

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: JUNE 14, 2017

NUMBER: 6.33 - PATROL

SUBJECT: WATCH COMMANDER/FIELD LIEUTENANT
NOTIFICATIONS

RELATED POLICY: N/A

ORIGINATING DIVISION: PATROL OPERATIONS

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 6.33 – 9/25/2014

I. PURPOSE

This Department procedure establishes guidelines for notifications to the Watch Commander's Office and/or on-duty Field Lieutenant.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The Watch Commander's Office is considered a central point for information within the San Diego Police Department. The office has both administrative and operational functions. The administrative office is located on the first floor adjacent to the sally port at Police Headquarters and is comprised of a Watch Commander Sergeant and a police officer who review and approve bookings and serve as a resource to patrol and investigative personnel. The operational function is comprised of Field Lieutenants who respond to incidents in the field, manage critical incidents and personnel resources, and perform the role of risk manager.

IV. PROCEDURES

- A. The assigned incident supervisor (patrol, investigative, or administrative) will be responsible for making notifications to the Watch Commander and/or Field Lieutenant on the following types of incidents:
1. Homicides or suspicious deaths;
 2. Traffic fatalities (handled by Traffic Supervisor);
 3. Missing persons at risk (if still missing by end of shift);
 4. Missing juveniles (if still missing by end of shift);
 5. Officer-involved shootings (intentional, accidental, or involving animals);
 6. Serious injury vehicle accidents;
 7. Officer injuries requiring immediate medical treatment;
 8. Police vehicle pursuits;
 9. SWAT incidents (PRT Assist, Code 11/12);
 10. Aviation crashes/emergency landings (other than at airport);
 11. Commercial robberies;
 12. Significant assaults with deadly weapons;
 13. Civil disturbances where Mobile Field Force (MFF) is activated or threats to persons or property;
 14. Any significant arrests;
 15. All evacuations (i.e., fire, flood, etc.);
 16. Hate crimes;
 17. Kidnappings;
 18. Found and/or suspected explosive devices;
 19. Pre-planned service of arrest and/or search warrants;
 20. Pre-planned probation and/or parole searches;

21. Any other significant incidents, which could lead to Field Lieutenant involvement;
 22. Sexual assaults by strangers;
 23. Hot prowl burglaries or burglaries with substantial loss; and,
 24. Any arrest or incident regarding any law enforcement officers.
- B. The Watch Commander's Office shall be notified on pre-planned events, such as anticipated protests, special events, or events where an operational plan has been developed requiring police officers to be assigned. Unfolding incidents will generally necessitate either a request over the radio or a phone call directly to the Field Lieutenant.
- C. The Watch Commander's Office is the central point of contact for media inquiries in the absence of representatives from the Department's Media Unit. The Watch Commander's Office and/or Field Lieutenants shall ensure the appropriate unit is notified in the event of a media request exceeding the expertise of the supervisory officers at the scene/incident.
- D. The Watch Commander's Office has access to the distribution of information to the media. The information sources include an email distribution, Nixle.com, and Twitter. The information shared should include the Watch Commander's Logs, crime information flyers, missing person information, press releases, and any other information deemed appropriate by the Field Lieutenant and/or Watch Commander Sergeant.