

San Diego Police Department

Police Volunteer Guidebook



SDPD Office of Volunteer Services



THE CITY OF SAN DIEGO

IN REPLYING
PLEASE GIVE
OUR REF. NO.

Dear Volunteer:

Congratulations and welcome! I am pleased that you have chosen to join the San Diego Police Department's Volunteer Program.

Volunteer work can be a challenging and rewarding experience and will provide you with the opportunity to meet many other dedicated people who selflessly serve the citizens of San Diego. We take a great deal of pride in our volunteers and the valuable services they provide.

We are committed to maintaining a citizen volunteer program that will help make the Department as efficient and productive as possible. With your help, our goal is to provide courteous, professional and responsible service to the community.

I consider every volunteer to be an important member of the Department. Every hour you contribute to making your community a better place to live is time well spent.

Again, welcome and thank you for your help.

Sincerely,

DAVID BEJARANO
Chief of Police



Office of the Chief of Police

1401 Broadway • San Diego, CA 92101-5729

Tel (619) 531-2000





THE OFFICE OF VOLUNTEER SERVICES

SAN DIEGO POLICE DEPARTMENT 1401 BROADWAY MS 796 SAN DIEGO, CALIFORNIA 92101

Dear Volunteer:

Welcome to the San Diego Police Department's Volunteer Program. Our volunteers are a dedicated group of people and we are pleased to have your skill, talents and assistance.

This guidebook is designed to familiarize you with Department policies and procedures and with the volunteer program. It describes the basic functions of our volunteers, what we hope the program will give to you and what the Department hopes to receive from each volunteer.

I hope this guidebook will prove to be beneficial as well as informative. I welcome any questions, as do the rest of the staff. Please call on any of us to answer those questions this guidebook may fail to cover. Remember, this is your program too! We are always interested in your suggestions for making our program more productive, successful and responsive to your needs.

Again, welcome and thank you for joining our Department. It is my wish that you are satisfied in your work with us and realize that you are valued and appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Snyder". The signature is fluid and cursive, with a large initial "B" and "S".

Bill Snyder, Sergeant
Volunteer Services Coordinator

The San Diego Police Department

Vision

We are committed to working together, within the Department, in a problem solving partnership with communities, government agencies, private groups and individuals to fight crime and improve the quality of life for the people of San Diego

Values

The principles upon which we base our policing are:

◆ Human Life

The protection of human life is our highest priority.

◆ Ethics

We will demonstrate integrity and honor in all our actions.

◆ Crime Fighting

Our efforts to address neighborhood problems will be based on a Partnership with the community.

◆ Valuing People

We will treat each other with dignity and respect, protecting the rights and well being of all individuals.

◆ Loyalty

We will be loyal to the community, to the Department and its members, and to the standards of our profession.

◆ Open Communication

We will listen to one another's opinions and concerns.

◆ Fairness

Our decisions will be based on common sense, and will be balanced, moral, legal and without personal favoritism.

◆ Diversity

We appreciate one another's differences and recognize that our unique skills, knowledge, abilities and backgrounds bring strength and caring to our organization.

Mission

Our mission is to maintain peace and order by providing the highest quality police services in response to community needs by:

*Preventing Crime
Apprehending Criminals
Developing Partnerships
Respecting Individuals*

SAN DIEGO POLICE DEPARTMENT

VOLUNTEER ORIENTATION INFORMATION

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OFFICE OF VOLUNTEER SERVICES

INTRODUCTION AND OVERVIEW

MISSION STATEMENT

We are committed to creating a citizen volunteer program, which will make the Department as efficient and productive as possible. We recognize the value and importance of developing a culturally diverse volunteer work force, and of matching their skills with Department needs. Our goals are to improve police-community relations by developing a spirit of cooperation and partnership with the community and to become a model for volunteer programs within the City of San Diego and California law enforcement agencies.

THE SAN DIEGO POLICE DEPARTMENT VOLUNTEER PROGRAM

The San Diego Police Department has been utilizing volunteers for a wide variety of job assignments for many years. Volunteer programs throughout the Department are considered model plans in volunteerism in the public sector. Volunteers are essential to Department operations and they help provide a level of customer service that could not be achieved by San Diego Police Department staff alone.

VOLUNTEER OPPORTUNITIES

CRISIS INTERVENTION

Crisis Intervention volunteers receive specialized training in crisis response techniques. Interventionists respond to scenes to assist citizens who have been traumatized by a crime or other critical incident. Interventionists provide immediate emotional support, referrals for long-term needs and resources for housing, food, legal and other practical assistance. This support allows officers to continue with other law enforcement duties.

EMERGENCY MANAGEMENT VOLUNTEERS (EMV)

Emergency Management Volunteers are a twenty-four hour, seven day a week call out response team. EMVs respond to call outs with their own command post (Mobile 5). EMVs have worked with Police Officers on numerous flood/high surf operations, missing person searches, special events and emergency situations. The EMVs do not work scheduled shifts or a particular area station unless it is for a preplanned event.

RETIRED SENIOR VOLUNTEER PATROL (RSVP)

The Retired Senior Volunteer Patrol is comprised of volunteers, age 50 and older, who patrol and observe neighborhoods, check homes of vacationing residents, visit homebound and isolated persons and conduct safety talks for school children and senior groups. RSVPs have vehicles and police radios to enhance patrol abilities and provide communication with Department personnel in the event police intervention is required.

INTERPRETER PROGRAM

To meet the unique challenge of providing dozens of languages to the community of San Diego, the Police Department created the Volunteer Police Interpreters Program. The Interpreters Program utilizes the skills of volunteers who speak at least one language in addition to English. These volunteers are trained under a variety of circumstances and role-play situations. Volunteers are placed "on-call" to provide their valuable services when the opportunity arises. Interpreters always work directly in conjunction with police personnel.

VOLUNTEERS IN POLICING (VIPs)

Volunteers In Policing form a core group who staff every Department facility. Volunteers fill classifications including clerical, administrative, technical and professional activities. VIPs assist by taking "cold" crime reports, fingerprinting, translating, staffing storefronts, developing operations manuals and conducting computer research.

INFORMATION AND RESPONSIBILITIES

CONFIDENTIALITY

As a volunteer in the San Diego Police Department, you may be exposed daily to sensitive and confidential information, which if divulged, could jeopardize someone's life or freedom. This may result in civil or criminal liability for you and the Police Department. Therefore, the San Diego Police Department must be assured that every employed and volunteer is trustworthy. Each Department, Division, Specialized Unit and/or Program will determine which volunteer positions would allow access to confidential information. **All Volunteers** will complete a statement of confidentiality. While it is impossible to list everything that could be sensitive, the following topics should **always** be considered confidential:

- On-going criminal investigations
- Personnel investigations
- Personnel records or any information in them
- Criminal history records
- Civilian or criminal lawsuits in which the Department is a party
- Personal information about any Department employee
- Internal Department phone numbers that are not listed in the public telephone directory.

VOLUNTEER TRAINING

- Orientation Training to the Department on Police and Procedures will be conducted by the Office of Volunteer Services
- Specific Volunteer Job Duties – each Division, Department Specialized Unit and/or Program will handle on-the-job requirements.

TIME SHEETS

Volunteers are generally expected to work a minimum of 12 hours each month. However, each volunteer program has their specific requirements. You will be provided a time sheet on which you document the days and hours you work. Time sheets are reviewed monthly by your supervisor and then forwarded to the area volunteer coordinator. **It is the responsibility of the volunteer to turn in their time sheets at the end of the month to their Division Coordinator.** The Division Volunteer Coordinator must submit their Division's time sheets to Volunteer Services no later than the 5th of each month.

VIP PARKING PERMITS

Parking permits are available to volunteers who are assigned to Headquarters. By signing for and accepting a VIP parking permit, the assigned volunteer agrees to abide by all the rules and regulations detailed on the permit. A staff member will explain proper usage prior to issuing the permit. In order to arrange for a parking permit, please call the V.I.P. Coordinator at (619) 531-1503.

DRESS CODE

As a volunteer, you represent the Police Department. Your personal appearance makes a strong first impression. Appropriate civilian attire will enhance your credibility and strengthens the image of volunteers with other Department personnel. General guidelines are that men should wear casual clothing consisting of shirts with collars and long pants. Women may wear skirts or pants/slacks with blouses or appropriate tops. Fade jeans, shorts and clothing in poor taste or in need of cleaning or repair are not appropriate. If you are involved in maintenance work, exceptions are allowed. If in doubt, please ask your supervisor.

IDENTIFICATION CARDS

All volunteers will be issued a Department picture identification card with "V.I.P." printed on it. This identification card should be worn on your outermost garment, in an easily visible manner, whenever you are in any Police Department facility. *This identification is property of the Department and must be turned in when you leave the volunteer program.* These cards will expire upon reaching your one-year anniversary. You will need to call the V.I.P. Coordinator at (619) 531-1503 at least two weeks prior to the expiration date to make arrangements for a new card. At that time, you will be issued a new card with a three-year expiration date.

BENEFITS FOR VOLUNTEERS

Volunteering for the San Diego Police Department provides volunteers with many potential benefits. These benefits are summarized below:

- Volunteers gain work experience that may be used on City and other job applications
- Volunteers have access to the City Wellness Program and the Employee Assistance Program and may have access to applicable Citywide Department training
- Volunteers are eligible for subsidized public transit passes for the bus, trolley or Coaster if they work for the City 12 or more days per month and commute to work by public transit three or more days per week. Supervisors will sign a form verifying eligibility and the volunteer must present their City I.D. or driver's license.
- Volunteers may be able to claim out-of-pocket expenses and volunteer related travel miles not paid by the Department on their income tax forms.
- Volunteers are welcomed to take advantage of the discount tickets for movie theaters and area amusement parks sold at the Police Officer's Association (P.O.A.) office located at 8388 Vickers Street. There is also a good selection of San Diego Police Department souvenirs such as hats, shirts and coffee mugs.
- There are social functions sponsored by the Department throughout the year like the Volunteer Appreciation Luncheon and the annual P.O.A Christmas Party. Volunteers are always welcome to attend these functions.

LEGAL/LABOR/PERSONNEL ISSUES

DEFINITION OF DEPARTMENT VOLUNTEER

Volunteers are individuals who perform services without pay. In the San Diego Police Department, all volunteers must be "authorized volunteers," meaning they have successfully completed a Background Investigation and have been selected for a volunteer position by the Department. Volunteers are part of the San Diego Police Department team and augment, but do not replace, paid Department staff positions.

WORKERS' COMPENSATION

All City authorized volunteers are eligible for Workers' Compensation Benefits in the event of a work-related injury, per City Council Resolution No. 254933. If a volunteer sustains an injury, it must be reported immediately to a Department supervisor, who will follow the standard procedures for such injuries.

Any questions regarding Workers' Compensation Benefits should be directed to:

Risk Management Department, Workers Compensation Division
1200 Third Avenue, Suite 1000
San Diego, CA 92101 (619) 236-6395

RESOLUTION OF DISPUTES

Volunteers who experience difficulties associated with their job duties should follow the chain-of-command complaint procedures utilized by paid staff. The volunteer should notify his/her immediate supervisor of the complaint. If the response is unsatisfactory or if the issue is the supervisor, the volunteer should notify the next level supervisor. If a resolution is not possible, the volunteer may be given the option of selecting an alternate volunteer position or terminating from the volunteer position.

SECURITY CLEARANCE RELEASE (BACKGROUND CHECK) AND FINGERPRINTING

All volunteer positions within the San Diego Police Department need security clearances. A Background Investigation as well as fingerprints is required. There are no exceptions.

LIABILITY COVERAGE

As stated in City Council Resolution No. 286906:

The City of San Diego shall defend and indemnify authorized volunteers from liability for acts that occur during the performance of volunteer services when such service is rendered pursuant to the Citywide volunteer program and is in compliance with City policies and procedures.

However, the City may refuse to defend and indemnify an authorized volunteer for any criminal act, or if the volunteer acted or failed to act because of fraud, corruption, actual malice or bad faith, or any volunteer who does not reasonably cooperate in defense of the claim or action. To be eligible for defense or indemnification, the volunteer must make a written request for representation within five working days of having been served with the first complaint in any legal action. Nothing in (Council Policy No. 300-01) shall require the City to indemnify a volunteer against a claim for punitive damages.

All volunteer on-the-job injuries or vehicle accidents will be reported to Risk Management on the proper form. Forms can be obtained from and be handled by any supervisor.

Loss or damage of personal property used while providing volunteer services to the City is not reimbursable under the City's Personal Property Reimbursement Program.

ORG: 7100

01-30
12.11.01 - 1430

SAN DIEGO POLICE DEPARTMENT

ORDER

December 11, 2001

TO: ALL PERSONNEL
FROM: DAVID BEJARANO, CHIEF OF POLICE
SUBJECT: RESTATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

In order to ensure that all members of the San Diego Police Department are provided a non-discriminatory work environment, it has been our practice to periodically reaffirm our commitment to the principles of Equal Employment Opportunity. For this reason, I have directed this restatement of policy.

It is the policy of this Department that all employees will be treated in a fair and equitable manner, and be provided a workplace that is free from discrimination and sexual harassment. Both discrimination and sexual harassment are illegal, and violations of City and Department policy. They create a hostile, negative work environment, undermine morale and productivity, and lessen our ability to provide professional, high-quality police services to the citizens of San Diego. Discrimination and sexual harassment will not be tolerated under any circumstances. Violation of our Equal Employment Policy will result in appropriate disciplinary action.

All managers and supervisors are responsible for ensuring that their units and work groups are free from discrimination and harassment. All employees should familiarize themselves and comply with Department Procedure 5.03, Equal Employment Opportunity.

I expect that all employment decisions, including promotions, transfers, work assignments, training opportunities, merit increases, and overtime will be made on the basis of valid requirements and qualifications, without regard to race, sex, age, religion, national origin, ancestry, color, sexual orientation, disability, marital status, or other non-merit factors. All interviews for open positions or specialized assignments will be job-related and non-discriminatory.

Please read at squad conferences and give a copy to all personnel.

SAN DIEGO POLICE DEPARTMENT	DATE: 08/03/01	PAGE: 1 of 13	NO : 5.03 – PERS
Origin: CHIEF OF POLICE			
DISSEMINATION: ALL PERSONNEL	SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY		
ORIGINATING DIVISION: EQUAL EMPLOYMENT OPPORTUNITY	NEW PROCEDURE <input type="checkbox"/> PROCEDURAL CHANGE <input checked="" type="checkbox"/> SUPERSEDES: DP 5.03 - 03/05/97	RELATED POLICY: 5.03	

NEW

I. BACKGROUND

This procedure complies with Administrative Regulation 96.50 and defines specific procedures for reports of EEO policy violations filed within the San Diego Police Department.

Reports of EEO policy violations filed with the City Manager's Equal Employment Opportunity Program will be handled pursuant to City of San Diego Administrative Regulation 96.50.

Reports of EEO policy violations filed with the City's Personnel Department's Equal Employment Investigative Office will be handled pursuant to Personnel Manual Index Code K-2.

A. PURPOSE

1. To reaffirm and communicate the San Diego Police Department's commitment to the principles of equal employment opportunity (EEO) and a work environment free of discrimination and harassment.
2. To clarify formal and informal procedures within the San Diego Police Department for handling potential violations of EEO Policies and Procedures.

B. SCOPE

This procedure shall apply to all employees in the San Diego Police Department, including contract employees and volunteers.

NEW

II. DEFINITIONS

- A. **EEO UNIT**- The San Diego Police Department's EEO Unit is responsible for Equal Employment Opportunity training for all Department personnel, informal consultation, counseling, mediation, and the formal investigation of incidents of suspected discrimination or harassment.
- B. **EEO MANAGER** - The EEO Manager is responsible for the continued development, implementation, and monitoring of the Department's Equal Employment Opportunity Program. The Manager coordinates the activity of all area Equal Employment Liaison Officers and serves as a liaison with the City's Equal Employment Investigative Officer and Equal Employment Opportunity Program Manager.

- C. EQUAL EMPLOYMENT LIAISON OFFICERS (EELO) - All Commanding Officers are designated as EEOs. EEOs serve as liaisons with the Command and EEO Manager regarding the resolution of reported or observed EEO violations.
- D. SUPERVISOR - Any employee who has authority to undertake or recommend employment decisions, including authority to direct the daily work activities, review work performance, and recommend or implement disciplinary actions affecting Department employees. This includes first level supervisors and above.
- E. COMPLAINT - An allegation (or report) of potential violation(s) of EEO policy and procedure.
- F. COMPLAINANT- An individual reporting potential violation(s) of EEO policy and procedure.
- G. SUBJECT - An individual who has allegedly violated EEO policy and procedure.
- H. DISCRIMINATION/HARASSMENT CONTROL FORM (Control Form)- A form to be used by supervisors and the EEO Unit when taking complaints of and/or documenting observed violations of EEO policies and procedures.
- I. EQUAL EMPLOYMENT INVESTIGATIVE OFFICE (EEIO) - Located within the City's Personnel Department, this office is responsible for the administration of the City's internal program for the investigation and resolution of complaints or charges of unlawful discrimination based upon Title VII of the Civil Rights Act of 1964. The EEIO acts as the City's liaison and primary contact with all Federal and State compliance agencies. It is the duty of the EEIO to officially receive and process formal complaints lodged by the agencies; investigate and respond to such complaints; arrange and schedule employee interviews; provide access to relevant records when requested by the state or federal agent or officer; and receive and respond to any findings of fact presented by the compliance agencies as a result of their investigation.

In addition, the EEIO receives internal complaints directly or indirectly from applicants for City employment, employees, former employees, and employee representatives.
- J. CITY MANAGER'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM - Managerial program located within the City's Labor and Employment Relations Unit of the Human Resources Department. This office is responsible for the administration of the City Manager's Equal Employment Opportunity Program, which coordinates City-wide EEO training, complaint tracking and resolution issues, in conjunction with the Personnel Department and the City Attorney's office.

NEW

III.

POLICY STATEMENT

Policy 5.3 - Members shall be permitted a work atmosphere free from discrimination and sexual harassment. Members shall not discriminate against, nor sexually harass other members. It shall be the responsibility of all supervisors to assure a non-discriminatory work environment.

- A. San Diego Police Department Policy 5.3 is incorporated into this procedure by reference and is fully duplicated at this point.
- B. The San Diego Police Department is committed to ensuring the principles of equal treatment in all aspects of employment are understood, respected, and practiced throughout the organization. Our policy is to hire, train, compensate, assign, and promote all persons on the basis of merit.
- C. Discrimination is unlawful. It creates a negative atmosphere that reduces work productivity and morale, undermines the integrity of the workplace, and destroys professionalism. The Department does not tolerate discrimination or harassment in any form.
- D. Federal and state law make it illegal to discriminate on the basis of race, color, gender, creed, religion, national origin, age, marital status, ancestry, medical condition, (history of cancer), pregnancy, disability, or sexual orientation. The Department's EEO policy builds upon this foundation and extends to every employee our commitment to provide a workplace that is consistent with the law and actively supports and implements behavior that reflects our Vision, Values and Mission Statement.
- E. Employees are expected to adhere to a higher standard of conduct than defined by law, as further defined in this procedure. While some types of behavior may not rise to the level of a Federal or State violation, they may nevertheless violate the Department's EEO Policy.

NEW

IV.

DISCRIMINATION AND HARASSMENT

NEW

A. EQUAL TREATMENT

All employees shall be treated equally without regard to race, color, gender, creed, religion, national origin, age, marital status, ancestry, medical condition (history of cancer), pregnancy, disability, or sexual orientation in all employment matters, including, but not limited to, promotions, transfers, job rotation, training, work assignments, hiring, merit increases, overtime, awards, and discipline.

NEW

B. HARASSMENT-FREE WORK ENVIRONMENT

All employees shall be provided a work environment free from harassment. Behavior constitutes harassment, as defined by this policy, when it is unwelcome and unsolicited, offends or otherwise causes distress, and is undertaken because of a person's race, color, gender, creed, religion, national origin, age, marital status, ancestry, medical condition, disability, pregnancy, or sexual orientation. Examples include

the use of derogatory comments, slurs, jokes, or derogatory pictures, cartoons, or posters.

The San Diego Police Department has a Zero Tolerance Policy on harassment. The Department prohibits any harassment of employees, as defined above. Such inappropriate conduct may be in violation of this policy and result in discipline the first time such behavior occurs. Prior incidents of harassment can be considered when assessing the facts and circumstances of a later complaint.

Whether an alleged action constitutes harassment, as defined above, will be determined on a case-by-case basis by assessing the entire record and the totality of the circumstances. Factors, such as the nature of the behavior and the context in which the alleged incidents occurred, will be considered in assessing the allegations and in determining the appropriate resolution.

NEW

C. SEXUAL HARASSMENT

Sexual Harassment is a form of illegal gender discrimination. It is defined by law as: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;
2. Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting that employee, or;
3. Such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome is used in the sense that the offended employee did not solicit or incite the conduct and regarded it as undesirable or offensive.
5. The following are examples of sexual harassment. Behavior that constitutes sexual harassment as defined by this policy is not limited to these examples:
 - a. Verbal Harassment: Sexual innuendo, sexually suggestive comments, jokes, teasing of a sexual nature, discussing sexual exploits, spreading rumors of a sexual connotation, or continued requests for social or sexual contact.
 - b. Physical Harassment: Unwelcome contact, touching, or impeding movement.

- c. Visual Harassment: Sexually suggestive or derogatory posters, videos, cartoons, drawings, documents, writings, electronic mail, staring, or leering
 - d. Sexual Favors: Unwanted sexual advances, or conditioning an employment benefit on an exchange of sexual favors.
6. Whether or not harassment occurred depends not on whether the act was intended to cause harm, but on the impact of the act on the individual's employment or work environment. For example, a person who teases in a sexual manner or tells sexual jokes may create an offensive work environment for another worker even though the person intended such actions merely to be "good fun." This applies to field as well as office jobs. If one's behavior is harassing to an individual or a group of individuals, it will not suffice that the harasser failed to recognize the behavior as harassing.
7. It is not a requirement that the complainant be the intended target of the offensive conduct. Witnessing offensive behavior between other employees may be grounds for complaint.
8. This policy does not prohibit mutually welcome social relationships between employees. (City policy does prohibit employees from supervising or influencing employment decisions associated with members of their immediate family or any person with whom the supervisor has a close personal relationship. See AR 95.60.) Persons involved in consensual relationships must exercise caution to prevent harassing behavior from developing, or use of authority inappropriately. However, if the consensual relationship changes and is no longer mutual, conduct once welcome by both individuals may become offensive to one.

NEW

D. AGE DISCRIMINATION

Derogatory comments regarding a person's age, including asking when a person will retire, may be considered unlawful harassment on the basis of age. According to the 1996 amendment to the Age Discrimination in Employment Act, compulsory retirement is no longer required for City employees. This legislative change does not include sworn officers. Mandatory retirement is, however, still a permissible option if an employee can no longer perform the duties of his or her job classification.

NEW

E. DISABILITY DISCRIMINATION

- 1. Derogatory comments regarding a person's disability or medical condition will not be tolerated. Under the Americans With Disabilities Act (ADA), the Department is required to make reasonable accommodations to a qualified individual with a disability as defined by the ADA, who can perform the essential functions of the job.

2. An employee may not be subjected to discrimination, harassment, or retaliation for exercising his or her rights under the ADA.
3. Employees seeking accommodation under the ADA should contact Medical Assistance, Police or City Personnel for further information. See Administrative Regulation 96.21, City Policy for People With Disabilities (Employment).

NEW

F. DISCRIMINATION BASED ON RELIGION

Derogatory comments regarding a person's religious beliefs or lack thereof will not be tolerated. The Department is required to reasonably accommodate an employee's religious practices provided it does not create an undo hardship in light of the public health, safety and welfare considerations associated with police work.

NEW

G. FAMILY/MEDICAL/PREGNANCY LEAVE

Employees have specific rights under the Pregnancy Disability Act (PDA), the California Family Rights Act (CFRA) and the Family and Medical Leave Act (FMLA). These Acts may interact with the ADA and the Fair Employment and Housing Act (FEHA). An employee may not be subjected to discrimination, harassment, or retaliation for exercising his or her rights under any of these Acts. Employees seeking family care leave are advised to contact the Medical Assistance Unit, Police Personnel, or City Personnel for further explanation of this Act and how it applies to their individual situation.

H. RETALIATION

1. Retaliation is defined as an adverse employment action taken against an employee because that employee complained of discrimination or participated in an EEO investigation.
2. An adverse employment action can include, but is not limited to, unwanted transfers, change in work assignment or location, denial of leave requests, demotions, negative performance evaluations, unsupported discipline, ostracism, or other actions that adversely affect the work environment.
3. Retaliation is illegal and should be reported immediately. The Department will not tolerate retaliation. Any employee found to have retaliated against another Department member will be subject to discipline.

NEW

V. PROCEDURAL RESPONSIBILITIES

A. EMPLOYEE RESPONSIBILITY

The following suggestions are intended to aid all employees in establishing and maintaining a professional and healthy working environment, while preventing discrimination, which includes sexual harassment:

1. Employees must set an example of acceptable conduct by not participating in or provoking behavior that is discriminatory, harassing, or retaliatory.
2. Make it absolutely clear you are not interested in uninvited sexual advances, and find discriminatory behavior offensive.
3. Warn the offender the particular behavior is offensive and unwelcome. Be specific in advising that person what conduct is offensive and unwelcome. Make it clear you will take official action if the conduct continues.
4. If the discriminatory or harassing behavior continues, notify any supervisor immediately.
5. Maintain confidentiality when participating in an investigation as a witness, subject, or complainant.

NEW

B. SUPERVISORY RESPONSIBILITY

It is the responsibility of all supervisors to establish and maintain a non-hostile, non-discriminatory work environment free from intimidation, ridicule, or insult. Specifically, supervisors shall:

NEW

1. Educate and train employees on EEO policy and ensure they are aware of the procedures for reporting potential violations.
2. Monitor the workplace for actual or potential violations of EEO policy and procedure.
3. Stop behavior in violation of this policy when directly observed or upon obtaining direct knowledge thereof.
4. Notify their Equal Employment Liaison Officer (EEO) of suspected cases of discrimination or sexual harassment, unless circumstances exist which necessitate reporting the conduct directly to the Department's EEO Office.
5. Manage the effect in the workplace of EEO complaints by maximizing confidentiality and ensuring participants are not subjected to retaliation.
6. Follow through with all complaints of discrimination and harassment by taking immediate, documented, and corrective action. The complaint will be handled in accordance with the "Informal Reporting Process" or the "Formal Investigative Process" as set forth in Sections VI. D. and E. of this Procedure.

NEW

C. EQUAL EMPLOYMENT OPPORTUNITY LIAISON RESPONSIBILITY

NEW

1. All EELOs shall act immediately to prevent discrimination and sexual harassment.

NEW

2. EELOs shall consult with the EEO Manager when making the determination as to the appropriate handling of an EEO issue.

NEW

3. EELOs shall immediately notify the EEO Office of any cases of discrimination or harassment and ensure the report is documented on a Control Form.

NEW

VI. COMPLAINT PROCEDURE

A. REPORT ORIGINATION

If an employee believes that a violation of EEO policy has occurred, he/she is encouraged to report these instances immediately to any of the following (the employee *does not* have to follow the department or divisional chain of command):

1. The employee's supervisor
2. Another supervisor within or outside the employee's chain of command.
3. The Equal Employment Liaison Officer (EELO)
4. The Department's Equal Employment Opportunity Unit (EEO Unit):

1250 Sixth Avenue, Suite 600
San Diego, CA 92101
(619) 685-1464

NEW

5. The City Manager's Equal Employment Opportunity Program of the Labor and Employment Relations Office:

1200 Third Avenue, Suite 1350
San Diego, CA 92101
(619) 235-5802

6. The Personnel Department's Equal Employment Investigations Office (EEIO):

1200 Third Ave, Suite 950
San Diego, CA 92101
(619) 236-7133

7. The State of California Department of Fair Employment and Housing (DFEH):

350 West Ash Street, Suite 950,
San Diego, CA 92101
(800) 884-1684

8. U.S Equal Employment Opportunity Commission (EEOC):

401 B Street, Suite 1550
San Diego, CA 92101
(619) 557-7235

- a. If an employee files a discrimination complaint within the Department (listed in 1-4 above), the complaint procedures listed in this section shall apply.
- b. Complaints filed with the City Manager's Equal Employment Opportunity Program (listed in 5 above) will be subject to the procedures as outlined in City Administrative Regulation 96.50.
- c. Employees who report violations utilizing any of the reporting options outlined in 1-5 above are strongly encouraged to do so within 60 days of the most recent alleged act.
- d. Complaints filed with the Personnel Department's Equal Employment Investigative Office (EEIO) will be subject to the procedures detailed in Personnel Manual Index Code K-2. The time frame for filing a complaint with EEIO is one year from the most recent incident.
- e. Complaints filed with the DFEH or EEOC will be subject to the procedures of the respective agencies. The time frame for filing DFEH complaints is one year from the date of the most recent alleged act. The time frame for filing US EEOC complaints is generally 300 days from the date of the most recent alleged act.

NEW

B. COMPLAINT INTAKE

Supervisors shall complete and forward to their Commanding Officer, a Discrimination/Harassment Control Form in any of the following instances:

NEW

1. An employee expresses a desire to file a complaint of a potential EEO policy violation; or

NEW

2. Discussions with the employee leads the supervisor to believe that an EEO Policy violation has occurred, whether or not the employee wishes to file a complaint; or,

NEW

3. A supervisor determines that observed employee behavior is contrary to EEO policies and procedures.

When completing the Control Form, the supervisor shall also inform the complainant of the alternate reporting avenues listed in Section VI. A. 1-8 of this procedure; advise the employee that confidentiality will be maintained to the highest degree possible, but cannot be guaranteed; advise the employee that she/he will be officially notified of complaint results; and emphasize that if the employee feels she/he is being retaliated against, he/she should immediately notify any of the individuals listed in VI. A. 1-8, above. These points are summarized on the Control Form Receipt, which can be found in the LAN system, drive F, under "EEO Control Forms." The supervisor and employee shall sign the "Control Form Receipt" and send it to the EEO Unit with the Control Form. The EEO Unit will send a copy of the Control Form Receipt to the Complainant.

C. Control Form Review and Delegation for Action

NEW

1. The Commanding Officer shall review the Control Form (or the contents thereof) with the EEO Manager and determine whether the complaint should be handled through the informal reporting process, or if a formal investigation (described in Sections VI. D. of this procedure) is warranted, and whether the command or the EEO Unit will handle the case.
2. If the complaint is handled by the Command, the Commanding Officer shall route the Control Form to the EEO Manager through confidential transmittal, and refer, if appropriate, the reported issue(s) to the delegated staff member for resolution via the informal reporting process and/or formal investigation.
3. If the EEO Unit handles the complaint, the assigned investigator will complete the Control Form. The EEO Manager will ensure resolution via the informal reporting process or ensure a formal investigation is completed.

D. Informal Reporting Process

The emphasis of the Informal Reporting Process is on mediation and resolution of the problem. The intent is to prevent or stop harassment or discrimination without entering into the Formal Investigative Process. Through the Informal Reporting Process, the Department accepts complaints and concerns about harassment and discrimination from Department members and takes prompt action in response, without engaging in the Formal Investigative Process.

Department supervisors receiving complaints of harassment or discrimination via the Informal Reporting Process will ensure the following guidelines are followed:

1. The supervisor receiving the complaint will discuss the situation with the complainant and determine the nature of the complaint. If the complainant requests the matter be handled informally, the request will be reviewed by the Commanding Officer and EEO Manager to determine whether informal handling is appropriate.

Complaints of a criminal nature, allegations of serious misconduct, or repeated violations must be investigated using the Formal Investigative Process.

If the Commanding Officer and EEO Manager concur in informal resolution, and if the subject employee agrees, the complaint may be handled using the Informal Reporting Process.

2. If the complainant requests confidential handling of the complaint via the Informal Reporting Process, all parties involved in the process will maintain this confidentiality to the extent possible. Only those individuals who have a need to know about the incident for purposes of resolving the issues will be informed of the complaint.
3. The complainant will be encouraged to suggest a course of action to remedy the problem or complaint.

4. Immediate corrective action to insure cessation of the offensive behavior will be initiated. The Department member attempting to resolve the complaint will utilize the San Diego Police Department's EEO Control Form to document the complaint, corrective action taken, and proposed additional corrective action, if appropriate.

NEW

5. The unit handling the complaint (Command or EEO) will insure that the complainant is notified that corrective action has occurred and/or that the complainant is satisfied with the informal resolution (e.g. mediation) of the complaint. This notification shall be documented on the Control Form. The completed Control Form will be approved by the EELO and then delivered to the Department's EEO Office, for EEO use only.

NEW

6. The Control Form shall not be duplicated, nor shall it be placed in any divisional or personnel files.

7. If by use of the Informal Reporting Process, the complaint cannot be properly resolved, the complaint will be referred for investigation in accordance with the Formal Investigative Process.

NEW

8. Within 30-60 days from the final resolution of a complaint resolved through the Informal Reporting Process, the supervisor shall follow up with the complainant/and or subject, when appropriate, in order to insure the behavior has ceased and that there has been no retaliation.

E. Formal Investigative Process

Any Department supervisor receiving a complaint of sexual harassment or discrimination via the "Formal Investigative Process" will insure the following guidelines are followed:

NEW

1. Once a determination is made that a case should be formally investigated, the Commanding Officer and EEO Manager will determine whether the Command, EEO Unit, or an outside agency shall conduct the investigation. Factors to be considered include the complainant's preference, the nature and complexity of the allegations, command morale, and any potential conflicts of interest between the investigator and the employees involved in the case.
 - a. An employee may report a formal complaint of harassment or discrimination to the EEO Office either directly, or through his or her chain of command.
 - b. An employee may meet with the investigator during regular working hours. Requests for time to meet with EEO personnel shall be submitted to the employee's supervisor, unless extenuating circumstances exist.
 - c. Employees are entitled to representation consistent with their MOUs during the investigation.
 - d. When a formal investigation is handled at the Command level, the Command shall immediately deliver the completed investigation to the EEO Office.
 - e. Formal investigations shall be completed within 90 days, absent extenuating circumstances.
2. The findings of formal EEO investigations will be classified as follows:
 - a. SUSTAINED. The Department member committed all or part of the alleged acts of misconduct.
 - b. NOT SUSTAINED. The investigation produced insufficient information to prove clearly or to disprove the allegations.
 - c. EXONERATED. The alleged act occurred but was justified, legal, and proper.
 - d. UNFOUNDED. The alleged act did not occur.
 - c. OTHER FINDINGS. The alleged act(s) occurred, and some or all violate Department or City non-EEO policies.
3. Report Determination and Close Out
 - a. All completed Formal EEO Investigations shall be reviewed by the EEO Manager, Director of Administrative Services,

NEW

NEW

NEW

NEW

Assistant Chief of the subject employee's command, Assistant to the Chief of Police, Executive Assistant to the Chief of Police, the Chief of Police, and EEO Police Legal Advisor.

NEW

- b. The Unit investigating the complaint shall notify the complainant of the results of the investigation. The subject employee's Commanding Officer shall notify the subject of the results of the investigation. The notification dates shall be recorded on the Control Form.
 - c. If the possibility of disciplinary action exists, the completed investigation shall be forwarded to the appropriate Commanding Officer. The command will have sixty (60) calendar days from the date the command receives the completed investigation to determine the appropriate corrective action and serve the advance notice of adverse action or discipline. The command shall provide documentation to the EEO Office of the disciplinary action taken, which will be maintained in the EEO Investigative File and logged in the Discrimination Complaint File.
4. The EEO Office shall be the central repository for all discrimination complaint investigations.

F. DISCIPLINE

The Department will take appropriate disciplinary measures against any employee who violates this procedure or retaliates against an employee because they reported perceived discrimination. Discipline resulting from violations of this policy will be considered, consistent with the applicable Memorandum of Understanding, for purposes of promotion, transfer, or special assignments. More serious disciplinary action, up to and including termination, may result from violations of this policy. Appropriate disciplinary action will also be taken against any employee who knowingly files a false complaint of discrimination or harassment. The final determination of disciplinary action rests with the Chief of Police.

NEW

G. EEO RECORDS MAINTENANCE

The EEO Unit will keep a record of report form filings on informal reports and formal investigations, including corrective action taken. The Discrimination Complaint File will be retained in the EEO Office and may be reviewed at any time by the subject employee.

SAN DIEGO POLICE DEPARTMENT OVERVIEW

HEADQUARTERS

The San Diego Police Department headquarters building, located at 1401 Broadway, is the administrative center of the organization. Headquarters is the home of the following elements of the Department:

Chief's Office

Includes the Chief of Police and the Assistant Chiefs who share functional responsibilities within the organization.

Communications Division

Includes the phone room where all incoming calls for service are received and the radio room that is responsible for dispatching calls for service directly to the police officers in the field.

Watch Commander

Staffed 24-hours a day, this office is responsible for approval of all arrests made by officers, before the suspects are booked into a detention facility. The Watch Commander is also responsible for allocating resources to critical incidents, including callbacks of off duty personnel.

Records Division

This is the repository for all police reports and criminal history information for all persons who have been arrested by our Department. Records Division also has access to arrest warrant information and criminal history information on a nationwide basis.

Centralized Investigative Offices

These units provide investigation on a citywide basis and include Gangs, Narcotics, Homicide, Robbery, Sex Crimes, Crime Laboratory, Child Abuse, Financial Crimes, Elder Abuse, Backgrounds, etc.

Personnel, Payroll, Property room, Operational Support, Crime Analysis, Data Systems, Fiscal Management, Media Services, Permits and Licensing, Recruiting, etc. can also be found at Headquarters.

AREA STATIONS

The provision of general police services is structured around the community or neighborhood concept. There are nine Area Stations, which are located throughout the City of San Diego. Each of these stations is responsible for providing services within a geographic boundary. In addition to the uniformed police officers, each station provides a detective function that is responsible for criminal investigations not handled by the centralized investigative units. The names of the Area Stations are based on their geographic location with the City:

Central Division	2501 Imperial Ave.
Eastern Division	9225 Aero Drive
Mid City Division	4310 Landis Street
Northeastern Division	13396 Salmon River Road
Northern Division	4275 Eastgate Mall
Southeastern Division	7222 Skyline Drive
Southern Division	1120 – 27 th Street
Western Division	5215 Gaines Street
Traffic Division	9265 Aero Drive

Traffic Division includes the Motorcycle Squad, Drunk Driving Enforcement Unit and Traffic Investigation Unit.

COMMUNITY RELATIONS STOREFRONT AND SATELLITE OFFICES

These offices are extensions of the Area Stations. The concept is to provide police information and resource facilities that are conveniently located throughout the City. Each Area Station has at least one storefront officer. The Storefronts are under the direct supervision of the area Community Relations Officer who reports to the Area Station Commanding Officer. Satellite offices are extensions of the Storefront offices and differ only in that they are totally staffed by volunteers. The supervision of these facilities rests with the area Community Relations Officer. Typical duties performed at these sites include providing general police information to the public, filling out request for specific police service and taking citizen complaints.

APPENDIX



Monthly Total:

Approved By: _____

SAN DIEGO POLICE BUSINESS CENTER



Assistant to the
Chief of Police
SMITH

Confidential Secretary
WAKE

CHIEF OF POLICE
DAVID BEJARANO

SPECIAL ASSISTANTS
TO THE CHIEF

LEGAL ADVISORS
COOPER
NUESCA
REDDISH-DAY
SILVA
THOMAS

Manager
Chief of Liaison / EEO
TRUJILLO

Manager
Fiscal Management
LEONARD

Executive Assistant
Chief
WELTER

Administrative Sgt.
Chief's Office & Executive
Protection Detail
KULINSKI

Assistant Chief
Neighborhood Policing
Area 1
ARISTEAD

Assistant Chief
Neighborhood Policing
Area 2
CREIGHTON

Assistant Chief
Neighborhood Policing
Area 3
SALDAMANDO

Assistant Chief
Operational Support
SCANLON

Director
Administrative
Services
DRUMBY

Assistant Chief
Special Services
MAHEU

Assistant Chief
Policy and
Planning
GONZALES

Director
Neighborhood Code
Compliance
SAMUELS

Captain
Investigations I
RAMIREZ

Captain
Investigations II
MCCULLOCH

Captain
Investigations III
BREITENSTEIN

Captain
Operational Support
MCINLEY

Captain
Personnel
MEYERS

Captain
Special Services
BRYDEN

Captain
P.S.U., I.A., Training
MORATTO

Deputy Director
Housing and Code
Enforcement
HARNER

Manager
Records & Property
(VACANT)

Manager
Crime Laboratory
GRUBB

Captain
Central
KENDALL

Manager
Auto Maintenance
ALLEY

Manager
Information Services
OLENN

Captain
Training
MOELLER

Manager
Organizational
Effectiveness
WILLIAMS

Manager
Neighborhood
Services
CARR

Captain
Mid-City
CORNICELLI

Captain
Eastern
CLARK

Captain
Northern
JOHNSON

Manager
Media Services
COHEN

Manager
Communications
BUTLER

Manager
STAR / PAL
SICHEL

Manager
ARJIS
SCANLON

Manager
Graffiti Control
Program
OLLISON

Captain
Southeastern
COX

Captain
Northeastern
GOODRICH

Captain
Western
PFEFFERKORN

Manager
Diversity

Critical Incident
Management

Police Foundation

Neighborhood Code
Volunteer Program
ROGERS

Captain
Southern
CREIGHTON

Criminal Intelligence

ME / 127
Labor Relations

Psychological Services
FOCUS
BRUNTON

Volunteers / Volunteer
Administration

District Attorney
Liaison
LATTUCA

POA
Labor Relations

SDPD FACILITIES

(Current as of Feb. 4, 2002. Call the Area Stations for latest locations and phone numbers.)

Area Station/Facility	Address	Phone
Central Division	2501 Imperial Ave. SD 92102	(619) 744-9500
Balboa Park Storefront	1549 El Prado SD 92101	(619) 685-8206
Gaslamp Storefront	205 G St. SD 92101	(619) 531-1544
Logan Heights Storefront	446 26th St. Ste. 102 SD 92102	(619) 531-1572
Golden Hill CSC	2469 Broadway SD 92102	(619) 235-5280
Eastern Division	9225 Aero Dr. SD 92123	(858) 495-7900
Navajo CSC	7381 Jackson Dr. SD 92119	(619) 287-7787
Tierrasanta/Serra Mesa Satellite	10615 Tierrasanta Blvd. Ste. E SD 92124	(858) 573-5004
Mid-City Division	4310 Landis St. SD 92105	(619) 516-3000
City Heights West Storefront	3636 University Ave. SD 92104	(619) 516-3180
Multi-Cultural Community Relations Office	5348 University Ave. Ste. 100 SD 92105	(619) 531-1590
Adams Ave Satellite	3905 Adams Ave. SD 92116	(619) 531-2383
City Heights East/Colina Park Satellite	5348 University Ave. SD 92105	(619) 515-2733
East San Diego Storefront	5871 University Ave. Ste. 332 SD 92115	(619) 531-1580
Northeastern Division	13396 Salmon River Rd. SD 92129	(858) 538-8000
Diamond Gateway Storefront	10175 Rancho Carmel Dr. Ste. 116 SD 92128	(858) 538-8090
Rancho Bernardo Satellite	17110 Bernardo Center Dr. 2d Floor SD 92128	(858) 538-8146
Mira Mesa/Scripps Ranch Storefront	8450 Mira Mesa Blvd. Ste. A SD 92126	(858) 538-8120
Northern Division	4275 Eastgate Mall SD 92037	(858) 552-1700
Beach and Bay Community Storefront	4439 Olney St. SD 92109	(858) 581-9920
Carmel Valley CSC	3840 Valley Center Dr. Ste. 602 SD 92130	(858) 552-1619
Clairemont/University City CSC	4731 Clairemont Dr. SD 92117	(858) 581-4123
La Jolla Satellite	615 Prospect St. D 92037	(858) 552-1744
Southeastern Division	7222 Skyline Dr. SD 92114	(619) 527-3500
Market Street CSC	4690 Market St. Ste. D-20 SD 92102	(619) 527-3487
Paradise Hills Satellite	6919 Paradise Valley Rd. Ste. 9 SD 92139	(619) 527-3541
Southern Division	1120 27th St. SD 92154	(619) 424-0400
San Ysidro Storefront	663 E. San Ysidro Blvd. SD 92173	(619) 424-0460
Otay Mesa/Nestor CSC	695 Saturn Blvd. Ste. E SD 92154	(619) 424-0222
Traffic Division	9265 Aero Dr. SD 92123	(858) 495-7800
Western Division	5215 Gaines St. SD 92110	(619) 692-4800
Linda Vista Storefront	7345 Linda Vista Rd. Ste. A SD 92111	(858) 495-7895
North Park CSC	3960 30 th St. SD 92104	(619) 533-5795
Peninsula Storefront	3750 Sports Arena Blvd. Ste. 3 SD 92110	(619) 531-1540
Hillcrest/Uptown Satellite	1040 University Ave. Ste. B-207 SD 92103	(619) 299-7028

CENTRAL

411 Imperial
San Diego, CA 92101
619-44-9500 (x49500)
TTY 619-234-2477
MS 748

BALBOA PARK STOREFRONT

1549 El Prado
San Diego, CA 92101
619-685-8206
CRO: Bruce Getz

GASLAMP QUARTER STOREFRONT

205 "G" Street
San Diego, CA 92102
619-531-1544 (x11544)
CRO: John Graham

LOGAN HEIGHTS STOREFRONT

446 26TH Street
San Diego, CA 92101
619-531-1572 (x11572)
CRO: Manny del Torro

GOLDEN HILL SATELLITE

2469 Broadway
San Diego, CA 92101
619-235-5280
CSO: Juan Levva

EASTERN

9225 Aero Drive
San Diego, CA 92123
858-495-7900 (x57900)
TTY 858-495-7995
MS 760

NAVAJO STOREFRONT

7381 Jackson Drive
San Diego, CA 92119
619-287-7787 or 668-2724
CRO: Bob Carroll
CSO: Brenda Clark

TIERRASANTA/MESA SATELLITE

10615 Tierrasanta Blvd
San Diego, CA 92124
858-573-5004
CRO: Karrie Carlson

MID-CITY

4310 Landis, MS 785
San Diego, CA 92105
619-516-3000
TTY 619-516-3070
MS 785

ADAMS AVENUE SATELLITE

3905 Adams Ave
San Diego, CA 92116
619-53-12383
CRO: Bill Taitano

CITY HEIGHTS WEST

3636 University Ave
San Diego, CA 92105
619-51-63180
CRO: Jim Tulumello
CSO: Adreda Brown

CITY HEIGHTS EAST

5348 University Ave #100
San Diego, CA 92105
619-515-2733
CRO: David Tos

EAST SAN DIEGO

5871 University Ave #332
San Diego, CA 92115
619-53-11580
CRO: Patrick Norris

MULTI-CULTURAL

5348 University Ave #100
San Diego, CA 92115
619-53-11590
CRO: Patti Clatyon

NORTHEASTERN

13396 Salmon River Rd
San Diego, CA 92129
858-538-8000
TTY 858-538-8093
MS 780

DIAMOND GATEWAY

10175 Rancho Carmel Dr #116
San Diego, CA 92128
858-538-8092
CRO: Paul Lennon
CSO: Ping Yang

RANCHO BERNARDO (RB Library)

17110 Bernardo Center Dr, 2nd Floor
San Diego, CA 92128
858-538-8146
CRO: Paul Lennon

MIRA MESA/SCRIPS RANCH

8450 Mira Mesa Blvd, #A
San Diego, CA 92126
858-538-8120
CRO: Steve Higuera
CSO: Paddy Keovoravongsa

NORTHERN
4275 Eastgate Mall, MS 750
La Jolla, CA 92037
858-552-1700
Y 858-552-1799
50

CARMEL VALLEY
3840 Valley Center Rd, #602
San Diego, CA 92130
858-259-1366
CRO: Scott Morrison

CLAIREMONT
4731 Clairemont Dr
San Diego, CA 92117
858-581-4123
CRO: Ralph Cummings
CSO: Gloria Salley

LA JOLLA
615 Prospect St
San Diego, CA 92037
858-552-1744
CRO: Scott Morrison

BEACH & BAY
4439 Olney St
San Diego, CA 92109
858-581-9920
CRO: Art Calvert

SOUTHEASTERN
7222 Skyline Dr
San Diego, CA 92114
619-527-3500
TTY 619-527-3592
MS 790

PARADISE HILLS SATELLITE
6919 Paradise Valley Road, Suite 9
San Diego, CA 92139
619-527-3541
CRO: Tyler Blakesley
CSO: Lucia Church

SOUTHEASTERN STOREFRONT
4690 Market Street #D20
San Diego, CA 92102
619-527-3487
CRO: Terri Davis-Cole
CSO: Nancy Johnson

SOUTHERN
1120 27th St
San Diego, CA 92154
619-424-0400
TTY 619-424-0492
MS 742

OTAY (SOUTH BAY)
695 Saturn Blvd, Suite E
San Diego, CA 92154
619-424-0222
CRO: Angela Rozsa

SAN YSIDRO (BORDER)
663 East San Ysidro Blvd
San Diego, CA 92173
619-424-0460
CRO: Jose Perez

WESTERN
15 Gaines St
San Diego, CA 92110
619-692-4800
TTY 619-692-4978
MS 771

HILLCREST SATELLITE
1040 University Ave, Suite B207
San Diego, CA 92103
619-299-7028
CRO: Rick Edgil

LINDA VISTA
7345 Linda Vista Rd, #A
San Diego, CA 92111
858-495-7895
CRO: Deborah Borders
CSO: Tam Nguyen

NORTH PARK SATELLITE
3960 30th St
San Diego, CA 92104
619-533-5795
CRO: Shawn Takeuchi

PENINSULA
3750 Sports Arena Blvd, Suite 3
San Diego, CA 92110
619-531-1540
CRO: Richard Ensign
CSO: Linda Lafond

OTHER POLICE FACILITY LOCATIONS

Air Support Unit
8912 Aero Drive
San Diego, CA 92123
858-49-57890

**Balboa Park Policing Team/
Mounted Enforcement Unit**
2002 1/2 Park Blvd
San Diego, CA 92101
619-53-11566

Canine Training Facility
72 Federal Blvd
San Diego, CA 92102
619-73495

Police Academy
San Diego Law Enforcement
Training Center
Miramar College
10440 Black Mountain Rd,
San Diego, CA 92126
619-388-7971

Police Garage
330 Twelfth Ave
San Diego, CA 92101
619-53-12811

Police Pistol Range
4008 Federal Blvd
San Diego, CA 92102
619-52-73421

Special Services Division
Critical Incident Mgmt Unit
1222 1st Ave (Basement)
San Diego, CA 92101
619-53-36536

Event Dev & Mgmt Unit
6151 Fairmount Ave, Suite 205
San Diego, CA 92120
619-53-35724

Special Event Operations
6153 Fairmount Ave. Suite 230
San Diego, CA 92123
619-53-35727

Volunteer Services Unit
6153 Fairmount Ave #230
San Diego, CA 92120
619-53-35729

Traffic
9265 Aero Dr
San Diego, CA 92123
858-49-57800
TTY 858-495-7996

Other Facilities **Police Personnel Only**

Drug Enforcement Admin
SD County Integrated NTF
4560 Viewridge Ave
San Diego, CA 92123
858-616-4100

FBI – Reg. Computer Forensic Lab
9737 Aero Dr
San Diego, CA 92123
858-499-7799
858-565-1255 (After Hrs)

NOTES