

SACRAMENTO POLICE DEPARTMENT

SEARCH MANUAL



RM 526.01



SACRAMENTO POLICE DEPARTMENT

REFERENCE MANUAL



Revised 03-07

SEARCH MANUAL

Department General Order 526.01 implements this manual and requires that all officers know its contents, follow its guidelines, and use it as the primary reference for all types of searches. This policy statement is an expansion of that found in the General Order.

Search and seizures of people and property shall be conducted in a manner consistent with federal and state laws and this manual. Examples of lawful searches and seizures include, but are not limited to, consent searches, probation/parole searches, searches incident to arrest, searches based upon emergency or exigent circumstances, search warrants, searches based upon the mobility of the item being searched, and search and seizure of abandoned or lost property.

When planning or conducting searches or seizures, the safety of officers, citizens, and suspects shall be of primary consideration. A manual of this kind cannot address all of the issues associated with the topic of searches. This manual shall, however, serve as the primary reference for all searches.

The foundation of a professional and lawful entry, search, or seizure is that the correct person or property is the subject of the entry, search, or seizure. Officers shall verify and confirm the authority for the search, as well as the location of the search, as required in this manual. Supervisors shall ensure that officers follow the verification and confirmation requirements in this manual.

Needless damage and/or destruction of property is unprofessional, illegal, and counterproductive. Supervisors shall assure that it is never done.

Proper documentation of evidence seized is a legal requirement and an essential element of court presentation. Because an otherwise successful effort can be destroyed without proper documentation, it shall always be an element of planning.

Officers attach a special relationship to themselves and the Department when they take control of property while conducting searches. Officers have a legal obligation to render that property reasonably secure from intrusion or leave it in the custody of a responsible party who can exercise reasonable control of it. Officers shall park, lock, or store vehicles according to the guidelines of this manual. Officers shall lock or secure structures, or turn them over to responsible persons according to the guidelines of this manual.

Officers shall report, through the chain of command to the Chief of Police, any discrepancies or conflicts they discover between the contents of this manual and current law or police procedure.

Albert Nájera
Chief of Police

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INTRODUCTION

A. DEFINITIONS

1. **PLANNED SEARCH:** A search incident to probation, parole, and/or a search warrant, where there is sufficient time to plan, prepare, and execute the search. This includes searches of people and property (e.g. structures, cars, personal items) under their control.
2. **FIELD SEARCH:** A search that develops as a result of self initiated activity (e.g. vehicle stops, pedestrian stops, surveillance, knock and talk), calls for service, other situations that develop rapidly, and situations where it is impractical to comply with the planning requirements in this manual. These searches can be incident to probation, parole, and/or exigent circumstances. Generally, there is not enough time to plan or prepare for these searches and/or it is impractical to do so.
3. **STRUCTURE SEARCH:** A search of a residence, business, or place of dwelling.

B. GENERAL

1. Evidence found during searches is often important to the conviction of suspects. In many instances, the case itself may depend on the legality of the search or seizure. A search manual of this kind could never cover all of the legal issues for each and every type of search/seizure situation, nor can it cover every decision an officer may be required to make regarding a search or seizure. Officers are encouraged to read and refer to the California Peace Officer Legal Source Book, which is available via computer throughout the Department.
2. Searches and seizures of property must be conducted in a safe and systematic manner. Proper planning should be done whenever possible to ensure the proper person or property is being searched and that Department resources are being used efficiently and effectively.

C. SEARCHES

1. This manual covers the following aspects of any search:
 - a. Verification
 - b. Planning
 - (1) Personnel needs
 - (2) Equipment needs
 - (3) Game Plans and Operational Outlines
 - (4) Briefings/Staging areas
 - (5) Entry/Perimeter Teams
 - c. Methods for searching
 - (1) Securing persons
 - (2) Techniques for searching buildings, vehicles and open areas
 - d. Methods for concluding a search
 - (1) Summary inventory
 - (2) Security of property
2. This manual provides additional information for the following types of searches:
 - a. Probation/Parole Searches
 - b. Search Warrants
 - c. Strip searches

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VERIFICATION

A. GENERAL

1. No person or property should be searched without:
 - a. some type of verification that the person or property to be searched is the intended objective.
 - b. verification that there is legal authority to conduct the search.
2. In general, officers have time to prepare and plan the execution of a search. In cases where officers conduct a search incident to exigent circumstances or secure a location pending the issuance of a search warrant, it may not be possible or practical to follow the guidelines listed in this section.
3. Officers are encouraged to check as many sources of information when verifying the person or property to be searched. The number of sources checked may depend on the amount of time, if any, there is to plan the search. Officers need to be aware that some sources of information can contain unreliable information. The types of sources of information officers can check includes, but is not limited to:
 - a. Department of Corrections Identification Unit (24 hour number)
 - b. California Youth Authority (24 hour number)
 - c. County Probation Departments
 - d. The statement of the person being searched
 - e. The officer's own observations or personal knowledge
 - f. Relatives, neighbors, friends, landlords and witnesses
 - g. Informants
 - h. CLETS
 - i. Law Enforcement Data Banks (e.g. LEADS)
 - j. City and county records systems
 - k. Indicia/records (e.g. rental agreements, hotel/motel records, lease agreements)
 - l. Public utilities and governmental agencies
4. Officers shall document in their reports all of the sources of information used to verify the legal authority to conduct the search unless directed otherwise by this manual.
5. Prior to conducting a search, officers should check with local law enforcement agencies in the county where the suspect resides to see if the suspect is in custody.

B. OFFICER OBSERVATIONS

1. [REDACTED] A detailed description shall be prepared by the officer, including, when applicable:
 - a. the street address and where the address numbers appear on the building.
 - b. on which side of the street the building is located and how many buildings or lots it is from cross streets.
 - c. on what floor the door(s) is located and where it is relative to the rest of the building or complex.
 - d. the style and type of the building and the color and type of building materials of the walls, doors, windows, chimney and roof.
 - e. distinctive landmarks, fixed objects or trees and their relationship to and direction or distance from the building.
2. [REDACTED]
3. Officers shall look for dogs and children, known or targeted suspects, and any possible criminal activity. These observation shall be forwarded to the officer in charge of the search and documented in a report if necessary.

C. INFORMANTS

1. Officers shall not plan or conduct a search of any structure armed only with information supplied by even the most reliable and proven informant.
2. The procedures outlined in this section shall be followed to supplement, verify and confirm the informant information.

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D. SUPERVISOR RESPONSIBILITIES

1. Supervisors shall:
 - a. verify who is the officer(s) in charge of the search.
 - b. review all reports that document:
 - (1) how and why the identity of the targeted suspect(s) is known.
 - (2) how and why it is known that the targeted suspect(s) occupy the location in question.
 - (3) the description of the building.
 - c. ensure that officers have:
 - (1) established the information necessary for the search warrant, or
 - (2) verified and confirmed necessary information which was received from an informant.
 - d. ensure that the search accurately and adequately apply to the actual and correct location.
 - e. ensure that accurate and adequate information about the actual and correct location is given at the briefing.
 - f. ensure the reasonableness of the search.
2. If the supervisor is not satisfied that the proposed search is based on proper legal grounds, or that the search will be done at the correct location, the supervisor shall halt the process until satisfied that these requirements are met.

E. SITE VERIFICATION CHECKLIST (SPD 900)

Officers shall complete an [SPD 900](#) when conducting a planned search. The only exception to this is when the area to be searched has already been secured in the field or approval has been given by the officer's supervisor.

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PLANNING

Personnel

A. GENERAL

1. Safety is the primary consideration in planning any type of search. A sufficient number of properly trained personnel must be deployed to ensure the safety of officers, citizens, and suspects. Supervisors shall ensure that plans include the right personnel to do the job efficiently, effectively, and safely.
2. Search operations can vary in terms of their complexity. Some may require few personnel (e.g. a search of a storage locker) while others may require the use of numerous personnel, including people from outside agencies. The types of personnel officers should consider using includes, but is not limited to:
 - a. SWAT - Special Weapons and Tactics
 - b. EOD - Explosive Ordinance Disposal Team
 - c. CSI - Crime Scene Investigator
 - d. Assistance from outside agencies, to include:
 - (1) ATF - Alcohol, Tobacco and Firearms
 - (2) DEA - Drug Enforcement Administration
 - (3) FBI - Federal Bureau Investigation
 - (4) ABC - Alcohol Beverage Control
 - (5) SFD - Sacramento Fire Department
 - (6) Animal Control
 - e. Assistance from civilian personnel, to include:
 - (1) Safe company
 - (2) Contracted repair company
 - (3) Utilities

B. INTELLIGENCE

1. Interior Diagrams
Interior diagrams depicting the physical layout of the building and furniture aid in determining the weapons and number of personnel required for entry. The more dangerous the entry, as assessed by the type and number of suspects and the layout of the building itself, the more need there is for an interior diagram. Methods for obtaining an interior diagram include:
 - a. Officer's observation from having been inside the actual site
 - b. Informant's observations from having been inside the actual site
 - c. 
2. Exterior diagrams
Exterior diagrams aid in determining the number of personnel required to secure a perimeter. They are also useful in identifying staging areas. Methods for obtaining this information include:
 - a. Apartment complex diagrams
 - b. Fire Department maps showing scaled street and alley layouts
 - c. Thomas Brothers maps
 - d. Aerial photographs
3. Informants
If the search is based upon information received from an informant, the informant shall be asked if he/she has seen or knows whether there are:
 - a. guns present.
 - b. dogs present.
 - c. children present.
 - d. fortifications present.

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4. Dogs/Dangerous Animals

Officers shall gather intelligence as to the presence of dogs/dangerous animals located in or around the location to be searched. If information is obtained that dogs/dangerous animals may be present, officers shall develop a plan on how to deal with the dogs/dangerous animal prior to conducting the search. Plans can include, but are not limited to:

- a. Have an Animal Control Officer present to help deal with the dog/dangerous animal.
- b. Have an animal noose available for use in controlling dogs/dangerous animals.
- c. Designate an officer on the entry team specifically assigned to deal with the dog/dangerous animal by using a less lethal device.

NOTE: A person's dog is considered personal property and as such, unnecessary destruction of personal property is a violation of the Fourth Amendment. The Department fully recognizes that situations may occur during planned searches that make pre-planned options impractical to employ and the the destruction of a dog/dangerous animal may be the only option available to the officers at the scene.

C. ENTRY TEAM

1. The entry team is a critical part of the overall success of the operation. Their job is to enter the target location in a legal and timely manner and to secure all persons at the site. The primary concern for the Entry Team is the safety of the officer(s), suspect(s), and citizen(s). Preventing the destruction of evidence is secondary.
2. In operations involving search warrants, probation searches, and parole searches, the case officer (the officer to whom investigative responsibility is assigned) shall lead the entry team to the door and make the knock and notice whenever possible. This relieves the entry team of the added responsibility of conducting the knock and notice requirements and perhaps later testimony in court. In instances where the case officer is not able to lead the entry team to the location(s), this responsibility shall be delegated by the supervisor to another officer. The designated officer shall be briefed and knowledgeable about the target location and shall do a site verification check with the case agent prior to entry.
3. The entry team is the first group of officers in contact with persons in the area or location(s) to be searched. They must be able to identify the exact location and circumstances in which each individual was encountered.
4. To simplify the documentation of where each individual was encountered, a photograph placard system ([SPD 902](#)) has been developed.
5. As soon as possible after the residence or business is safely secured, the supervisor or case officer shall determine which entry team officer can testify to where an individual(s) was located. When utilizing the photograph placard system ([SPD 902](#)), a placard shall then be filled out using a bold felt pen or grease pencil. The form includes:
 - a. Date
 - b. Name of officer who can testify
 - c. Suspect's name and DOB
 - d. Location (address)
 - e. Location where subject was encountered (bedroom, bathroom, etc.)
 - f. Warrant checks; parole/probation checks.
6. The completed placard shall be placed in front of the corresponding individual and photographed like a mug shot. The placard shall then be given to the officer in charge. Placards may be included in the report.
7. This procedure is extremely valuable when there are several subjects in one house and can be applied to other multiple arrest situations.
8. On the lower right corner of the placard is a check off section which serves as a reminder and documentation that the following was done:
 - a. Warrant check
 - b. SA number if warrant check is positive
 - c. Parole check
 - d. Probation status
 - e. Searchable status

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D. PERIMETER TEAM

1. In large operations, perimeter teams are responsible for outside locations. [REDACTED]
[REDACTED]
They shall also protect the search scene from outside interference and identify any person(s) found outside who may be connected with the search location.
2. Perimeter officers shall also secure vehicles and outbuildings connected with the search location.

Equipment

A. GENERAL

The complexity of the search will determine what type of equipment is needed. Officers should have all of the equipment available prior to the search. The types of equipment officers should consider using/having include, but are not limited to:

1. Report and evidence forms
2. Evidence envelopes, bags and receipts
3. Camera and film
4. Door ram
5. Cable/entry tool to pull window/door bars or barricades
6. Video equipment
7. Trucks, vans or heavy equipment
8. Armored vehicle

B. SEARCH KITS

Officers who conduct searches on a regular basis shall have:

1. a search kit containing all items and forms commonly used in searches, such as:
 - a. Report and evidence forms
 - b. Evidence envelopes, bags and receipts
 - c. Camera & Film
 - d. Photographic number stands and identification placards
 - e. Presumptive field test kit
2. an arrest kit so booking forms can be completed on suspects in the field.

Operational Outlines and Game Plans

A. OPERATIONAL OUTLINE

1. Department General Orders require an Operational Outline, as appropriate, for all planned searches. (Refer to [GO 532.07](#))
2. The supervisor of each planned search shall ensure an Operational Outline is entered into the computer aided dispatch (CAD) system, and a copy is sent to each agency and jurisdiction involved.
3. An Operation Outline for search warrant service shall show:
 - a. the location(s) to be searched, and a list of all officers and agencies involved.
 - b. the time the operation will be in effect and a brief description of the event.

B. GAME PLAN

A Game Plan shall show the location(s) to be searched, the officer(s) in charge of the search and all officers assisting with the operation.

Briefing

A. GENERAL

1. The briefing is one of the most important aspects of planning a search. A briefing shall be conducted prior to a planned search. The briefing shall be attended by all of the personnel involved in the search. Personnel shall be accounted for, tactics shall be outlined, and specific assignments shall be given to all personnel.
2. Before conducting a search, personnel should be given information which includes, but is not limited to:
 - a. any safety concerns (terrain/environment).

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- b. what items are being searched for.
- c. what equipment will be needed (e.g. clothing, communications).
3. The case officer should be present/available to answer any questions that may arise from the briefing.

B. LOCATION


Depending on the complexity of the search, the briefing may be held on the street or it may be held in a large room. In any event, the place chosen for the briefing should be private, secure, and free of any distractions. For large scale operations, it may be necessary to set up a command post.

C. SEARCH OPERATION CHECKLIST (SPD 901)

A search operation checklist (SPD 901) has been developed to assist officers and supervisors with search planning. Officers shall complete the SPD 901 prior to conducting a briefing, unless approved by a supervisor.

Staging Areas

A. GENERAL

1. The staging area is the location where officers meet and organize into teams prior to actually going to the search scene. The staging area must be:
 - a. large enough to accommodate personnel and equipment.
 - b. 
2. More than one staging area may be needed if two or more locations are going to be searched.

B. EQUIPMENT AND SUPPLIES

The staging area should be used for last minute preparations. This is typically where officers get their equipment ready for the search. The supervisor or designee shall make sure each officer has:

1. an appropriate uniform on.
2. flexible body armor.
3. specialized equipment ready (as determined during briefing).

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SEARCH TECHNIQUES

Structure Searches

A. GENERAL

1. A systematic and controlled approach must be utilized in all types of searches. There must be an orderly, preplanned method for the chain of custody of any evidence found. The procedure can best be described and emphasized in building searches, however, the techniques outlined in this section can also be applied to vehicles and open areas.
2. Once the person(s) in the business or residence have been secured, the accuracy and integrity of the scene must be protected.
3. Receipts for any and all items seized shall be left with the person(s) from whom they were seized. If no one is present, a receipt shall be left in the building in plain view. A copy of the evidence booking form may be used.
4. If the search was based on a search warrant, a copy of the warrant shall be left with the receipt.

B. PHOTOGRAPHS

1. Officers shall take photographs of the scene before and after conducting a search.
2. Photographs accurately show how the areas to be searched are laid out prior to starting the search and the condition of the area upon completion of the search. Photographs will show the location of:
 - a. furniture and other items.
 - b. evidence found in plain view.

C. SEARCH TEAMS

Officers should form into two-officer teams when conducting searches. One officer shall be designated as the finder/recorder. Any officer who locates possible evidence, when practical, shall not touch or move it until the finder/recorder documents it.

1. The finder/recorder shall:
 - a. be the case officer or a designee. A designee may be necessary when the case agent cannot be present at the search location.
 - b. be familiar with what evidence is being sought.
 - c. record where each piece of evidence is found and collect each item from its original location.
 - d. be able to testify where each item of evidence was found and its significance.
2. To assist the finder/recorder, the following procedures should be used:
 - a. Take a series of photographs which depict where the evidence was found (e.g. overall picture of room, picture of cabinet, picture of evidence within the cabinet). If available, officers may want to place a photograph number stand next to the item found and photograph it. The photograph number stand should correspond with the item number on the evidence sheet. Do this systematically as you move through the building.
 - b. Make a diagram of the building illustrating:
 - (1) where each suspect was located at the time of entry.
 - (2) where each item of evidence was located.
 - (3) any other note-worthy items or structures.
3. In some cases, it may not be possible or practical to have teams (unplanned searches). In these cases, one person should be designated to collect and record any evidence found.

D. SEARCH METHOD

To guarantee a thorough search, each area or room shall be searched in a systematic fashion.

1. Search consistently in a clockwise or counter-clockwise fashion so as to not overlook anything or any area.
2. When looking for small items such as narcotics, it is necessary to go through each item of clothing and every item which could possibly conceal narcotics or other items of evidence.

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- a. The most effective way to conduct this type of search is to search and then clear a selected area of the room.
 - (1) Bed in bedroom
 - (2) Large open area on floor
 - (3) Large table top.
- b. Go through the room systematically, search each item thoroughly and place items that will not be seized in the cleared area.
 - (1) Place the items in an orderly fashion stack them neatly.
 - (2) Use boxes, blankets, or newspapers as necessary to protect floors, beds or the items.
- c. Careful handling of items that will not be seized is necessary to prevent:
 - (1) covering or destroying other items or evidence.
 - (2) losing track of what has or has not been searched.
 - (3) a sustained complaint for violation of Department policy.
3. Many items to be searched, or to be moved to gain access for search, may be easily damaged or subject to spoilage. Use special care when handling such items as:
 - a. Foods
 - b. Plants
 - c. Artwork
 - d. Furniture
 - e. Jewelry
 - f. TV or sound equipment.
4. Some searches justify doing structural damage to a building or disassembling items to reveal a possible hiding spot.
 - a. Structural damage shall not be done without approval of the supervisor. Officers shall damage property only when necessary to seek and/or recover evidence.
 - b. Photograph the area to be damaged prior to the search.
 - (1) May show probable cause for looking.
 - (2) May prevent later false complaints.
 - c. Use proper tools and/or personnel (e.g. carpenters, locksmiths, mechanics, etc.) to complete the job. This serves to:
 - (1) reduce the amount of damage.
 - (2) make for easier repair.
 - (3) reduce complaints.
 - d. Photograph the area that has been damaged; photograph again if repairs are made.
 - e. Document any structural damage or damage to any item caused by the search on City of Sacramento Incident/Loss Report (red border) form as well as in the Crime Report.

Vehicle Searches

A. GENERAL

1. Vehicle searches account for a large number of arrests and can be planned and completed in a systematic manner. Due to safety concerns, vehicles shall not be searched until all of the occupants of the vehicle have been secured. These procedures also apply for other mobile items, such as boats and aircraft.
2. If the vehicle is occupied prior to the search, note where each person was in the vehicle at the time of the stop. Officers may want to photograph and diagram this information as explained in section "[Search Teams](#)" above.
3. Prior to searching a vehicle, officers must determine what areas can be searched legally (e.g. passenger compartment, trunk, under the hood). Officers must consider whether the item they are looking for can be found in the area being searched.

B. SEARCH METHOD

1. Use your imagination and experience to look for alterations to the vehicle which might conceal a storage area (e.g. false pickup beds, hollow headrests, openings in headliners).

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2. Whenever possible, use proper tools to disassemble these areas.
3. Whenever possible, photograph, record, and collect evidence as explained in section “[Search Teams](#)” above.

Open Area Searches

A. GENERAL

Searches of vacant lots, open fields, or wooded areas require a planned, systematic, and controlled approach for the search to be successful. The focus of this section is on locating evidence, however, the techniques described below could also be used when searching for victims. This manual does not address the safety concerns associated with looking for wanted subjects.

B. TYPES OF OPEN AREA SEARCHES

1. **Line search**
Searchers stand in a line, side by side at one end or side of the area, and walk forward to the opposite end or side of the area.
 - a. Each searcher moves ahead at the same pace.
 - b. At the other end of the area, the searchers shift over and walk back to the starting line.
2. **Grid search**
 - a. The area is set off into grids and a specific grid(s) is assigned to each searcher.
 - b. The technique can be repeated by switching assignment of the grid(s).
3. **Concentric Circle**
Starting in the middle of the area, one or two searchers walk out in pinwheel pattern, increasing the circle until reaching the perimeter.
4. When possible, photograph, record and collect evidence as explained in section “[Search Teams](#).”

Summary Inventory

A. GENERAL

1. The summary inventory is designed to ensure that all search operations, both large and small, are properly concluded.
2. The complexity of the inventory depends on the type and magnitude of the search conducted.
3. While the tasks described below are usually assigned during the briefing, there may be times when the search operation does not occur as planned. This will require personnel to complete these tasks even though they were not assigned.
4. The case officer and supervisor shall be accountable for the following:
 - a. **Personnel**
All personnel deployed are accounted for. All officers or units have advised dispatch that they are clear from the scene.
 - b. **Equipment**
 - (1) All police equipment is removed from the scene.
 - (2) All equipment is returned to the proper location.
 - (3) Any equipment that was used has been replaced (e.g. film, batteries, forms, evidence containers, presumptive field test agents).
 - c. **Evidence**
 - (1) All evidence found has been removed from the scene.
 - (2) All evidence has been booked.
 - (3) Any special processing is made known to those handling the evidence.
 - d. **Prisoners/Suspects/Witnesses**
All subjects connected with the case have been interviewed, booked, and transported as necessary.
 - e. **Reports/Documents**
 - (1) All reports, including supplements, are prepared.

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- (2) Search warrant returns are completed and presented to the magistrate in the required time.
- (3) Any special notifications or memorandums have been completed.

B. SEARCH SUMMARY INVENTORY CHECKLIST (SPD 906)

Officers are encouraged to use the search summary inventory checklist (SPD 906) to assist them with this process.

Securing Damaged Property

A. GENERAL

Officers take legal control of a property during a search. Because of this, officers must either render the property reasonably secure from intrusion before leaving it or turn the property over to a responsible person who can care for it. Procedures for meeting these responsibilities are as follows:

B. DAMAGED BUILDINGS - NO OWNER, AGENT, OR TENANT ON SCENE

1. Damage done by officers to perimeter doors and/or windows to gain entry, which exposes the property to entry by others, shall be repaired to the extent the property is rendered reasonably secure. Examples of "reasonably secure" are:
 - a. Door and window locks are in working order
 - b. Plywood is secured over broken windows
 - c. Doors with broken locks, panels or jambs are nailed shut or plywood is secured over them
2. Officers shall call for assistance to repair other damage.
 - a. Contract firms are listed in the CAD system.
 - b. The City Department of General Services, Facility Management Division, may be called if contract firms cannot respond.
 - c. Describe the material and resources necessary when making the request.

C. DAMAGED BUILDINGS - OWNER, AGENT, OR TENANT ON SCENE

1. The property shall be turned over to any owner, agent, or tenant not in custody.
2. All owners, agents or tenants in custody, shall be asked to recommend a responsible party to respond and take control of the property.
 - a. Make sure that whoever responds is responsible and agreeable to the arrestee.
 - b. Turn the property over to the responsible party after valid identification is presented (drivers license, etc.).
 - c. Make no repairs. A search is a legal event and the owner, agent or tenant, or their chosen representative, is responsible for repairs.
3. If the owner, agent or tenant is in custody and cannot or will not recommend a responsible party, secure the building as required when the owner, agent or tenant is not present.

D. PHOTOGRAPHS

Officers shall photograph any damage caused during the search, as well as any repairs made and any security measures taken.

E. VEHICLES

Refer to [GO 536.02](#) for information on towing, storing, impounding, and seizing vehicles.

F. DOCUMENTATION

1. Officers shall document the following information in their report:
 - a. Who the property was turned over to and why
 - b. Damage done, discovered, and repaired
 - c. Photographs taken
 - d. The disposition of any vehicles
2. When parole and probation searches of persons do not result in an arrest of that person, a detailed Field Contact entry shall be made in the Mobile Report Entry system.

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PAROLE AND PROBATION SEARCHES

A. GENERAL

1. Prior to conducting a parole/probation search, officers shall verify (see "Verification"):
 - a. the identity and probation/parole status (including search conditions) of the person to be searched.
 - b. the subject's dominion and/or control of the location/address to be searched.
 - c. the dominion and control of the object(s) to be searched.
2. Sergeants shall, to the extent possible or applicable under this order:
 - a. ensure that parole and probation searches conducted by their personnel are reasonable.
 - b. ensure that officers follow the procedures as outlined in this manual.
 - c. review the information used by officers to determine the parole/probation status of a subject and the location/address to be searched, in an effort to ensure the reliability of the information.
3. There shall be at least two (2) officers present when a structure is searched.

B. PLANNED SEARCHES

1. Officers conducting a planned search shall obtain approval from their supervisor prior to conducting the search.
2. Officers shall follow other provisions of this manual (e.g. Planning, Search Techniques, etc.), as applicable. Any exception to this must be approved by their supervisor.
3. Verifying Information:
 - a. Adult Parolees
 - (1) Officers shall contact the subject's parole agent (either by contacting the Department of Corrections Identification Unit or using a Department phone list) and confirm the subject's parole status and address information.
 - (2) If the subject's parole agent is not available, officers shall confirm the subject's parole status and address information with the parole agent's supervisor or the on-call supervisor.
 - b. Juvenile Parolees
 - (1) Officers shall contact the subject's parole agent (either by contacting the California Youth Authority or using a Department phone list) and confirm the subject's parole status and address information.
 - (2) If the subject's parole agent is not available, officers shall confirm the subject's parole status and address with the parole agent's supervisor or the on-call supervisor.
 - c. Adult/Juvenile Probationers
 - (1) Officers shall contact the appropriate county probation department and confirm the subject's probation status (including search conditions) and address information with the subject's probation officer.
 - (2) If the subject's probation officer is not available, officers shall confirm the subject's probation status (including search conditions) and address with the probation officer's supervisor or the on-call supervisor.
4. Officers shall permit the probation/parole officers to accompany them on the search to the extent that their presence does not interfere with a criminal investigation or compromise the safety of officers.

C. FIELD SEARCHES

Officers who conduct a field search of a structure must obtain approval from their supervisor prior to conducting the search. All other types of field searches do not require supervisor approval.

D. REPORTING REQUIREMENTS

1. When structure searches do not result in the generation of a crime report, officers shall complete an incident report ([SPD 107](#)).
2. The report shall detail the following information:

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- a. Date and time of the search
 - b. Information on the subject searched, including the sources used to determine searchable status
 - c. Reason for the search
 - d. Brief narrative outlining what, if anything, was found during the search
 - e. Supervisor who approved the search
 - f. All officers/personnel that participated in the search
 - g. Names of all the people legally identified in the structure being searched (these subjects shall be listed individually on a [SPD 104](#).)
3. If there were multiple structures searched under one operation (e.g. probation sweep), only one incident report ([SPD 107](#)) is needed to document the information required by this manual.
 4. When non-structure field searches do not result in the generation of a report, officers shall note on the call (miscellaneous command) the sources used to verify the search condition and which officers were present during the search.

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SEARCH WARRANT SEARCHES

A. OFFICERS

1. Prior to obtaining a search warrant, the investigating officer shall discuss the facts and circumstances of the investigation with their supervisor.
2. The investigator obtaining a search warrant shall conduct a thorough investigation to ensure that there is probable cause to believe the facts and circumstances are true and correct.
3. No officer shall execute a search warrant without having notified their supervisor.

B. SUPERVISORS

1. Before the search warrant is submitted to the District Attorney's Office for review, the investigator's supervisor shall review the facts, circumstances and corroboration. If the facts, circumstances, and corroboration do not sufficiently identify the person/place to be searched, or there is insufficient probable cause, further investigation shall be directed.
2. Before serving the search warrant, the investigating officer's supervisor shall review the investigation and corroboration, and personally compare the place to be searched with the description contained in the search warrant.
3. Supervisors shall ensure plans are made so the correct location is entered and searched.
4. A complete address shall be verified by the supervisor reviewing the search warrant.
 - a. If a rear door is entered in an apartment complex, supervisors shall ensure some verification has been made to tie the rear door to the correct front door. If this is not done, the search warrant shall not be requested.
 - b. The intended result does not justify the risk of subjecting possible innocent parties to the trauma of a forced entry made in error.
5. If the wrong location is entered, the supervisor shall immediately notify the section lieutenant and the watch commander.
 - a. A written report shall be submitted to the section lieutenant no later than the next working day.
 - b. The section lieutenant shall immediately notify the Deputy Chief, Office of Investigations (OOI), and forward a copy of the written report to the Office Chief upon receipt.

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STRIP SEARCHES

A. DEFINITION

1. **STRIP SEARCH:** A search which requires a person to remove or arrange some or all of his/her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.
2. **BODY CAVITY:** The stomach or rectal cavity of a person, and vagina of a female. (**NOTE:** This does not include the mouth).
3. **VISUAL BODY CAVITY SEARCH:** Visual inspection of a body cavity.
4. **PHYSICAL BODY CAVITY SEARCH:** The physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.
5. **EXIGENT CIRCUMSTANCES:** An emergency situation requiring swift action to prevent:
 - a. imminent danger to life; or
 - b. serious damage to property; or
 - c. imminent escape of a suspect; or
 - d. the destruction of evidence.

NOTE: The requirements and conditions for a strip search should not be confused with a "pat down" search for officer safety.

B. GENERAL

1. Strip searches shall be conducted by officers of the same sex as the individual being searched.
2. Strip searches may be conducted by officers provided there is reasonable suspicion an individual is concealing a weapon or contraband, or the individual is a confidential informant making controlled purchases of contraband.
3. Strip searches may not be conducted in the field unless a supervisor's approval is obtained, and pursuant to:
 - a. exigent circumstances surrounding an incident; or
 - b. during the service of a search warrant or conducting a parole/probation search; or
 - c. the use of a confidential informant making a controlled purchase of contraband.

NOTE: Generally speaking, conducting strip searches for contraband (like narcotics) on arrestees should be done at the jail whenever possible.

C. SEARCHING

1. If a search requires that the suspect has to remove their clothing, the search shall be conducted in a private area, so that the search cannot be observed by persons not participating in the search.
2. Under no circumstances shall employees perform any "physical body cavity search."
3. For security reasons, an opposite sex officer may remain directly outside the door of the room when an individual is being searched. The door may be left slightly ajar during the search, but the officer conducting the search shall take reasonable precaution to avoid exposing the suspect to outside view.
4. Officers shall not perform a search of a person exhibiting violent resistance to custody or who violently resists being searched. If violence erupts during the search, officers:
 - a. may use force consistent with Department policy.
 - b. should disengage with the suspect as soon as safety permits. Once the situation stabilizes, officers shall evaluate the situation and determine whether or not to continue the search.

APPENDIX

SITE VERIFICATION CHECKLIST

REPORT NUMBER

TARGET ADDRESS	_____
CITY	_____ ZIP _____

SUSPECTS

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

DESCRIPTION OF BUILDING

- Shown in case # _____
- Shown on Search Wrt # _____

Observed by _____ and by _____

Photographed Yes No By _____

Area Diagram/Map Yes No By _____

Interior Diagram/Map Yes No By _____

PERSONS OBSERVED LIVING/WORKING AT TARGET LOCATION

- | | | | |
|----------|----------|----------------------------|----------|
| 1. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |
| 2. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |
| 3. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |
| 4. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |
| 5. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |
| 6. _____ | at _____ | hrs. _____ / _____ / _____ | By _____ |

SITE VERIFICATION CHECKLIST

REPORT NUMBER

UTILITIES CUSTOMERS SHOWN BY:

SMUD: _____ Since ____ / ____ / ____

Check made _____ hrs. ____ / ____ / ____ By _____

PG&E: _____ Since ____ / ____ / ____

Check made _____ hrs. ____ / ____ / ____ By _____

VEHICLES REGISTERED AT TARGET ADDRESS

1. CA Lic: _____ To _____

Desc: _____

2. CA Lic: _____ To _____

Desc: _____

3. CA Lic: _____ To _____

Desc: _____

PERSONS LISTING TARGET ADDRESS ON DRIVERS' LICENSE

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

PERSONS LISTED IN POLICE REPORTS AS LIVING/WORKING AT TARGET ADDRESS

1. _____ at _____ hrs. ____ / ____ / ____ By _____

2. _____ at _____ hrs. ____ / ____ / ____ By _____

3. _____ at _____ hrs. ____ / ____ / ____ By _____

4. _____ at _____ hrs. ____ / ____ / ____ By _____

5. _____ at _____ hrs. ____ / ____ / ____ By _____

6. _____ at _____ hrs. ____ / ____ / ____ By _____

REGISTRANT/PROB-PAROLE/OTHER INFO SHOWING PERSONS AT TARGET ADDRESS

CHECKLIST PREPARED BY _____

REVIEWED BY _____

SEARCH OPERATION CHECKLIST

OFFICER IN CHARGE _____

TARGET LOCATION 1) _____
2) _____
3) _____

STAGING AREA 1) _____
2) _____
3) _____

MAPS DIAGRAMS

SITE VERIFICATION		LAST 24 HR UTIL CHECK
TARGET 1 BY WHO _____	HOW DONE _____	<input type="checkbox"/>
TARGET 2 BY WHO _____	HOW DONE _____	<input type="checkbox"/>
TARGET 3 BY WHO _____	HOW DONE _____	<input type="checkbox"/>

PERSONNEL NEEDS

<input type="checkbox"/> SWAT	<input type="checkbox"/> YONET	<input type="checkbox"/> _____ FIRE DEPT.
<input type="checkbox"/> CSU	<input type="checkbox"/> ABC	<input type="checkbox"/> _____ UTILITY
<input type="checkbox"/> EOD	<input type="checkbox"/> BNE	<input type="checkbox"/> _____ AMBULANCE
<input type="checkbox"/> CSI	<input type="checkbox"/> ATF	<input type="checkbox"/> _____ SAFE CO.
<input type="checkbox"/> SSD	<input type="checkbox"/> DEA	<input type="checkbox"/> _____ REPAIR CO.
<input type="checkbox"/> PD W. SAC	<input type="checkbox"/> FBI	<input type="checkbox"/> _____
<input type="checkbox"/> SO. YOLO	<input type="checkbox"/> _____	<input type="checkbox"/> _____

OPERATIONAL OUTLINE

COPY TO CAPTAIN COPY TO O/S AGENCIES
 COPY TO LIEUTENANT(S) COPY TO W/C..... VERIFIED
 COPY TO CIVILIAN STAFF COPY TO COMMUNICATIONS..... VERIFIED

EQUIPMENT NEEDS

REPT & EVI FORMS.....WHO _____
 EVI ENVPS/BAGS/RECEIPTS....WHO _____
 CAMERA & FILM.....WHO _____
 VIDEO CAM & EQUIP.....WHO _____
 NUMBER STANDS.....WHO _____
 PHOTO PLACARDS/PENS.....WHO _____
 DOOR RAM.....WHO _____
 PULL CABLE.....WHO _____
 TRK/VAN/HEAVY EQUIP.....WHO _____
 ARMORED VEHICLE.....WHO _____
 CP VAN.....WHO _____
 CELLULAR PHONES.....WHO _____

TAPE RECORDERS.....WHO _____
 PHONE JACKS.....WHO _____
 BODY WIRE/MONITOR.....WHO _____
 BATTERIES.....WHO _____
 PLASTIC GLOVES.....WHO _____
 VESTS.....WHO _____
 RAID JACKETS/CAPS.....WHO _____
 HANDCUFFS.....WHO _____
 HANDI TALKIE RADIOS.....WHO _____
 ARREST KITS.....WHO _____
 SEARCH WARRANTS.....WHO _____
 _____ WHO _____

ASSIGNMENTS

LOCATION 1

LOCATION 2

LOCATION 3

PERIMETER
TEAM

KNOCK & NOTICE

ENTRY TEAM

REVIEWED BY _____

DATE	OFFICER		
LAST NAME		DOB	
FIRST NAME		MIDDLE NAME	
SEARCH WARRANT ADDRESS			
LOCATION SUSPECT FOUND			
CASE NUMBER		WARRANT CHECK POS [] NEG [] S/A # PROBATION Yes [] No [] PAROLE Yes [] No []	

LINE SEARCH

Second Phase

				1	2	3	4				
1	2	3	4					1	2	3	4

First Phase

(Repeat Direction As Needed)

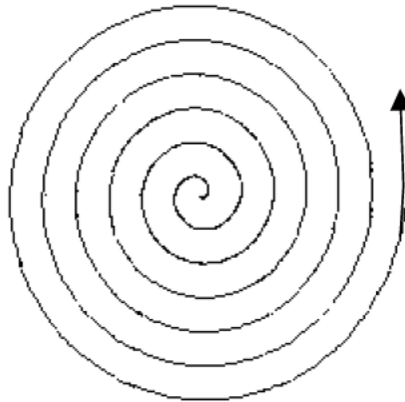
Showing Four (4) Searchers in Use

GRID SEARCH

3	4	3	4	3	4	3	4
2	5	2	5	2	5	2	5
1	6	1	6	1	6	1	6

Showing Six (6) Searchers In Use

CONCENTRIC CIRCLE



SEARCH SUMMARY INVENTORY CHECKLIST

PERSONNEL

- | | |
|---|--|
| <input type="checkbox"/> Assigned personnel accounted for | <input type="checkbox"/> Dispatcher shows all units clear from scene |
| <input type="checkbox"/> Extra personnel accounted for | |

EQUIPMENT

All police equipment is removed..... Checked by _____

Equipment to be returned to designated place:

Item(s) _____ Assigned to _____

Item(s) _____ Assigned to _____

Item(s) _____ Assigned to _____

Assignments to replenish spent equipment

Film _____ Batteries _____

Env/bags _____ Forms _____

EVIDENCE

All evidence found was collected..... Checked by _____

Who is assigned to book evidence... _____

Special processing needs known to _____

Receipt left by _____

PRISONERS/SUSPECTS/WITNESSES (indicate "P", "S", or "W" each line)

1. _____ trans by _____ to _____

2. _____ trans by _____ to _____

3. _____ trans by _____ to _____

4. _____ trans by _____ to _____

5. _____ trans by _____ to _____

6. _____ trans by _____ to _____

7. _____ trans by _____ to _____

8. _____ trans by _____ to _____

9. _____ trans by _____ to _____

10. _____ trans by _____ to _____

SECURITY OF PROPERTY

Left in custody of _____

Left locked and secure

Repaired and left secure

NOTIFICATIONS

Parole Agent(s) _____

Re: _____

Probation Off(s) _____

Re: _____

O/S Agencies _____

Re: _____

Special Forms/Memoranda

City red border form done by _____

Memo to _____ by _____ re _____

Memo to _____ by _____ re _____

SEARCH WARRANT RETURN

Prepared by _____ Returned by _____

MISC (ASSIGNMENTS FOR ARREST/CRIME/INFO REPORTS OR OTHER DUTIES)

Checklist completed by _____

Reviewed by _____

- CRIME REPORT SUPPLEMENT
- MOTOR VEHICLE SUPPLEMENT
- COLLISION/TRAFFIC SUPPLEMENT
- INCIDENT REPORT SUPPLEMENT
- CASUALTY REPORT SUPPLEMENT
- MEMORANDUM

SACRAMENTO POLICE DEPARTMENT
REPORT SUPPLEMENT

1 REPORT NUMBER
04-34056

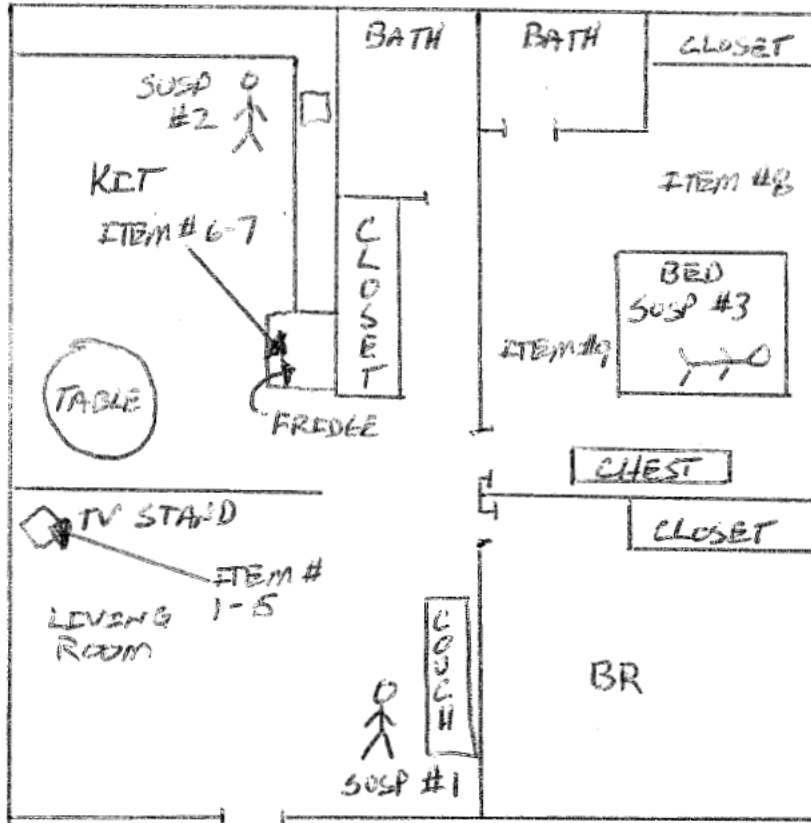
VICTIM OR COMPLAINANT

2 LAST NAME, FIRST, MIDDLE (FIRM NAME, IF CRIME AGAINST BUSINESS) Rehm, Steve	3 CRIME CODE SECTION 11358 HS
--	----------------------------------

NARRATIVE



515 3RD ST #207



NOT TO SCALE

4 REPORTED BY Peletta	5 BADGE 245	6 DIV 8	7 YRS OF SERVICE 15	8 DATE 2/24/04	9 APPROVED BY		
10 ASSISTED BY Harvey	11 BADGE 378	12 DIV 8	13 YRS OF SERVICE 30	14 TIME	15 BADGE	16 DATE	17 TIME



SACRAMENTO POLICE DEPARTMENT REFERENCE MANUAL



Photo Placard System



Evidence Photos

