

CHAPTER 2
OPERATIONAL POLICIES, PROCEDURES, AND EQUIPMENT

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CHAPTER 2

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1. RESPONSE CAPABILITY.

a. General. Division commanders will ensure their respective Divisions are capable of providing professional investigation services in support of Area offices; state properties, pursuant to Highway Patrol Manual (HPM) 100.70, Safety Services Program Manual; and allied agencies, as appropriate.

(1) Each Division, at a minimum, shall be capable of performing thorough, complete, and professional criminal investigations, including homicide and sex crimes investigations within its their jurisdictional responsibility.

(2) In the event CHP assumes jurisdictional responsibility for a criminal investigation, CHP shall handle all incidents to conclusion. Each Area should have language contained in their Area Standard Operating Procedures (SOP) addressing the issue of responding to criminal investigations on state property, including freeways. The language should include, but not be limited to, establishing crime scenes, completing preliminary reports, and making proper notification to Area management. If a Division detective assumes investigative responsibility from an Area, all preliminary reports shall be completed by the originating Area in a timely manner (as determined by the supervisor and/or the primary detective) and forwarded to Division detectives for final disposition.

2. PERSONNEL AND STAFFING.

a. General. The overall goal of the Departmental Detective Program (DDP) is to provide the highest level of Safety, Service, and Security to the people of California by deploying a sufficient number of properly trained and certified detectives to enhance the Department's investigative capabilities and service to the public.

b. Policy.

(1) Those uniformed employees who are working in an investigative assignment and have successfully completed the specified detective training requirements prescribed in Chapter 3, Training, Orientation, and Activity Reporting, of this manual, and have been assigned by the Division commander to a Division detective assignment will be a Division detective for the purposes of this manual.

(2) Employees selected to be assigned as Division detectives who have not met the detective training requirements prescribed in Chapter 3 of this manual will be designated “investigator” until training requirements are met. The use of the title “investigator” for this purpose is exclusive from vehicle theft investigators/fraud investigators referred to in Bargaining Unit 5 Memorandum of Understanding, Investigator Pay.

(3) Uniformed employees who are working in a vehicle theft assignment, or other departmental investigators not assigned to DDP, will be a Division investigator.

(4) Divisions shall consult with Human Resources Section on an annual basis to ensure detectives and supervising sergeants are receiving the appropriate incentive pay.

c. Staffing.

(1) To ensure adequate coverage and availability, each Division shall strive to staff a minimum of six certified detectives, with the exception of Protective Services Division (PSD). The PSD will only be allocated two detective positions. Sergeant allocation guidelines will be based on an 11:1 officer to sergeant ratio, as detailed in HPM 10.3, Personnel Transactions Manual, Chapter 32, Pay Differentials. Any deviations from this ratio shall be requested and justified in writing through the Office of Assistant Commissioner, Field. In line with current investigative workloads and needs, each Division will initially be allocated the following number of certified detective and sergeant positions:

	PSD	Northern	Valley	Golden Gate	Central	Southern	Border	Coastal	Inland	Total
Detectives	2	6	7	13	7	12	7	6	7	67
Sergeants	0	1	1	2	1	2	1	1	1	10

(2) Any deviation from these allocations shall require approval from the Office of Assistant Commissioner, Field. Assignments to DDP will be in accordance with GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees.

(3) Division personnel assigned to criminal investigative units are eligible to be detectives. This would include vehicle theft, Safety Services Program, general crimes, Computer Crimes Investigation Unit, and task force positions.

d. Shared Resources. Neighboring Divisions are strongly encouraged to share detective resources. Examples of when to share resources may include staffing

levels that prohibit the use of certified detective personnel, the scale of the investigation exceeds the level of expertise of a particular Division, and/or the investigation encompasses more than one Division. Nothing in this manual precludes Divisions from establishing and utilizing detectives on a regional basis.

e. Rotation of Personnel. Uniformed employees who meet the minimum criteria and accept a Division detective assignment are exempt from the maximum duration of administrative assignments, in accordance with GO 10.7.

3. TIMEKEEPING GUIDELINES.

a. Completion of the Activity Tracking System 415. The detective shall record activities and timekeeping data daily by completing the Activity Tracking System (ATS) 415, the guidelines set form in the ATS 415 User Guide. Completion of the ATS 415 will be pursuant to the guidelines set forth in the user's guide that can be found within the ATS application or the following link:

<https://chp2go.sharepoint.com/sites/ats/Shared%20Documents/Forms/AllItems.aspx>

b. Beat Code Designation. The DDP has been assigned Beat Code 849. When completing the ATS 415, Beat Code 849 shall be used by the designated detective for performing duties related to DDP.

c. Special Project Code Designation. The designated detective shall use Special Project Code 714 for all overtime worked while performing the duties of detective.

4. DETECTIVE ASSOCIATE PROGRAM.

a. General. The overall goal of the Detective Associate Program (DAP) is to identify uniformed employees from Area offices to work in conjunction with the existing Division detectives on selected cases. Consideration for assignment should be given to uniformed employees who possess specialized skills and/or a desire to enhance their knowledge, skills, and abilities (KSA) related to criminal investigation to attain a future Division detective assignment. Detective associates may be used to complete specific investigative tasks relating to criminal investigations.

b. Roles and Responsibilities.

(1) Each field command should identify and recommend uniformed employees who possess investigative ability and superior KSA related to criminal investigations for the DAP.

(2) Uniformed employees interested in participating in the DAP shall route their résumé and a memorandum of interest through channels to the Investigative Services Unit (ISU) coordinator or their designee for consideration.

(3) Uniformed employees who are selected to the DAP should receive priority consideration for available specialized training as outlined in Chapter 3 of this manual.

(4) Division commanders may utilize detective associates to assist full-time detectives with any investigation deemed necessary.

5. ATTIRE.

a. General. The professional image expected of uniformed employees working within a Division detective assignment requires that each employee assumes the responsibility for presenting a professional appearance representative of the Department and the detective position.

b. Policy.

(1) In order to uphold the appropriate standards and professional image of DDP, certified detectives shall be required to wear appropriate business attire at all times while on duty and will not be authorized to wear plain clothes unless specifically approved by the Division Commander for an operational need.

(2) The business professional attire shall be conservative, contemporary, and consistent with a business environment.

(3) Deviations from this requirement shall be made on a case-by-case basis with the approval of the Division commander or their designee.

(4) All uniformed employees assigned to a Division detective assignment (regardless of authorized attire) shall possess and maintain a ready for immediate use, properly fitting formal uniform and long-sleeved blue utility uniform with required accouterments and equipment items as outlined in HPM 73.5, Uniform/Grooming and Equipment Standards.

(5) Upon certification and assignment to DDP, employees will be authorized to replace the rank designation ribbon (at the expense of the Department) on their departmental badge to indicate “detective.”

6. GROOMING STANDARDS.

a. Policy.

(1) Uniformed employees assigned to a Division detective assignment shall adhere to the professional grooming standards outlined in HPM 73.5, Chapter 3, Grooming Requirements.

(a) The necessity of any variations to these grooming standards shall be determined by the ISU coordinator and approved by the Division commander.

7. BUSINESS CARDS.

a. General. The procurement and issuance of business cards for employees working in a Division detective assignment shall be conducted pursuant to the guidelines set forth in HPM 11.2, Materials Management Manual, Chapter 7, Purchases.

8. REQUIRED OFFICER SAFETY EQUIPMENT. The following required officer safety equipment shall be provided to uniformed employees who are selected to work in a Division detective assignment. The equipment will be procured, maintained, and distributed by Field Support Section. All assigned equipment shall be documented in the Employee Training Record System under the Receipt of State Property tab, to ensure adherence to proper inventory and tracking procedures. When a uniformed employee transfers out of a Division detective assignment, they shall return the equipment listed below, with the exception of the state-issued body armor.

b. Supplemental Firearm. In accordance with HPM 70.8, Firearms Manual, Chapter 1, Firearms Classification and Registration, uniformed employees assigned to a Division detective assignment shall be issued a supplemental firearm, model S&W M&P 40 C, which shall be carried with a fully loaded magazine and one round chambered while on duty.

(1) Holsters. The Safariland 6378 ALS Paddle Holster will be issued in conjunction with the distribution of the supplemental firearm as prescribed in HPM 70.8, Chapter 1.

(2) Requisition Procedures. Requisitions for all equipment identified in this chapter shall be submitted in accordance with the guidelines set forth in HPM 70.8, Chapter 1.

c. Concealable Magazine Carrier. Uniformed employees working in a Division detective assignment shall be provided a concealable magazine carrier capable of safely concealing one supplemental firearm magazine, which shall be worn while on duty.

d. Investigator Rapid Deployment Vest. Uniformed employees working in a Division detective assignment shall be provided an Investigator Rapid Deployment Vest (IRDV) which shall be readily available for use while on duty.

(1) Uniformed employees working in a Division detective assignment may utilize the IRDV under the following conditions:

(a) While in business and/or plain clothes attire and engaged in enforcement activity.

(b) While in public in business and/or plain clothes attire and identifiable as a police officer by the wearing of the badge, firearm, and/or identification card.

e. Concealable Handcuff Case. Uniformed employees working in a Division detective assignment shall receive a concealable handcuff case capable of safely concealing one set of handcuffs which shall be worn while on duty.

f. Concealable Extender Radio Carrier/Clip. Uniformed employees working in a Division detective assignment shall receive a concealable extender radio carrier/clip capable of safely concealing one radio extender, which shall be worn while on duty and engaged in enforcement activity.