

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL ADDITIONS:
DEPARTMENT SYMBOLS**

DATE: July 21, 2022

APPROVED

Memo# 2022-033

BACKGROUND

It is essential for dynamic, professional organizations to introspectively review the manner in which they model their character, morals, and values. One such method of expression are the signs, symbols, icons, and mottos representing the various units, teams, and details within that organization. Historically, these symbols have been used on items including apparel, patches, challenge coins, and email signature lines both to represent the Department and as a demonstration of esprit de corps.

The Office of the Chief of Police reviewed the current symbols, their context, and meanings. In addition to establishing authorized symbols, the Department is establishing guidelines defining when and how those authorized symbols may be used.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike through~~ form.

C 1452.5 **DEPARTMENT SYMBOLS**

Added 07-21-22

Department symbols are defined as any image, sign, symbol, emblem, icon, logo, or motto representing any event, period of time, assignment, division, district, team, unit, detail, or group of individuals within the Department. Department symbols do not, necessarily, contain the words "SJPD," or "San Jose Police Department."

Department symbols are meant to be ornamental in nature and are used to identify the wearer's participation in particular events, periods of time, assignments, divisions, districts, teams, units, details, or groups. It is meant to bolster one's pride in accomplishments, morale, camaraderie, and build esprit de corps.

Any modification of or deviation from the standard San Jose Police Department badge or patch qualifies as a Department symbol.

All Department symbols shall be submitted through the process described in Duty Manual section C 1452 - ITEMS REPRESENTING THE SAN JOSE POLICE DEPARTMENT and must be authorized by the Office of the Chief of Police. A list of authorized Department symbols shall be maintained by the Research and Development Unit.

Some Department symbols may be authorized for use at any time by on-duty personnel (e.g., a shoulder patch identifying the wearer as a member of the MERGE Unit). In this case, those Department symbols will become part of the Uniform and Equipment Specifications Manual.

Some Department symbols may be authorized only at certain times (e.g., a polo shirt with the Assaults Unit emblem). Refer to Duty Manual section S 1151 - USE OF DEPARTMENT SYMBOLS for additional information.

S 1151

USE OF DEPARTMENT SYMBOLS:

Added 07-21-22

Department members are authorized to produce clothing, patches, items, or paraphernalia exhibiting authorized Department symbols. These may be worn or used throughout Police Department facilities and while off duty.

When working in a uniformed assignment in public (e.g., patrol and some special operations assignments), Department members may only wear, display, or otherwise present Department symbols that are authorized in the Uniform and Equipment Specifications Manual.

When working a non-uniformed assignment and performing any activity that would likely result in an enforcement action (e.g., surveillance leading to an enforcement stop, patrolling a neighborhood, or executing a search warrant), Department members may only wear, display, or otherwise present Department symbols that are authorized in the Uniform and Equipment Specifications Manual.

When working in public, in a non-uniformed assignment, and not performing duties likely to result in an enforcement action (e.g., canvassing a neighborhood during a follow-up investigation or conducting a witness interview at a school), Department members may wear, display, or otherwise present any authorized Department symbols.

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata
Chief of Police

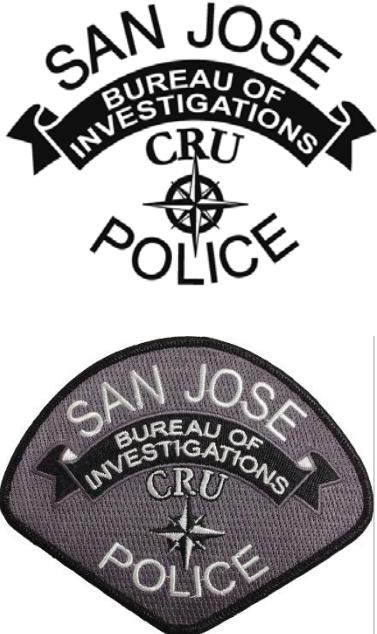
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List of Authorized Department Symbols

The following is a list of the authorized Department symbols. This list shall be modified and maintained only by the Research and Development Unit. No information may be added to this list without authorization from the Office of the Chief of Police.

Symbols	Descriptions
 The image shows two logos for the Air Support Unit (ASU). The top logo is a blue shield-shaped patch with 'SAN JOSE' at the top and 'POLICE' at the bottom, with a white winged emblem in the center. The bottom logo is a circular patch with 'SAN JOSE POLICE' at the top and 'AIR SUPPORT UNIT' at the bottom, featuring a central emblem of a bird wearing a police badge with 'DC' on it, holding a propeller.	Air Support Unit (ASU) “Special Operations” is displayed on the logos because ASU is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The pair of wings, helicopter rotor blades, fixed wing propeller, and the bird signify flight operations. The bird is wearing a police badge with “DC” memorializing Officer Desmond Casey who was killed in an on-duty helicopter crash.
 The image shows a logo for the Assaults Unit featuring a Spartan helmet with crossed spears behind it, all set against a shield-like background with the words 'ASSAULTS' and 'UNIT' below.	Assaults Unit Common words identify the unit and the San Jose Police Department. The Spartan helmet with crossed spears over a shield symbolizes fearlessness and in honor of the mascot of San Jose State University.

  	Bomb Squad “Special Operations” is displayed on the logos because the Bomb Squad is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The Bomb Squad symbols are taken from military badges given to Explosive Ordnance Disposal (EOD) trained personnel. The bomb represents the historic and major objective of EOD—the unexploded bomb. The three fins represent the major areas of nuclear, conventional, and chemical/biological. Lightning bolts symbolize the potential destructive power of the bomb and the courage and professionalism of EOD personnel in their endeavors to reduce hazards as well as to render explosive ordnance harmless. The shield represents the EOD mission - to prevent a detonation and protect life and property. 770 on the patch is the number associated to the unit’s certification with the Federal Bureau of Investigations. 12 stars represent the original twelve collateral members of the SJPD Bomb Squad.
	Burglary Prevention Unit (BPU) BPU was established in October 2018. The zodiac sign for late October and early November is Scorpio. If born under this sign, one is considered to be loyal, resourceful, and focused. Scorpions are known for their bravery, ambition, and trailblazing nature. In folklore and mythology, scorpions have been used as symbols of protection. Scorpions are nocturnal—symbolizing BPU’s nighttime operations—and have eight legs, one for each detective in the unit.
	Canine Unit (K9) “Special Operations” is displayed because the Canine Unit is one of the units comprising Special Operations within the Bureau of Field Operations. The abbreviation K9 identifies the officer as part of the Canine Unit.

	Common words identify the unit and the San Jose Police Department. The patches are in the shape and style of the Department patch.
	Court Liaison Unit (CLU) CLU processes and prepares investigations officers have completed for review by the District Attorney's Office. The imagery in the Court Liaison symbol depicts the scales of justice hanging from a pair of handcuffs with a judge's gavel supporting both. This image represents the impartial weighing of evidence by the courts of the investigation provided by law enforcement. This symbolizes the balance between truth and fairness sought after in all stages of the judicial process. Common words identify the unit and the San Jose Police Department.
	Covert Response Unit (CRU) CRU is within the Bureau of Investigations. Common words identify the unit and the San Jose Police Department. The patches are in the shape and style of the Department patch. The compass points represent setting up surveillance on a target. Regardless of which direction the target moves, the officer positioned at a compass point will be able to follow them away.

	Crime Analysis Unit The Sierra Nevada red fox, native to California and rare, is incredibly aware and can see through deception. They are also unbelievably swift, encouraging action and empowering people to move quickly through obstacles. Foxes are clever, intelligent, confident, and possesses these qualities in symbology and spiritual significance across many cultures – denoting its universality. In alignment with the overall philosophy of 21st Century Policing, the fox serves as a guardian. Common words identify the unit and the San Jose Police Department.
	Crime Data Intelligence Center (CDIC) The Crime Data Intelligence Center is responsible for providing focused information and crime analytics to develop an efficient conduit of communication between districts, shifts, investigative units, and allied law enforcement agencies. This is accomplished through proactive and preventive measures, utilizing data and analytics, to both support patrol and enhance complex investigations. The Latin phrase, <i>Semper Sapienti</i> translates to “always wise”—embracing 21st Century Policing through wisdom, thoughtfulness, and intelligence. The owl is symbolic of wisdom. Owls are universally considered to be representations of wisdom and knowledge. The color scheme incorporates white and blue, which is commonly associated with police, and SJPD’s renewed commitment to thoughtfulness, intelligence, and wisdom in its daily interaction with the community. Common words identify the unit and the San Jose Police Department.
	Crisis Management Unit (CMU) The CMU logo, in the style of the Department badge, features the psychology (Science of mind and behavior) symbol balancing the scales of justice—illustrating the importance of mental health wellness in law enforcement. The blue and yellow color of the psychology symbol represent the color of the SJPD shoulder patch. Common words identify the unit and the San Jose Police Department.

	Dispatch Response Team (DRT) The DRT logo features a radio tower with radio waves, representing radio communications. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Downtown Services Unit (DSU) Officers assigned to the DSU are commonly referred to as “night owls.” Because they commonly operate at night and into the morning hours. The skyline represents the downtown area of San Jose where DSU works.
	Family Violence Unit (FVU) The logo represents the family component of the Family Violence Unit. It represents the core values of: protecting, serving, and providing justice for families.
	Field Training Program (FTO) The FTO logo symbolizes the evolving ratio between training and evaluation—an upward sliding scale from left to right. The program is designed to provide recruits with 100% training without scored evaluation, as depicted by the flat line on the left, signifying the two week “limbo” period. Throughout the course of the program, less training is provided as the trainee is evaluated more. At the end of the program, training is reduced significantly where the actions and knowledge of the new officer are compared to performance standards described in the Standardized Evaluation Guidelines. The flat line at the top-right signifies the two-week plain clothes evaluation rotation where the FTO, dressed in plain clothes to divert public attention to the trainee, evaluates the trainee and that person’s ability to perform at the level of a solo patrol officer.

 The logo is circular with a blue background and a gold border. It features an eagle with spread wings in the center. Above the eagle, the words "FINANCIAL CRIMES" are written in a semi-circle, and below it, "UNIT" is written. On the left side of the circle, "BURGLARY" is written, and on the right side, "FRAUD" is written. Below the eagle's feet is a shield containing a dollar sign, a computer monitor, and a pair of handcuffs.	Financial Crimes Unit Financial Crimes is within the Bureau of Investigations. Being loyal and devoted to finding truth and justice, the Financial Crimes logo features an eagle as the prominent figure. A crest below the eagle depicts the images of a dollar sign, computer, and weapons, items frequently stolen from victims. The image of handcuffs depicts bringing justice to the victims and the return of their property. Common words identify the unit and the San Jose Police Department.
 The logo is circular with a white background and a black border. It features a brown wild boar's head in the center with red eyes and white tusks. Above the boar's head, the words "SAN JOSE" are written in a semi-circle, and below it, "GIU" is written.	Gang Investigations Unit (GIU) The wild boar is prevalent in San Jose. The wild boar is renowned for its intelligence and ability to adapt to environmental changes—it thrives wherever it migrates as a result of its tenacity and intrepid nature. Wild boars are a courageous defender and have been known to readily engage opponents when outnumbered or outmatched. Boars are infamous for their ability to dig and forage for resources—necessary traits for GIU detectives. Common words identify the unit and the San Jose Police Department.
 The logo is circular with a blue background and a red border. It features a black swan with its wings outstretched in the center. Above the swan, the words "SAN JOSE" are written in a semi-circle, and below it, "HOMICIDE" is written. The entire logo is flanked by white laurel branches.	Homicide Unit The logo was copied from a book of heraldry which featured a design of a black swan with its wings outstretched. Opposite from a white swan which represents a peaceful death, a black swan represents an uncommon and violent death. The laurel designs signify award and achievement—high standards and objectives of Homicide detectives. Common words identify the unit and the San Jose Police Department.

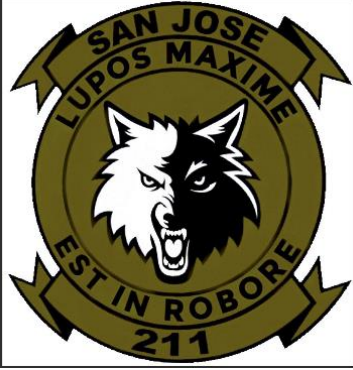
	
	Honor Guard The unit was founded in 1999. The stars represent the 13 fallen San Jose Police Officers. The M1 Garand cross rifles are used by the United States Military as part of their drill and ceremony teams. The color blue denotes the color of the uniform and silver denotes the color of the officers' badges. The motto, <i>Numquam Obliviscar</i> translates to "never forget." Common words identify the unit and the San Jose Police Department.
	Human Trafficking Task Force (HTTF) The HTTF logo depicts an open palm which signifies the battle to stop human trafficking. Each silhouetted extended finger represents the unidentified persons trafficked for sex and labor. These figures speak for the victims and various organizations who work collaboratively to identify these victims and prosecute their perpetrators. Common words identify the unit and the San Jose Police Department.
	Intelligence and Special Investigations Unit (Intel) The Intel logo was adopted from the United States Central Intelligence Agency. The emblem features a bald eagle—the national bird of the United States, a shield which symbolizes defense, and a rose which symbolizes knowledge. Common words identify the unit and the San Jose Police Department.

 	Silicon Valley Internet Crimes Against Children Task Force (SVICAC) The SVICAC logo features a spider on a star in a web, symbolizing the role of law enforcement within the world wide web. A red power-button icon is located on the body of the spider. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Media Relations Unit The Media Relations Unit is within the Office of the Chief of Police. The gold color and sets of 4 stars represent the rank of Chief. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Metropolitan Unit (Metro) “Special Operations” is displayed on the logos because Metro is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The red, white, and blue logo features the colors of the United States accompanied by two silhouettes—a person in disguise and a person in tactical gear. These silhouettes represent the dual role of Metro officers who commonly operate in plain clothes and uniformed assignments.

	
  	Mobile Emergency Response Group and Equipment Unit (MERGE) “Special Operations” is displayed on the logos because MERGE is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patches are in the shape and style of the Department patch. The callsigns of MERGE officers contained the letter H. Merge officers quickly became known as the "H-Cars" or "H-Units." The logo featuring an H is a pin worn on the uniforms of past and present MERGE officers. The pin is displayed in silver for officers and sergeants while gold is reserved for lieutenants and above. The red cross in a circle represents life-saving operations and rescue, common to the MERGE Unit. To avoid copyright issues, the red lines were thinned to differ from the symbol of the Red Cross.

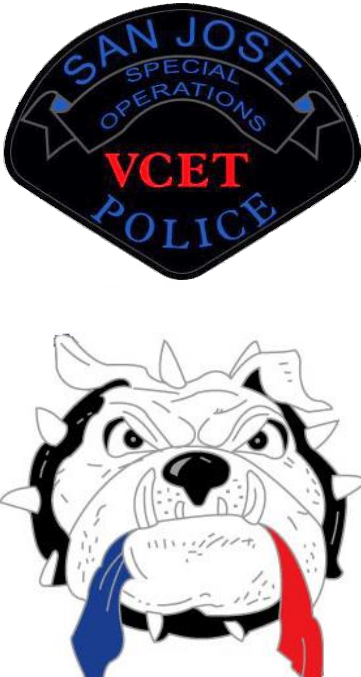
	
	PAL Cadet Program (PAL) The PAL logo identifies the wearer as a "PAL Cadet", with the words "Law Enforcement Unit" in the center of the star. PAL cadets occasionally wear a metal or cloth badge emblem on the chest of their uniform shirt in the shape of a seven-point star. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Police Academy The Police Academy logo is in the colors of the United States and the depiction of the American Flag. The bald eagle is surrounded by laurel leaves. The phrase "The Academy @ San Jose" is written from top to bottom surrounding the eagle and leaves. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Range Unit The image in the center displays a traditional range silhouette target with a marksman crosshair overlaid on the target. This design symbolizes the training and qualifications officers complete. The location of crosshair over the target represents proficiency, accuracy, marksmanship.

	Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.
	Recruiting Unit The front of the San Jose Police Department Recruiting Unit Coin depicts the San Jose Police Officer Badge with the numbers "1849", the year the San Jose Police Department was founded. "Recruiting Unit" identifies the unit. The back side of the coin depicts recruit officers standing at ease on the Police Academy campus—an area where recruit officers form up every morning and afternoon to raise and lower the American Flag. "Recruiting the best for the best" is a reminder of the unit's purpose to hire the best candidates for the Department. SJPDYOU.COM is the unit's website.
	Robbery Unit The Robbery Unit logos feature the numbers "211"—the Penal Code section for Robbery. Two Robbery logos feature the color blue, commonly used to represent law enforcement. The star is similar to the logo of the San Jose Police Department. The bandit face is disguised by a hood, bandana, and sunglasses, commonly used to conceal the identity of suspects during a robbery. The double gun, showing force and creating fear, depicts old western bank and train robberies. The wolf symbolizes working alone and in teams—a common theme among Robbery detectives. Like a wolf pack, the detectives work long hours together toward a common goal. The Latin phrase, <i>Lupos Maxime est in Robore</i> translates to "the wolf is mainly in strength", symbolizing the unit is only as strong as its pack.

	Common words identify the unit and the San Jose Police Department.
	Sexual Assault Investigations Unit (SAIU) General sex crimes detectives work in an area commonly known as the bullpen. This is a reference to a baseball bullpen where a group of relief pitchers warm up while waiting for the chance to perform. Based upon the on-call dynamic and rotation of investigations, SAIU has adopted the bull as a mascot from the term bullpen. Common words identify the unit and the San Jose Police Department.
	School Safety & Education Unit (SSEU) School Liaison Unit features the traffic sign identifying a school crossing zone and the San Jose Police Department patch.
	Street Crimes Unit “Special Operations” is displayed on the logos because Street Crimes is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.

	A silhouetted image displaying a 7-point San Jose Police badge represents the routine covert operations routinely conducted by the unit.
 	Tactical Negotiations Unit (TNU) “Special Operations” is displayed because TNU is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The headset and cellular phone represent the unit’s mission of constant communication with involved parties during critical incidents.
 	Traffic Enforcement Unit (TEU, Motors) “Special Operations” is displayed because TEU is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The logo features the “winged wheel” which commonly identifies motorcycle law enforcement nationwide. The wing represents swiftness, the arrow precision, and the wheel motion.

	
 	Training Unit The Training Unit is within the Bureau of Administration. Other common words identify the unit and the San Jose Police Department. The Latin phrase, <i>phasellus doctrina et disciplina</i> translates to “professionalism through learning and training.” The torch represents knowledge and wisdom and is seen to illuminate the dark world through learning, scholarship, teaching, invention, observation, and study. The laurel designs signify award and achievement—high standards and objectives of the Training Unit. Common words identify the unit and the San Jose Police Department.
	Unmanned Aerial Systems Unit (UAS) “Special Operations” is displayed because UAS is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch.

	The logo features a drone, the foundation of the unit. Vehicle Crimes Unit - Traffic Investigations Unit (TIU) and Auto Theft The logo represents both TIU and the Auto Theft units. The grim reaper symbolizes the vehicle crimes commonly resulting in death. The moon and vehicle motion symbolizes these incidents which commonly occur at night by unidentified persons and at high rates of speed. Common words identify the unit and the San Jose Police Department.
	Violent Crimes Enforcement Team (VCET) “Special Operations” is displayed because VCET is one of the units comprising Special Operations within the Bureau of Field Operations. Common words identify the unit and the San Jose Police Department. The patch is in the shape and style of the Department patch. The bulldog is known to be a calm, temperate, and equable dog in the face of adversity—a necessary trait of VCET officers. The bulldog holds red and blue bandanas in its mouth symbolizing investigating violent crime related to gang activity.
	Volunteer Team (VOLT) Common words identify the unit and the City. The inverted triangle symbolizes the “V” for volunteer and the name of the unit.

 A blue and white embroidered patch on a dark fabric. It features a large blue 'V' with the word 'VOLT' in white inside. Above the 'V' is the text 'SAN JOSE' in blue, and below it is 'Volunteer Unit' in blue script.	
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