing the clerical, record keeping, storage and technical duties associated with the maintenance and control of all property and evidence under Department Instruction 108 – “The Police Property System”, and police property and supplies under Section 2.04 and 10.60 of the La Mesa Municipal Code.

The PPO shall maintain a current working knowledge of the legal and safety guidelines pertaining to the maintenance and control of property, evidence, police property and supplies, records management and inventory techniques, principles and practices of armory control and maintenance, and California Department of Occupational Hazards and Safety and National Institute for Occupational Safety and Health (CAL OSHA/NIOSH) guidelines for the safe storage, handling and disposition of hazardous substances which come into the Police Property System.

The PPO shall have a valid California Driver's License of the appropriate class for the delivery and pickup of evidence and property to the courts, crime lab, police storage sites, other agencies, and contract services or vendors, and possess a Typing Certificate.

The PPO shall have a working knowledge of and operate standard office equipment, packaging equipment, storage equipment, evidence room packaging and storage methods, crime lab packaging methods, procedures and equipment, and maintain effective communications with the other department divisions to coordinate the Department Police Property System.

The PPO shall have a working knowledge of the department computer system and related systems for the entry of information into NCIC, APS, and AFS, to enter or retrieve information from ALPHA, Property, SUN, CLETS, and ARJIS, to check case dispositions through the Court and District Attorney's computer system, to prepare court orders for property dispositions, and to prepare, send and receive department communications relating to property matters.

The PPO shall protect the integrity of evidence throughout the judicial process; testify in court; assist officers, police employees, supervisors, police vendors and service contract agents with the seizure, processing, packaging, safekeeping, investigation of ownership, disposition, return, auction or destruction of property, evidence, police property and supplies; maintain control and integrity over the evidence and property storage areas of the department; maintain control and inventory of the business office supply room, supply lockers and supply areas; assist and perform computerized services, teletype, dispatch and matron services; and, related tasks as may be assigned by the Services Commander in fulfilling the Services Division responsibilities of the Department.

## 2. 34– RETIRED SENIOR VOLUNTEER PATROL MEMBERS

Members of the Retired Senior Volunteer Patrol (RSVP's) work under the direction and supervision of the Training Sergeant and perform duties related to supplementary patrol.

When assigned to field duties, RSVP's work in two-person teams for an assigned shift, as directed by the Training Sergeant. RSVP's shall only operate specially marked RSVP cars or unmarked cars. RSVP's shall maintain and respond to radio communications while engaged in field duties, using a radio channel and procedures set by the Training Sergeant.

When assigned to field duties, RSVP's are to patrol assigned areas of the city and observe and report any unusual or suspicious circumstances for further investigation and action by sworn personnel. RSVP's shall not take any direct action toward the apprehension of any suspect.

RSVP's have primary responsibility for the enforcement of parking restrictions related to handicap parking spaces, fire lanes, permit-parking areas, and 72 – hour parking restrictions. When assigned to field duties, RSVP's should make regular inspections of areas for the enforcement of these provisions. RSVP's assigned to field duties shall provide traffic control as needed.

RSVP's shall provide assistance to the general public by responding to citizen inquiries, arranging for vacation-home checks, providing fingerprint services, and other services as directed.

RSVP's shall perform other appropriate duties as assigned.

## 2. 35– PARKING CONTROL OFFICER (PCO)

Parking Control Officers (PCO) are assigned to the Traffic Unit under the supervision of the Traffic Sergeant and shall be assigned the following operational and administrative duties and responsibilities:

The PCO shall enforce City parking regulations within the Downtown Parking District by patrolling parking meters and limited-time parking areas on an assigned route; issue citations for overtime parking and other violations of City Ordinances and the California Vehicle Code covering the parking or standing of motor vehicles.

The PCO will observe, cite and initiate the towing of vehicles parked in violation of the street sweeping ordinance.

The PCO will collect, transport and deposit monies from City parking meters and cash collections following an assigned route; install, maintain, modify, repair, clean, test, and reprogram parking meters.

The PCO will utilize appropriate computer programs to record parking meter inventory, maintenance history, and defective meters and damaged equipment location; perform collection audits.

The PCO will observe and report litter, damage to public property and improvements, non-functioning equipment, suspect activity, public safety concerns, and crime to appropriate City departments.

The PCO will establish and maintain continuous contact with downtown business owners, managers, and employees; distribute notices and informational materials to downtown businesses; report observations and needs to appropriate City departments.

The PCO will prepare and maintain various records, including records of parking permits, defective meters and equipment; prepare vehicle storage reports and vehicle content inventories.

The PCO will provide general information and assistance to visitors and the public within the downtown area; provide directions and respond to requests and inquiries.

The PCO will assist City staff with preparation for and implementation of special events and the weekly Farmer's Market.

The PCO will prepare declarations and diagrams for court action of contested citations.

The PCO shall perform other related duties as required.