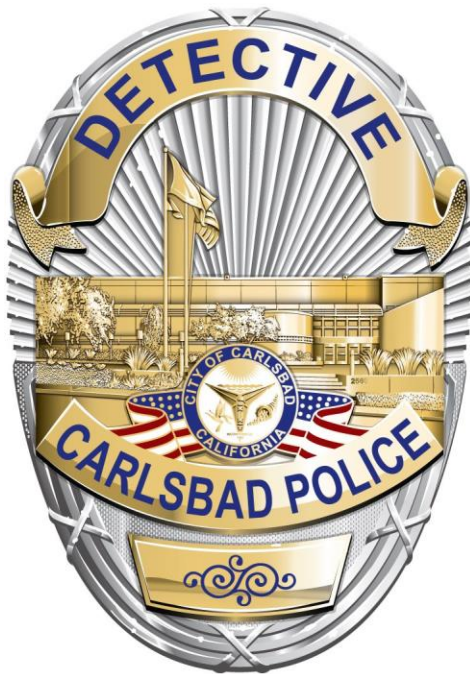


**Carlsbad Police Department  
Investigations  
Standard Operating Procedures**



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## **INTRODUCTION**

This Standard Operating Procedures Manual is provided as a guideline for the operational and enforcement functions of the Carlsbad Police Department Investigations Unit. If any of the provisions of this Manual are in conflict with the department's Lexipol policy manual, the Lexipol policy manual shall be controlling.

Nothing in this manual shall relieve Investigation's personnel from being held to the highest standards of conduct and ethics as prescribed by the department's mission, vision, and values statement and the Peace Officer Bill of Ethics.

## **TRAINING**

An investigator's training manual has been established to familiarize the new investigator with Investigations operating policies, procedures, and practices. Each new investigator will be assigned to an experienced investigator for orientation and training. Formal training for the new investigator will be scheduled by the unit supervisor.

The unit supervisor will be responsible for the training assignments and ensuring that the trainer is knowledgeable and well versed on the procedures and tasks of the individual unit.

The new investigator should receive formal training as soon as practical after assignment. The following courses comprise the requirements for a detective in accordance with the Master Training Plan issued December 31, 2014.

Investigations – Crimes of Violence  
**COV Detective Sergeant and Detective**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/ Repeat	Authority
MANDATORY			
Officer Involved Shooting – Supv/Mgmt Resp.	III	16 hrs	
Sexual Assault Investigation	I	40 hrs	PC 13516
*Required within 6 months of assignment to investigation duties which include the handling of cases involving sexual abuse of children			
ESSENTIAL			
ICI Core Investigation	IV	80 hrs	
Interview & Interrogation	I	40 hrs	
Homicide Investigation	IV	40 hrs	
Active Shooter	CPT	8 hrs	
Bloodstain Pattern Analysis	IV	40 hrs	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.
DESIRABLE			
Death Investigation	IV	16 hrs	
CHIA Conference	CPT	24 hrs/annually	
Search and Seizure	IV	8 hrs	
Human Trafficking	IV	8 hrs	
Flying While Armed	--	2 hrs	

## Investigations - Family Services

### **Child Abuse Detective**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO	\$90	\$900	Required within 6 months of assignment to investigation duties which include the handling of cases involving sexual abuse of children.
<b>Essential</b>							
Search Warrants for Investigators	CPT	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
ICI Core Investigation	IV	80 hrs		SDRTC	0	\$120	
Child Abuse Investigation, Basic ICI	III	40 hrs		LASO/RSO	\$113	\$900	
Child Abuse Investigation, Adv.	III	24 hrs		SDRTC	\$324	\$36	
290 PC Monitoring/Monitoring Sex Offenders	--	3 hrs		SDPD	0	0	
Computer Investigations of Websites	IV	16 hrs		SDRTC	\$132	\$24	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
CSAIA Conference	--	Annually		CSAIA/Shell Beach	\$300	\$550	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Death Investigation	IV	16		Third Degree/San Jose	\$345	\$800	
Child Exploitation Investigation	IV	16 hrs		Third Degree/San Jose	\$345	\$800	
Child Abduction Intervention	IV	16 hrs		Child Abd.Task Force/Varies	0	\$150	
Human Trafficking	CPT only	8 hrs		SDRTC	0	\$12	
Flying While Armed	--	2 hrs		SDSO	0	0	

## Investigations - Family Services

### ***Elder Abuse Detective***

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO/Whittier	\$90	\$900	Req'd within 6 mos of assignment to inv duties handling cases involving sexual abuse of children.
<b>Essential</b>							
Search Warrants for Investigators	CPT	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Financial Crimes	IV	40		SDRTC/San Jose	\$554	\$1400	
Identify Theft Investigation ICI	IV	40		SDRTC	0	\$60	
Real Estate Fraud ICI	IV	32		SDRTC	0	\$48	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Crimes Against the Elderly/Gypsy Crime Groups	IV	16 hrs		Gryphon Trng Group	\$199	\$300	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Elder Abuse Symposium	--	Annually		CDAA/Orange Co	\$300	\$400	
Death Investigation	IV	16		Third Degree/San Jose	\$345	\$800	
Computer Investigations	IV	16		SDRTC	\$132	\$24	
Flying While Armed	--	2 hrs		SDSO	0	0	

## Investigations - Family Services

### **Domestic Violence Detective**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO/Whittier	\$90	\$900	Req'd within 6 mos of assignment to inv duties handling cases involving sexual abuse of children.
<b>Essential</b>							
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Search Warrants for Investigators	CPT only	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
Domestic Violence Investigations	IV	40		SDRTC	0	\$60	
Identify Theft Investigation ICI	IV	40		SDRTC	0	\$60	
Computer Investigations	IV	16		SDRTC	\$132	\$24	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Crimes Against the Elderly/Gypsy Crime Groups	IV	16 hrs		Gryphon Trng Group	\$199	\$300	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Real Estate Fraud ICI	IV	32		SDRTC	0	\$48	
Flying While Armed	--	2 hrs		SDSO	0	0	



## Investigations - Family Services

### **Juvenile Detective**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO	\$90	\$900	Req'd within 6 mos of assignment to inv duties handling cases involving sexual abuse of children.
Computer Investigations	IV	16	PC 13515 55	SDRTC	\$132	\$24	Within 18 months of assignment to investigation supervisor
<b>Essential</b>							
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Search Warrants for Investigators	CPT only	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
Domestic Violence for Investigators	IV	40		SDRTC	0	\$60	
Juvenile Law Enforcement	III	32 hrs		LAPD	\$80	\$600	
Drug Abuse Recognition	II	24 hrs		CNOA/In-House	\$225	0	2 free spots for hosting
290 PC Monitoring/Monitoring Sex Offenders	--	3 hrs		SDPD	0	0	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
Search & Seizure	IV	8 hrs		DA or CNOA/San Diego	0	\$12	
Child Abuse Investigation, Basic ICI	III	40 hrs		LASO	\$113	\$900	
Flying While Armed	--	2 hrs		SDSO	0	0	

## Investigations – Family Services

### **Financial Crimes Detective**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO	\$90	\$900	Required within 6 months of assignment to investigation duties which include the handling of cases involving sexual abuse of children.
<b>Essential</b>							
Search Warrants for Investigators	NA	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Financial Crimes	IV	40		SDRTC/San Jose	\$554	\$1400	
Burglary/Receiving Stolen Property ICI	IV	40		SDRTC	0	\$60	
Identify Theft Investigations	IV	40		SDRTC	0	\$60	
Computer Investigation of Websites	III	16		SDRTC	\$155	\$24	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept. recom.	DOJ/In-house	0	0	
<b>Desirable</b>							
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Flying While Armed	--	2 hrs		SDSO	0	0	

## Investigations - Family Services

### **School Resource Officer**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO	\$90	\$800	Req'd within 6 mos of assignment to inv duties handling cases involving sexual abuse of children.
<b>Essential</b>							
Search Warrants for Investigators	CPT	3 hrs		POST/Learning Portal	0	0	
ICI Core Investigation	IV	80 hrs		SDRTC	0	\$120	
Drug Influence 11550 H&S	IV	8		SDSO/Miramar	0	\$12	
Computer Investigations of Websites	IV	16 hrs		SDRTC	\$132	\$24	
Active Shooter	CPT only	8 hrs		CPD/In-House	0	0	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
School Police Officer	IV	40 hrs	PC 832.3(g&h)	Santa Ana College	\$52	\$800	
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Human Trafficking	CPT	8 hrs		SDRTC	0	\$12	
Drug Abuse Recognition	II	24		CNOA/In-House	\$225	0	2 free spots for hosting
PAS Device	IV	3 hrs		CPD/In-House	0	0	
Gang Awareness Update	IV	8 hrs		Riverside Sheriff	\$109	\$12	

## Investigations – Property Crimes

### ***Property Crimes Detective***

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO/Whittier	\$90	\$900	Required within 6 months of assignment to investigation duties which include the handling of cases involving sexual abuse of children.
<b>Essential</b>							
ICI Core Investigation	IV	80 hrs		SDRTC	0	\$120	
Burglary/Receiving Stolen Property ICI	IV	40 hrs		SDRTC	0	\$60	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-house	0	0	
<b>Desirable</b>							
GPS Tracking	CPT only	8 hrs		CPD/In-House	0	0	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Search Warrants for Investigators	CPT only	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Identify Theft	IV	40 hrs		SDRTC	0	\$60	
Computer Investigation of Websites	IV	8 hrs		SDRTC			
Flying While Armed	--	2 hrs		SDSO	0	0	

Investigations - Family Services  
**Family Services Detective Sergeant**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Sergeant.*

Course Title	POST Plan	Length/Repeat	Authority	Course Provider/Location	Tuition	Travel/Per Diem	Remarks
<b>Mandatory</b>							
Sexual Assault Investigation	I	40 hrs	PC 13516	LASO/RSO	\$90	\$900	Req'd within 6 mos of assignment to inv duties handling cases involving sexual abuse of children.
Computer Investigations		16	PC 13515 55	SDRTC	\$132	\$24	Within 18 months of assignment to investigation supervisor
<b>Essential</b>							
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Search Warrants for Investigators	CPT	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Human Trafficking of Minors	CPT	8 hrs		SDRTC	0	\$12	
Domestic Violence for Investigators	IV	40		SDRTC	0	\$60	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	Electronic Surveillance (wiretap)
<b>Desirable</b>							
Elder Abuse Symposium	--	Annually		CDAA/Orange Co	\$300	\$400	
Legislative Update	IV	4 hrs/annually	CPOA	Varies	\$99	varies	Legislative Update
Flying While Armed	--	2 hrs		SDSO	0	0	

## Investigations – Property Crimes

### **Property Crimes Detective Sergeant**

*Personnel in this assignment must also satisfy the basic training requirements of the rank of Police Officer.*

Course Title	POST Plan	Length/ Repeat	Authority	Course Provider/Location	Tuition	Travel/ Per Diem	Remarks
<b>Mandatory</b>							
Officer Involved Shooting – Supv/Mgmt Resp.	III	16 hrs		CPOA/Varies	\$226	0-\$300	
Computer Investigations	IV	16	PC 13515 55	SDRTC	\$132	\$24	Within 18 months of assignment to investigation supervisor
<b>Essential</b>							
ICI Core Investigation	IV	80		SDRTC	0	\$120	
Interview & Interrogation	I	40 hrs		II&I/SD	\$410	\$60	
Search Warrants for Investigators	CPT only	3 hrs		POST/Learning Portal	0	0	Prerequisite for ICI Core Invest. course
Search & Seizure	IV	8 hrs		DA or CNOA/SD	0	\$12	
Fraud/Forgery	IV	40 hrs		SDRTC	\$0	\$60	
Burglary/Receiving Stolen Property	IV	40 hrs		SDRTC	0	\$60	
Electronic Surveillance (wiretap)	IV	8 hrs/5 yrs	Dept recom.	DOJ/In-House	0	0	
<b>Desirable</b>							
Property & Evidence Conference	--	Annually		CAPE/Varies	\$275	\$600	
Legislative Update	III	4 hrs/annually		CPOA/Varies	\$99	varies	
GPS Tracking	CPT only	8 hrs		CPD/In-house	0	0	
Flying While Armed	--	2 hrs		SDSO	0	0	

## **CASE MANAGEMENT**

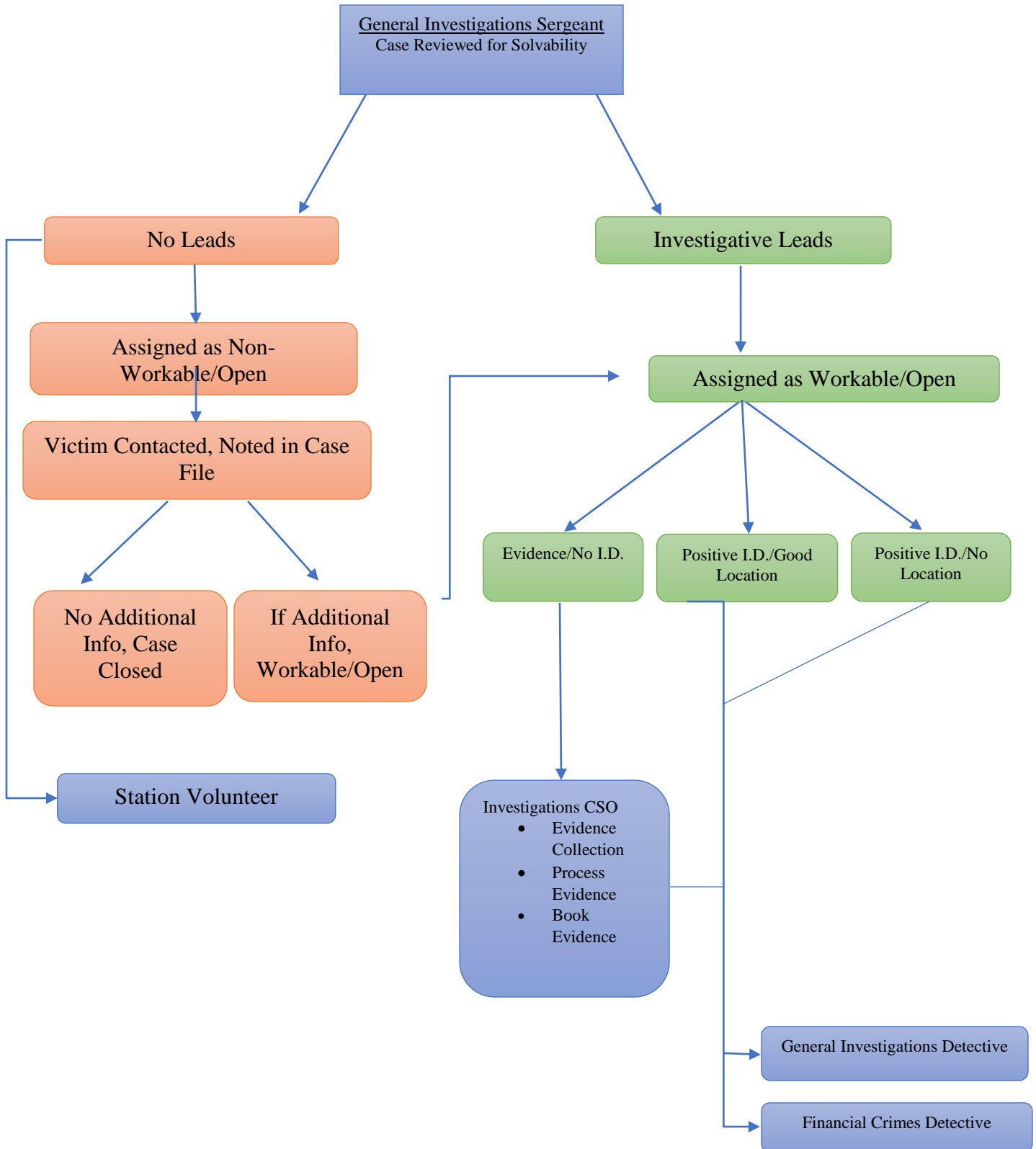
The Carlsbad Police Department's Investigations Division utilizes netRMS as its primary case management program. netRMS contains specific data about when a case was issued, which supervisor issued the case and which detective the case is assigned to. It also allows detectives to complete investigator's notes in the journal component and to clear cases when completed. netRMS enables detectives and supervisors to view how long a detective has been actively assigned a case.

1. It shall be the responsibility of the unit Sergeant to assign cases to detectives via netRMS.
2. Attempted contact with crime victims will be made within a reasonable period of time after being assigned an investigation, preferably within 1 to 3 days. All attempts to contact the victim will be logged in the netRMS journal.
3. It is the responsibility of the detective to maintain current journal entries on assigned cases.
4. Cases assigned for over 30 days should be approved by a supervisor. An entry should be made in the journal that the case was discussed with the unit Sergeant and an extension was granted.
5. All assigned cases will be cleared and dispositioned through netRMS.

## **CASE ASSIGNMENT FLOW CHARTS**

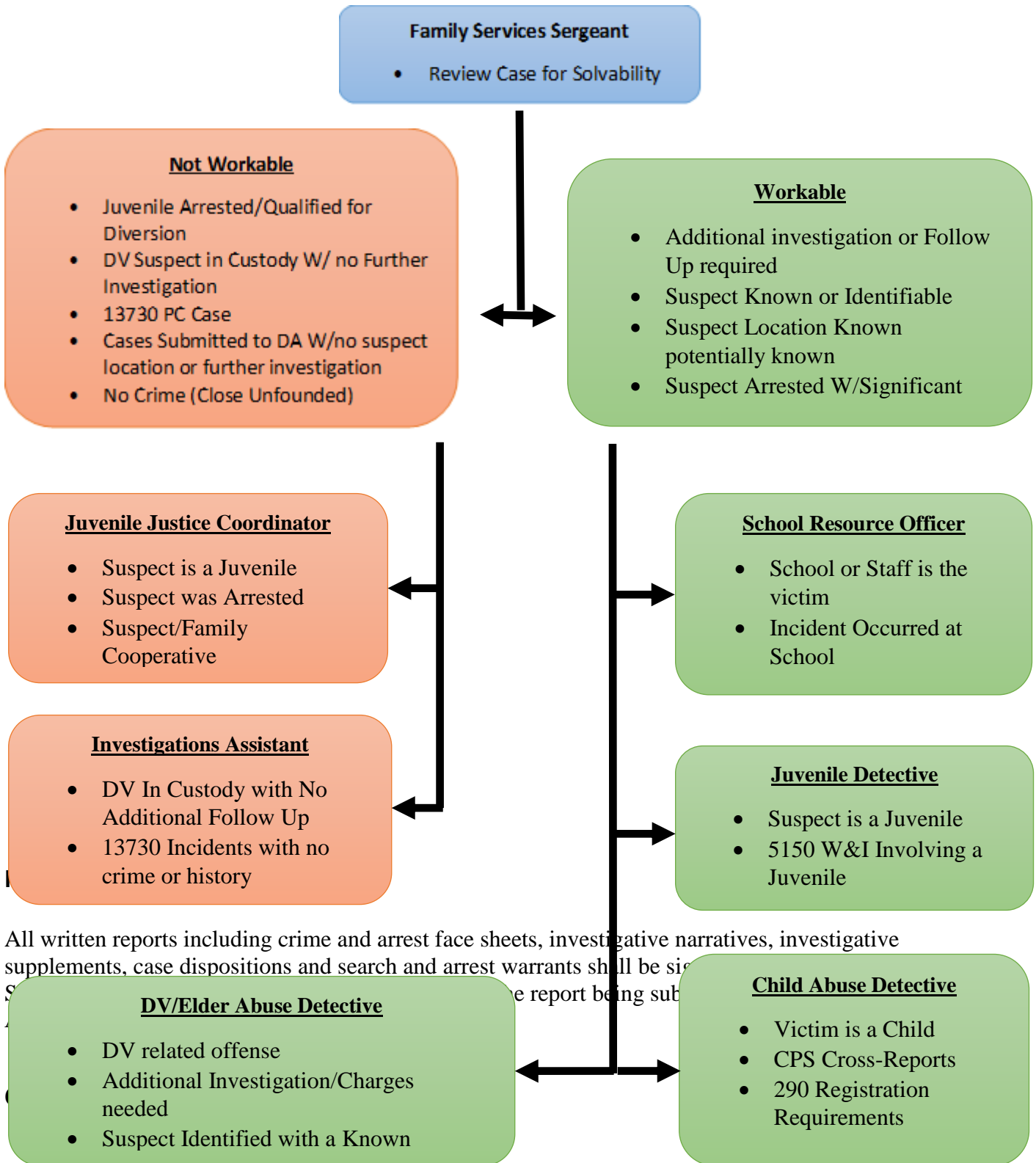
The following two documents provide a guideline for case assignment workflow. The Family Services and General Investigations supervisors should utilize these charts to determine the most appropriate personnel (detective, CSO, volunteer) for handling and dispositioning a case requiring Investigations Division follow-up.

# General Investigations Case Flowchart





# Family Services Case Flowchart



All written reports including crime and arrest face sheets, investigative narratives, investigative supplements, case dispositions and search and arrest warrants shall be signed by the investigating officer. The report being submitted shall be signed by the investigating officer.

Detectives will be subject to call-out on a potentially frequent and random basis consistent with Carlsbad Police Department policy #609.

Detectives will respond to requests for assistance from allied agencies when requested. Each detective is responsible for notifying their unit Sergeant of a call-out.

When there is an operational need to work beyond a regular assigned duty shift, the detective will obtain approval from the unit Sergeant. Whenever possible, this will be done prior to the end of the regular assigned duty shift.

## **EQUIPMENT**

All detectives shall:

1. Not leave weapons unattended at any time.
2. Maintain all issued equipment in a clean and serviceable condition.
3. Secure all safety equipment, when not being used, in your locker, desk drawer or vehicle.
4. Keep all operational equipment secured in its proper storage cabinet/locker when not in use.
5. Immediately report any lost, stolen, damaged or malfunctioning equipment to their unit Sergeant.
6. Have available the Investigations search warrant uniform consisting of 5.11 black polo shirt with POLICE in white, block letters on the back and green, BDU style pants.
7. Have readily available a business suit or sport coat, slacks and tie. Detectives are often required to respond to crime scenes which tend to draw a high level of public attention and interest from the media. In order to present a professional appearance at these scenes the above attire is required.
8. Have available leather gear, patrol rifle, Taser, OC, impact weapon, ballistic vest, gas mask and helmet.
9. Patrol uniform for critical incident deployment.

## **INTERAGENCY NOTIFICATION POLICY**

### Notification

Detectives will utilize the San Diego Law Enforcement Coordination Center (SDLECC)) to reduce the chance of multiple agencies working the same subject/location and perform operational de-confliction.

Prior to a planned event or tactical operation, the case agent shall notify the law enforcement agency having jurisdiction for the area of said operation. Notification will normally be to that agency's Watch Commander or communication center. Notification will normally be done verbally. In the event of a search warrant service in the city of Carlsbad, a written operations plan will be provided to the Watch Commander. This operational plan shall contain the following information;

- a. date and time of operation
- b. type of operation
- c. radio frequency
- d. personnel involved
- e. location
- f. name of OIC/Sergeant and OIC/Sergeant contact phone number

#### Exception to Notification

In those instances when advance notification could jeopardize the security of the planned event or tactical operation, or when advance notification is not possible, the Case Agent will notify the law enforcement agency as soon as practical. Any exemption to notification must be done in concurrence with the unit supervisor.

#### Field Contacts with Uniformed Law Enforcement Officers

Detectives acting in a plainclothes or undercover capacity are not readily identifiable as law enforcement officers. Therefore, contact between them and uniformed personnel include the potential for confrontation. The primary responsibility for avoiding or defusing a confrontation lies with the non-uniformed officer. Any plainclothes or undercover detective shall comply promptly with the directions of a uniformed officer.

### **CONFIDENTIAL INFORMANT MANAGEMENT**

Some investigations may require the use of confidential informants to meet a specific operational need. All use of informants shall be vetted through the Vice Narcotics Intelligence Unit's confidential informant management process and registered appropriately with VNIU. See Carlsbad Police Department Policy #608 and the specific section "Confidential Informant Management" in the *VNIU Standard Operating Procedures* manual.

## **INVESTIGATIVE FUNDS**

Some investigations may require the use of investigative funds to meet a specific operational need. All use of investigative funds shall be vetted through VNIU's buy fund management process and documented accordingly. See Carlsbad Police Department Policy #607 and the specific section "Investigative Funds" in the *VNIU Standard Operating Procedures* manual.

## **MEDIA RELATIONS**

1. Detectives shall maintain a professional and cooperative working relationship with all media sources. Detectives shall direct all media inquiries to their unit Sergeant.
2. Detectives will not release any information to the news media without the prior authorization from their Sergeant. Any information released should not:
  - a. Jeopardize any ongoing investigations.
  - b. Put the safety of any individual at unnecessary risk.
  - c. Reveal grand jury information or the existence of a grand jury investigation.
  - d. Reveal information contained in sealed court documents or covered by a court protective order.
  - e. Affect the defendant's right to a fair trial.
  - f. Impact the ability of the government to successfully prosecute a case.
3. When operations are deemed newsworthy, the unit Sergeant or his/her designee should confer with the management/supervision of the department prior to the release of any information.

## **OFFICE PRACTICES**

1. It is the policy of this department that all employees will be treated in a fair and equitable manner and will be provided a work place that is free from discrimination and sexual harassment. It is the responsibility of every detective to ensure a safe and professional working environment is maintained at all times, which is consistent with City of Carlsbad Administrative Order #45 and Police Department Policy #328. Courtesy and consideration for everyone will enhance this environment.
2. Each employee will be treated with proper dignity and respect.
3. It is the practice of each unit supervisor to include regularly scheduled face-to-face meetings between detectives and their Sergeant, Investigations Division Lieutenant and Captain. These meetings will include an overview by the detective of significant cases they have concluded and an update of ongoing cases.

## **SECURITY/VISITORS**

1. Office security should be a primary concern of all detectives.  
ALL visitors (sworn & non-sworn) shall not be left unattended while in the office.
2. All personnel shall ensure that specialized equipment and sensitive documents are in a secure location when the office is unattended.

## **TACTICAL OPERATIONS**

### Execution of Search Warrants and Fourth Waiver Searches

1. Investigations personnel participating in the execution of search warrants will be thoroughly familiar with state and federal laws (e.g., California Penal Code Sections 1525 et seq. and Federal Rules of Criminal Procedure, Rule 41) regarding warrant preparation, service and return, as well as the state and federal law regarding Fourth Waiver searches.
2. Investigations personnel will not enter onto private property unless that entry is authorized by law.
3. Investigations personnel will not remove private property unless the removal is sanctioned by law. All property seized under the authority of a search warrant will be listed in the receipt and inventory.
4. Property seized under other provisions of law will be thoroughly described in applicable crime and/or arrest reports.

### Sergeant's Responsibilities

1. A Sergeant or designee will be present during the execution of all search warrants, parole, and Fourth Waiver searches of a residence or other large property.
2. The Sergeant is responsible for ensuring that all personnel adhere to applicable legal and policy and procedure guidelines.
3. In addition, prior to the search the Sergeant will:
  - a. Review and approve the tactical action plan.
  - b. Review the San Diego County High Risk Entry Checklist and ensure high risk entries are offered to SWAT.
  - c. Ensure that the target premises ARE THE ACTUAL premises described in the warrant.
  - d. Ensure that the conditions described in the affidavit still justify the search.
  - e. Confirm that all personnel are adequately briefed and wearing appropriate safety equipment.
  - f. Ensure that the warrant is executed and returned in a legal and timely manner. Stale or void warrants will not be served.
  - g. Conduct a debriefing at the conclusion of the operation.
  - h. Ensure the warrant is properly returned to the court and all evidence is handled according to proper procedure

- i. Ensure that appropriate crime/arrest reports are completed and filed in a timely manner.

#### Case Agent Responsibilities

1. An Operations Plan shall be completed by the case agent and approved by a Sergeant.
2. The following items shall be included as a minimum in any operations plan:
  - a. Type of operation and potential problems.
  - b. Case agent and on-scene Sergeant.
  - c. Synopsis of investigation leading to warrant or search.
  - d. Special case instructions or information, such as the presence of children, dogs, counter-surveillance, etc.
  - e. Description of target premises, all known suspects, and vehicles, including criminal history and history of violence or use of weapons by suspects.
  - f. Assignment of special equipment; door knocker, pry bars, etc.
  - g. Primary and secondary radio frequency.
  - h. Nearest hospital including directions and map.
  - i. Area diagram and floor plan of target premises if available.
  - j. Trouble and/or bust, signal if appropriate.
  - k. Appropriate notifications to SD-LECC (formerly NIN).
3. The case agent will determine the number of personnel necessary to safely complete the operation.
4. The case agent will contact the law enforcement agency having jurisdictional responsibility for the location of the operation and advised them of the detail before it takes place. The agency will also be notified when the operation has been completed.
5. The case agent will be responsible for providing and assigning any equipment necessary to complete the search (e.g. gloves, evidence collection bags, cameras)
6. The case agent will be responsible for replenishing any supplies used during the course of the search.

#### Safety Equipment

1. The “default” uniform for tactical operations is the black polo shirt with POLICE in block letters and green, BDU pants. A ballistic vest in exterior carrier with POLICE in block letters may also be worn. Ballistic protection shall be used in any operation.
2. In all operations, investigators are required to have a set of handcuffs, a flashlight and non-lethal weapon option with them at all times. Non-lethal weapon could include Taser, OC or an impact weapon.
3. If an operation involves the anticipated forcible breach into a location, the arrest of suspects believed to be either armed or violent or if there is a likelihood of a violent confrontation, the

uniform will include the above identified default uniform and will include the wearing of all safety equipment to include a ballistic helmet and ballistic eyewear.

4. If there is a tactical necessity to deviate from the above guidelines, case agents must receive prior approval from a Sergeant.

#### Operational Briefing

1. The case agent and unit Sergeant shall conduct an operational briefing.
2. The case agent shall ensure that all involved personnel attend the briefing
3. The briefing shall include at the minimum;
  - a. A complete description of the search warrant or Fourth waiver.
  - b. A copy of the search warrant for each participating member to read.
  - c. Identification of all participating personnel
  - d. Details of the operation and individual assignments
  - e. Photos of the target location, when available.
  - f. All available intelligence information

#### Assisting Allied Agencies

1. When an outside agency requests assistance in serving a search/arrest warrant or conducting a Fourth waiver search or parole search where forced entry is anticipated, the Sergeant (or representative) from the requesting agency will meet with a Sergeant to discuss the proposed mission prior to any enforcement action.
2. The Sergeant will review the written operational plan prepared by the requesting agency to ensure that all "high risk" issues have been appropriately addressed as set forth in the High-Risk Entry Check List and that all investigations members are appropriately deployed.
3. An Investigations Sergeant may decline to participate if the requesting agency's plans for the execution of the mission do not meet established standards for the operation.
4. It is recognized that, on occasion, personnel may be requested to assist other law enforcement agencies during exigent situations where strict compliance with this policy could adversely impact the safety of others. Personnel will not be expected to comply with this policy if doing so would delay or hamper their ability to prevent human death or injury. Exigent circumstances involving the threat of evidence destruction alone shall not be grounds for noncompliance.

## **SURVEILLANCE OPERATIONS**

Investigations personnel should consider requesting assistance from VNIU for all surveillance operations. VNIU generally has a higher level of expertise in conducting surveillance in an undercover capacity.

### General Guidelines

1. Establish a need for a surveillance operation
2. Identify the target
3. Plan the surveillance operation
  - a. Prepare Operation Plan
  - b. Notify / not notify Communications Center
  - c. Goals of Surveillance Operation
    - Intelligence Gathering
    - Enforcement Action
4. Conducted by at least two investigators.
5. Surveillance operation conclusion/debriefing

## **UNDERCOVER OPERATIONS**

Investigations personnel should consider requesting assistance from VNIU for all undercover operations.

### General Guidelines

1. Establish the need for an undercover investigation
2. Planning and organizing the undercover investigation
  - a. Security / Rescue Team
  - b. Perimeter / Surveillance
  - c. Bust / Trouble signal (verbal or non-verbal)
3. Implementing the undercover operation
4. Use of special funds for undercover operations
5. WALL Cases
6. Undercover investigation conclusion/debriefing

## **EVIDENCE**

1. The case agent shall be responsible for coordinating the search and disposition of all evidence.
2. The case agent is responsible for the chain of custody of all seized evidence up to the point it is impounded in the evidence room. The case agent will ensure that the evidence is properly impounded.
3. Money, jewelry and other valuables shall be inventoried with a witnessing investigator present. These items shall be placed into the evidence room or secured in the unit Sergeants office prior to the conclusion of shift.



## **COMMUNITY SERVICE OFFICERS**

There are three Investigative CSO positions within the Carlsbad Police Department Investigations Division. One CSO will be assigned to the Family Services Division, one CSO will be assigned to the Property Crimes Division and one will be assigned to COV/VNIU.

### Reports

1. Death reports
2. Missing adults
3. Minor investigations
4. Monitor cases submitted to the DA's office for review and disposition.
  - a. Confirm warrant status for cases submitted with arrest Declarations
  - b. CRE follow-up for case rejections
5. Write supplemental reports
6. Draft arrest declarations to be signed by sworn officers

### Licensing (renewals)

1. Secondhand dealers
2. Pawn brokers
3. Fortune tellers
4. Massage establishments
5. ABC

### FET Duties

Investigative CSO's are expected to have all FET equipment available and in a serviceable condition.

1. Crime scene processing
2. Vehicle processing
3. Autopsies
4. Evidence collection
5. Transferring/retrieving evidence to/from RCFL or SDSO crime lab
6. Recovering evidence from SART
7. Retrieving evidence from crime victim locations (video, documents, witness statements)
8. Assist at search warrant or 4<sup>th</sup> waiver locations
9. Process cell phone evidence via Cellbrite/XRY
10. ZET-X/Cellehawke data analysis for phone/GPS data processing and evaluation

### Data Entry

1. Enter FI's into ARJIS and file
2. Update and maintain CRE log

- a. Copy CRE's for Records
  - b. Provide original to Investigations Sgt.
3. Enter pawn slips into LEADS Online
4. Preparation of reports for DA's office (Court Run)
  - a. Includes preparing JURIS forms (felony)
  - b. Update & maintain Court Log
  - c. Occasionally take portfolio to Vista Court
5. Enter served subpoenas and maintain in a file
6. Update and maintain CPS referral log
  
7. Maintain personnel desk lines and the General Investigations phone line
  - a. Return phone calls
  - b. Case research
  - c. Forward to appropriate detective
  - d. Take supplemental reports for case additions
8. Calgang user status
9. Upload/maintain information in Graffiti Tracker database
10. Manage Narcotics Registrant files

#### Volunteers

1. Answer questions regarding data entry or victim callbacks
  - a. SVP – answer questions regarding court run & returned documents

#### Misc.

1. Mail pick-up & distribution
2. Order office supplies
3. Maintain detective phone list
4. Check ARJIS (AR600) for in-custody's (3 days)
5. Maintain binder for Structural Fumigation Notification for Carlsbad emails

### **SCHOOL RESOURCE OFFICERS**

Ensuring the safety of students and staff on school campuses in Carlsbad is a priority to the school administration and the police department. Campus security will be enhanced by the presence of police officers that will interact with the students in both a positive and proactive manner. Police officers on campus will help improve relations between the police department and the youth of the community. Therefore, school districts operating within the city and the City of Carlsbad have the following expectations and agree to undertake the listed responsibilities to achieve these mutual objectives:

#### Roles and Responsibilities

1. Provide a uniformed police officer presence at Carlsbad High School, Sage Creek High School, La Costa Canyon High School, middle and elementary schools, Carlsbad Village Academy, North Coastal Academy and district offices located in the City of Carlsbad;
2. Responding to all law enforcement related matters as they occur during regular school hours while the officer is on or near the above facilities and able to do so;
3. Documenting all incidents of crime that occur at the above facilities as per department regulations, performing the necessary follow-up investigations as needed to identify perpetrators of crime, and performing any follow-up on cases as deemed necessary;
4. Attending various sporting events and school activities as needed for proactive enforcement and interaction;
5. Attending parent conferences/meetings as needed.
6. To conduct criminal investigations as assigned by the Supervisor of the Family Services Unit and to assist other law enforcement officers who are engaged in ongoing criminal investigations that bring them onto the school campus.
7. To work with school staff in the matters of mutual concern such as: alcohol and drug use on campus; safety of students and staff on and off campus; gang-related violence and crime; campus intrusion; and loss and/or damage to property.
8. To provide liaison in the following areas: School Attendance Review Board; point of contact for CPS visits; truancy sweeps; home visitations; district-wide critical response plan training; school safety plans; and training of school campus supervisors and noon duty personnel.