

San Jose Police Department



Gang Investigation Unit Guidelines

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Unit Commander



GANG INVESTIGATIONS UNIT **GUIDELINES**

GIU Mission & Objectives

The Gang Investigations Unit (GIU) is part of the Bureau of Investigations (BOI). The mission of the GIU is to investigate gang related criminal cases and reduce gang violence in the City of San Jose. As a key member of the Mayor's Gang Prevention Task Force (MGPTF), one of the primary objectives of the GIU is to collaborate with schools, social services agencies, community-based organizations, and other criminal justice organizations in a systematic approach to the prevention, intervention and suppression of criminal gang activity.

The Gang Investigations Unit is also responsible for providing gang awareness presentations & training to both law enforcement personnel and civilians. The Unit also assists other investigative units and outside law enforcement agencies with criminal cases that involve gang members. GIU personnel are also tasked with maintaining current intelligence data on criminal gang activity, validating active gangs & gang members and providing court testimony as gang experts.

JOB DESCRIPTIONS

The staffing allocations and duties of assigned GIU personnel are as follows:

- **Lieutenant (1)** Duties include, but are not limited to, the following:
 - Oversee day-to-day operations, specifically those activities concerned with planning, organizing, directing, coordinating, recording, budgeting, and public relations
 - Assist unit personnel by furnishing direction and training to best accomplish the unit's goals and objectives
 - Prepare and present monthly climate reports for the Mayor's Gang Prevention Task Force Technical Team meetings and quarterly climate reports for the Policy Team meetings
 - Monitor and review Versadex case management system for GIU

- **Sergeant (3)** Duties include, but are not limited to, the following:
 - Oversee case management and assignment and maintain the case management logs in Cal Gang, in the Unit “G” drive and the Versadex System.
 - Identify, investigate, and appropriately close less complex gang-related criminal investigations
 - Routinely monitor caseloads of assigned investigators to insure investigative timeliness especially with regard to statutory timelines
 - Routinely review results of work performed by subordinates
 - Routinely monitor the Versadex Handle for GIU
 - Develop and maintain morale and ensure investigators are given all necessary practical assistance and training in the discharge of their duties and provide direct supervision in complex cases
 - Oversee the assignment of gang summary preparations for homicide cases, and gang summaries for other BOI Units. Be the liaison on behalf of the GIU investigators other BOI Unit sergeants to obtain information and reports necessary for the completion of gang summaries
 - Collateral duties to include but not limited to validation and data entry of information into the Cal Gang database system, keeping track of Unit equipment, BOI Vehicle Warehouse Liaison



- Coordinate weekly unit meetings and monthly regional meetings
- **Officer (7)** Duties include, but are not limited to, the following:
 - Conduct timely and thorough follow-up investigation on all gang-related crimes
 - Provide assistance and direction when contacted by patrol personnel on gang-related matters
 - Prepare gang summaries for gang-related criminal trials and provide expert testimony when requested by the District Attorney’s office
 - Provide gang-related training to Department personnel and other outside entities as directed by a supervisor
 - Establish active communication between other GIU and BOI investigators, Special Operations personnel, School Liaison, and BFO Gang Suppression Cars as well as outside agencies, including Parole, Probation, Juvenile Hall, and local school districts in order to stay current on gang-related crime strings and current trends

- **Senior Office Specialist (1)** Duties include, but are not limited, to the following:

- Assist GIU lieutenant in the administration of the unit through clerical support
- Manage GIU investigative files by assigning and updating cases in Versadex RMS, checking CJIC status when criminal complaints are filed by the DA's office, and acting as a liaison between the unit and OSSD for storage of cases at the Central Warehouse
- Handle the mail activities for the unit; answer phone calls to the unit and take messages or direct those calls accordingly; and check the unit voicemail on a daily basis and forward the messages to the appropriate unit personnel
- Routinely assist in the updating and filing of intelligence information in the appropriate data bases
- Maintain and update all unit roster information and provide those changes to the BOI Deputy Chief's Office
- Maintain and order supplies for the unit

SCHEDULE

1. All GIU members will adhere to the 4/10 schedule. The shifts will consist of 0600-1630, 0700-1730 or 0800-1830. Any variation to that shift will be approved by the unit commander. One GIU sergeant will always be present until 1700 hours. Unit seniority will be the deciding factor in the event of a conflict of choice. To accommodate the alternate work schedule, unit personnel will strive to flex their weekly work schedules to minimize overtime. Unless otherwise approved by a supervisor, a regular daily work schedule shall be observed. If an investigator varies from the assigned schedule, the individual's supervisor, or an alternate supervisor, shall be advised. If an investigator will be more than 15 minutes late for their assigned schedule, they are directed to notify a sergeant. If an investigator calls in sick, or needs to use emergency time off of any variety, the investigator's supervisor or an alternate supervisor, will be advised.
2. Mid-day workouts are acceptable, providing the workout is *in addition* to the investigator's 10-hour day and any time spent for lunch. If an investigator is assigned to a 10-½ hour shift, the lunch hour shall be restricted to a half-hour.
3. Requests for time off shall be channeled through the member's supervisor and posted on the "Time Off" calendar located in the conference area. This calendar should also include all planned vacation, training, and sick leave, etc. Minimum staffing for the unit will be *one sergeant* and *three officers*. Any exception to this rule must be cleared by the unit commander.

4. When responding to the field, officers will utilize the status board located at the main entrance to GIU and will note on the status board their estimated time of return. If officers anticipate being gone *longer than 2 hours*, they should notify their supervisor of their itinerary. If their supervisor is unavailable, the officers will clear their activity through another unit supervisor.
5. Unless prior arrangements with a supervisor have been made, all officers are expected to complete their 10-hour shift.

OVERTIME

1. Any pre-planned overtime to be worked *must be approved by a supervisor*. In the event an investigator's accumulated comp time exceeds 240 hours, the unit commander will be notified, and a reduction plan should be formulated. Regardless, all unit members will abide by the current Memorandum of Agreement and comply with all overtime reduction as specified in MOA Section 13.6.5.
2. All OOT will be paid out in accordance to the current MOU. To maximize the unit's funding, members should only apply the overtime to GIU-related functions. To this end, a unit member working city-funded pay jobs must obtain the *5-digit cost code number* that identifies the overtime fund from which the funds will be derived and include the number on the applicable time sheet.

UNIT MEETINGS

1. Unit meetings are an essential vehicle for the exchange of vital criminal intelligence and administrative information among unit members. Unit meetings are held on Tuesdays at 0900 hours. It is the supervisors' responsibility to ensure investigators attend. Unit members should be prepared to discuss current cases.
2. A monthly regional meeting will be held on the third Thursday of every month.
3. If an investigator absolutely cannot attend a meeting, his/her supervisor must be notified. Weekly schedules should be arranged to accommodate the weekly meetings. Supervisors are responsible for informing any absent team member of the content of a missed meeting.

MEETINGS

Meetings from allied and city agencies are held regularly. Unit members are expected to attend these meetings whenever possible. This exchange of information is often crucial in eliminating potential problems and solving gang related issues.

BOI ON-CALL PROCEDURES

There may be times when BOI will need to place investigators on-call. During these times, the BOI on-call Lieutenant will maintain a sign-up list on which investigators can volunteer for on-call status a week at a time, beginning and ending on adjacent Thursdays. The sergeant and officer volunteering will be provided a take-home vehicle for the length of their on-call status. The BOI on-call Lieutenant will evaluate and determine whether a call-back response is appropriate for all requests.

PROBATIONARY GIU DETECTIVES

Detectives newly assigned to the Gang Investigations Unit will be partnered with a senior member. The senior detective will complete the "Training Check List" located on the unit "G" drive. The investigator's assigned supervisor is responsible for insuring the checklist is completed during the new member's probationary period (six months).

OFFICER OF THE DAY

The "Officer of the Day" (O/D) is a sworn member of the Gang Investigations Unit who will be assigned to the office during normal weekday business hours, excluding holidays.

The purpose of the O/D position is to have a gang detective in the office in the event a situation arises that requires their expertise or attention. Having an O/D will ensure that a gang detective is always available to interface with and assist detectives from other units or agencies, and conduct a variety of normal GIU detective duties.

When a detective is assigned as the O/D their duties for that day will be consistent with that of a normal GIU detective, however, the O/D will be required to be available in the office, and will be the primary detective responsible for the following duties:

- Interface with outside agencies on matters that require a gang detective
- Assist patrol officers and detectives from other units with matters that require a gang detective
- Triage incoming gang information / intelligence
- Handle "in-custody" cases
- Be the designee to handle any *in office* matter that occurs that requires a gang detective
- The OD will generally not be utilized for field response unless approved by a supervisor

Each officer will be required to work the O/D assignment on a revolving basis. Officers will sign up for the day(s) that they wish to work as the O/D based on their seniority, and the final list will be posted on both the unit "G" drive and on a calendar near the entrance to GIU.

If for some reason an officer has a scheduling conflict with a day that they selected to be the O/D, or if they wish to take that particular day off, then it becomes that officer's responsibility to find a replacement. In addition, the officer will notify their sergeant, the senior office specialist and will note on the O/D calendar as to who will be taking their place.

In the event of staffing shortages at the Department and BOI, the Unit Commander has the discretion of utilizing all available GIU detectives for O/D duties on Mondays and Fridays instead of a designated O/D.

CASE MANAGEMENT

1. Cases received by the unit through the Versadex RMS system will be reviewed and assigned by the sergeant(s) acting as the Case Coordinator.
2. In the event a case, which may be gang related, has been assigned to a different investigative unit and it has been brought to the attention of the Case Coordinator, the Case Coordinator will review the case and determine if it should be transferred to GIU. If the Case Coordinator accepts the case, the unit transferring the case will ensure that the Versadex RMS is updated.
3. When a case is assigned, the Case Coordinator is responsible for assigning the case to an investigator in Versadex RMS. The assigned investigator who will create a case file if needed. The assigned investigator will ensure the Versadex RMS system reflects the proper lead investigator.
4. If a GIU investigator initiates a case, he/she will ensure that the case is entered into Versadex. The investigator will notify his/her supervisor of the new case so that the supervisor can assign the case to the investigator in Versadex.
5. Supervisors will review all closed cases to ensure completeness. After being reviewed, the investigator will update the status of the case in the Versadex RMS system. The case will then be forwarded to the Unit Senior Office Specialist for RMS update.
6. When a case is adjudicated, the assigned investigator will ensure any property booked as evidence or safe keeping be disposed of as soon as possible. In some instances, non-evidentiary items are released by the investigator while evidentiary items are kept in the event of appellate motions. The investigator is responsible for notifying the office specialist of partial releases for notation on the unit property log.

INVESTIGATION GUIDELINES

The following suggestions may assist the investigators in organizing their case files and prioritizing investigative activities:

1. When a General Offense report (G.O.) is sent to the Gang Investigations Unit Handle via Versadex, it is reviewed by the Case Coordinator.
2. The Case Coordinator will assign the case to an investigator via Versadex.
3. The unit's computer system lists the following information intended to aid in the locations of cases or strings:
 - Case number
 - Date, day, and time of occurrence
 - Victim's name (person or business)
 - Location of occurrence
 - Type of crime
 - Name and/or description of suspects
 - Type of weapon
 - Type of vehicle (description and license number)
 - Name and ID of information on arrestees
 - Investigator assigned
 - Disposition
4. The case notes section in Versadex should include a detailed log of all investigative activities, i.e., contacts with victim(s) and witness(es), attempts to contact, interviews, supplemental written information, recorded information, and any other appropriate activity. This log will serve as a convenient reminder of work done and will assist supervisors or other investigators who may need to review or assist in the case and provide a record for any administrative review.
5. Case notes should be brief but include enough detail to be easily comprehensible. Telephone numbers needed for follow-up should be logged into the case note section.
6. The investigator has the option of maintaining a personal log of assigned cases and their dispositions for ease of reference on old cases and for the furnishing of accurate statistics when needed.
7. The investigator shall review the assigned report received and should note important facts. The investigator should find the following important facts in the report:
 - ID information of victim (name, address, telephone number)
 - Language needs of victim
 - Whether/not victim can ID perpetrator
 - Suspect information (name, description, etc.)

- Vehicle description
 - Weapons
 - Witnesses; whether/not they can ID perpetrator
 - Physical evidence; latent prints, photographs, surveillance photographs, videos, location of evidence recovered
 - Property taken, serial numbers – be sure to enter into stolen property system and that all credit cards are cancelled by the victim
 - Status of towed vehicles related to the case
 - Victim(s) injuries
8. Case assignments should be prioritized by considering the following solvability factors:
- Suspect in custody
 - Known suspect
 - High profile cases
 - Crimes involving serious injuries of violence
 - Case with poor or sketchy information
 - Possible suspect, partial name or moniker
 - Possible or partial license number
 - Victim did not see perpetrator or perpetrator was masked
 - Victim cannot or will not ID perpetrator
 - Uncooperative victim
 - Case is unfounded.
9. The investigator should research the criminal history of both victim and suspect(s) for prior reports, check CALGANG®, DMV history, FBI, CII, local, probation or parole status, and Crime View.
10. The investigator should review the physical evidence booked and recovered and review any surveillance videos. BWC video should be reviewed at the investigator's discretion. Photographs of the suspect(s) should be downloaded into the unit's digital evidence file and printed as necessary for investigative purposes.
11. The investigator should contact and re-interview the victim(s) and witness(es) to confirm the crime and accuracy of the initial report. The investigator should be aware of discrepancies between information given in the initial report and in the follow-up interview. The investigator will complete reports for the investigation in the Versadex System.
12. The follow-up interviews are best done in person. If this is not practical, the investigator should conduct the interview(s) by telephone as soon as possible. The investigator should confirm the victim's correct address, telephone numbers, pager, CDL and Social Security numbers. Phone interviews should be digitally recorded.

13. After the initial follow-up interview(s), the investigator should maintain contact with the victim(s) and keep them informed of the status of the investigation. If needed, the investigator may refer the victim(s) to the Victim/Witness Assistance Program or a mental health care agency or professional to help them cope with the trauma of the crime.
14. The investigator should leave his/her business card with the victim(s) so the investigator can be personally contacted in the future by the victim(s).
15. The investigator should utilize the Police Artist whenever possible. The artist may be able to develop details in description of the perpetrator that may not be present in the initial victim interviews. After the sketch is completed, the investigator should have it published in a TRAK flyer, and/or other media outlets.
16. The investigator should contact and use the media whenever possible. The SJPD Press Information Officer [REDACTED] can be of assistance in working with newspapers, radio, television and social media. The investigator may consider publicity through TV shows like "America's Most Wanted," "Unsolved Mysteries," etc. The investigator may consider publishing information about the crime in SJ Mercury's "Crime Stoppers." The investigator should consider using social media networking platforms such as the SJPD Facebook website and the Department's Twitter account.
17. The investigator should utilize the Monthly Gang Bulletin and TRAK flyers as a means through which to share case information with patrol officers and other allied agencies. The entries should include a photograph or Police Artist sketch, and concise information necessary to alert field units as to the reasonable cause for detention or the probable cause for arrest.
18. The investigator should provide the VCET/Metro Unit with case information and potential "Hot Areas"
19. The investigator should report exceptional work to the appropriate supervisor.
20. In cases worthy of commendation, the investigator should contact the appropriate supervisor to initiate a notice of good police work to be routed through the proper chain of command. An action such as this promotes good relationships between unit personnel and patrol personnel and motivates further good work.
21. Unit sergeants will review subordinates' open cases on a monthly basis. Cases which are still being investigated after a 3 month period, wherein no witnesses or suspects have been identified or developed, will be reviewed by the supervisor and the investigator for determination as to whether or not the case will be closed or remain open.

[REDACTED]

[REDACTED]

[REDACTED]

SERVICE OF SEARCH AND ARREST WARRANTS

During an investigation, if a search warrant is to be served or a probation/parole search is to be conducted, the following procedures will occur.

1. OFFICER’S RESPONSIBILITIES:
 - Prior to engaging in any operation, the investigator(s) will review with and obtain the approval of a supervisor. The review will include a full threat assessment on the target
 - The investigator is responsible for planning the operation
 - If a probation or parole search is going to be conducted, the investigator will contact the suspect(s) probation or parole officer if necessary.

2. RAID PLAN (consideration should be given to the following):
 - Designate a GIU supervisor to oversee and *be present* at the service of the warrant
 - The number of officers needed
 - Complete the GIU Raid Sheet
 - The use of Metro or MERGE to gain entry
 - Preparing special equipment, search warrant kit, radios, etc.
 - Identifying special problems and hazards
 - Ensure that the district sergeant and area lieutenant has been notified

3. OPERATIONAL BRIEFING (briefing will include):

- All members who are involved in the operation
- GIU investigators responsibilities
- A discussion of background information such as suspect(s) name, description, locations of concern, any hazards, etc.
- A discussion of the objective or goal of the operation
- Ensure that investigators are wearing their raid vests unless their role in the operation requires that they not be identified as a police officer
- If utilized, CRU, Metro, MERGE will be responsible for the planning and execution of the warrant. CRU will be contacted for assistance before any other special operations unit.

4. OPERATIONAL DEBRIEFING:

- The case investigator will conduct an operational debriefing to ensure all equipment has been recovered and determine who is needed to write reports

EVIDENCE

1. Evidence obtained during any investigation shall be booked into SJPD Property Room as soon as practical.
2. Property to be evaluated by the Homicide Crime Scene Unit for the collection of specific types of physical evidence may, with the approval of a CSU supervisor or a GIU supervisor, be temporarily booked into the CSU Technical Evidence Room. When CSU has completed its collection and evaluation, the investigator will be notified. The investigators will then recover and re-book the evidence into the SJPD Property Room.
3. Under no circumstances will evidence remain in any GIU locked desk, case file, or anywhere else within the unit. Weapons, clothing, narcotics, and currency will be immediately photographed, logged, and booked as evidence. Copies of document evidence may be retained in the case file, however, all original documents must be booked as evidence.
4. Evidence brought into the unit for evaluation and/or photographing will remain under the direct control of the case investigator. At no time will evidence be left unsecured in the unit or in a unit vehicle.
5. Evidence submitted to the Crime Lab will be done as soon as practical, in order to ensure the timely availability of lab results for appropriate investigative and prosecution purposes. In the event the evidence is personally submitted to the Crime

Lab, the investigator will recover and re-book the evidence when processing is complete to maintain the chain of custody.

GANG REGISTRATION

With the passage of Proposition 21, any gang member convicted of a violation of Penal Code section 186.22(a), those convicted of criminal activity where a Penal Code section 186.22(b) allegation has been found true, and those convicted of criminal conduct where the court finds the crime was gang related, **must** register with local law enforcement. This includes **both** adult and juvenile gang members.

When a gang member responds to the unit to register, GIU investigators will ensure the following steps occur:

- Interview the registrant—**two officers required for interview**
- Fill out the Gang Registration Form – 186.30 PC
- Take a picture of the registrant
- Fingerprint the registrant
- Provide the registrant a copy of the Street Terrorism Act
- Give the information to the Cal Gang supervisor for review, gang validation, and filing

CALGANG®

CalGang® is a statewide intelligence database that tracks/validates gangs and its gang members.

1. GANG VALIDATION:

- All gang field interview cards will be forwarded to GIU for review and validation
- All Versadex Street Checks routed to the GIU Street Check Handle will be reviewed for validation
- Contacts that meet the criteria for entry will be validated and entered into Cal Gang
- Procedures for validating gangs and its members will follow the guidelines set forth in CalGang
- Pursuant to §186.34 PC, GIU investigators will prepare the “Shared Gang Database” forms for the suspected gang member. These notification forms will be scanned and entered into the 186.34 tab of CalGang. The forms will be mailed to the suspected gang member, notifying the person that they will be entered into CalGang. The suspected gang member has the right to contest the entry into CalGang.

- GIU investigators who identify a group of three or more individuals with a common name, sign or symbol engaging in criminal activities consistent with gangs will forward the information to the CalGang Node Administrator
- **In the event a case is forwarded to GIU for a gang summary, a GIU sergeant will ensure the case is entered into in CalGang.**

USE OF INFORMANTS

(NOTE: All GIU officers are encouraged to review Duty Manual Sections L3600 (Informants) prior to actively using informants.)

A. Informant Guidelines

1. Informant Development

- a. The Gang Investigations Unit uses informants as a useful tool for accomplishing its goals as an investigative unit. The Gang Investigations Unit maintains a professional reputation with the Criminal Justice System through the proper handling of informants. The proper development of informants is a major function and responsibility of all GIU officers, as is the proper dissemination of the information gained. The use of informants is strongly endorsed, and all officers assigned in the unit are encouraged to actively solicit and evaluate informants.

◆ **Note:** For the purposes of these guidelines the term “informant” will be applied as defined in duty Manual Section L3601

- b. In addition to the regulations delineated in Duty Manual L3600, GIU personnel will adhere to the following guidelines placed on specific categories of informants:

- 1) Use of juveniles (under age 18) as informants is not allowed unless:

- a) Exception in special circumstances with unit commander's permission
- b) Parent/Legal Guardian must give written consent before juvenile can be utilized as informant

◆ **Note:** Debriefing or simply receiving information does not meet the definition of using an informant

2. Informants with Pending Criminal Cases
 - a. The use of informants with pending criminal charges related to violent crimes is discouraged. They should only be used in special circumstances and only with the unit commander's permission.
 - b. Informants with outstanding warrants will not be used until warrants have been cleared.
 - c. Informants on active adult parole will be used only after the parole officer has been notified.
3. Supervisor's Evaluation
 - a. In *all* cases, a supervisor will evaluate and approve the use of any informant prior to any proactive action by the investigator.

B. Informant Control

1. Officer Developing Informant
 - a. The GIU officer utilizing the informant is the primary person responsible for managing the informant in compliance with these guidelines.
 - b. Member or members of the Gang Investigations Unit will control informants developed by officers outside of the Gang Investigations Unit when the Gang Investigations Unit is investigating the case. All attempts will be made to keep the original officer updated on the case.
2. Non Gang Investigations-Related Information
 - a. Informants whose information does not fall within the goals and objectives of the Gang Investigations Unit should be turned over to the proper investigative unit.
3. Opposite Sex Informants
 - a. Two officers are required during all meetings involving informants of the opposite sex of the primary investigator.
4. Informant Contacts
 - a. Contacts with informants should be limited to on-duty hours
 - b. Any contact during off-duty hours requires the approval of a supervisor.

C. Informant Debriefing

1. Potential Informants

- a. All potential informants will be thoroughly debriefed prior to being assigned a special employee number and before being actively utilized as a resource.

2. Debriefing Session

- a. The debriefing session will include

- 1) A complete personal and criminal history check (including warrants check)
- 2) An accurate assessment of informant's motivation and reliability
- 3) A thorough assessment of the criminal target(s) to include:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- c. The GIU officer will complete the "Special Employee" information sheet
- d. The informant will read and sign the "Special Employee Consent" form
- e. The GIU officer will take photographs of the S/E
- f. The GIU officer will complete the "Special Employee" contact/activity form to include:
 - 1. Any time an informant provides information or receives payment
 - 2. All signed receipts indicating when the S/E received a monetary reward
 - 3. Acknowledgement that access to informant files is limited to Gang Investigations Unit personnel only

D. Informant Reward System

1. General Guidelines

- a. Informants most commonly assist police agencies for two specific reasons: (1) in return for assistance in pending criminal cases; and (2) for monetary assistance.

2. Informants with Pending Criminal Cases

- a. The officer will not make any promises to informant regarding disposition or sentencing
- b. The officer will advise informant that a letter detailing his/her assistance will be given to the magistrate prior to sentencing
- c. The letter should not contain any recommendation for sentencing
- d. The letter should be hand carried to the District Attorney's office for inclusion in the case file at least seven (7) days prior to sentencing
- e. Any letter detailing informant's assistance must have a supervisor's approval prior to forwarding
- f. An officer may make a personal appearance before a magistrate in lieu of a formal letter if the officer has his/her supervisor's approval and the District Attorney's office has prior knowledge of appearance.

3. Monetary Reward

- a. Monetary rewards for informants will originate from confidential funds allotted to the Bureau of Investigations. Only those informants registered and provided a Special Employee Number will be allowed to receive monetary rewards. The amount of reward will depend on the following:

1. Quality of case
 2. Amount of information/participation provided by informant
 3. Future potential of informant
- b. Monetary rewards for informants will not be disbursed until the completion of a case. Any exceptions must be approved by a supervisor
 - c. An informant should not normally receive compensation if the information provided has not resulted in an arrest, the informant is deemed unreliable, and/or the informant fails to keep in contact with the supervising officer until the criminal case is adjudicated. District Attorney's Involvement
 - d. In no event shall an officer without prior knowledge and agreement of the District Attorney's office arbitrarily dispose of a pending criminal matter against any informant.

MISCELLANEOUS

1. DRESS STANDARDS:

- At all times, an investigator shall maintain a neat, orderly, and professional appearance.
- All members will comply with the Duty Manual Section L7601 regarding court procedures - attendance and dress regulations.

2. PRESS RELEASES:

- All press releases shall be approved by the unit commander prior to release.
- An investigator may be requested to draft a press release regarding his/her assigned case(s). A supervisor may provide technical assistance and direction.
- In the absence of the unit commander, a unit supervisor may review and approve the press release but must check with the Press Information Officer and a BOI captain prior to issuance of the release.
- Any request for statistics shall be forwarded to the GIU commander--***all gang-related requests for statistics must be approved by the Chief of Police or his designee prior to release***

3. ANSWERING OF UNIT PHONES:

- When answering a unit phone, investigators shall state the unit's name followed by their own

EQUIPMENT

1. VEHICLES:

- Vehicles will be shared by investigators who will be responsible for insuring vehicles are clean and maintained in good condition. The unit fleet sergeant is responsible for insuring the vehicles are submitted for scheduled service when notified by garage personnel.

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Vehicles or keys will not be taken home without prior approval of a supervisor.

- Any loan of a Gang Investigations Unit vehicle to non-GIU personnel *must* be approved by a supervisor. While the vehicle is out on loan, the borrowing officer's name will be written on the vehicle check-out board next to the vehicle's number.

3. SPECIAL EQUIPMENT:

- Hand pack radios are made available to unit members. They will not be loaned out without the approval of a supervisor.

4. FIELD EQUIPMENT:

- It will be the responsibility of each unit member not covered by Article 39 to maintain a complete uniform and all equipment. This equipment will be available to the member in the event the department should go on a tactical alert status. Each supervisor will ensure that members have the proper equipment in serviceable condition and will inspect this equipment periodically. This equipment, as listed in the Duty Manual, will include riot baton, helmet, face shield, gas mask, utility uniform, and protective body armor.
- A raid vest is also provided to all members of the Unit.