

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: December 1, 2016

NUMBER: 1.01 – ADMINISTRATION

SUBJECT: DEPARTMENT DIRECTIVES

RELATED POLICY: 1.01

ORIGINATING DIVISION: INFORMATION SERVICES

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 1.01 – 11/8/2013

I. PURPOSE

This procedure delineates processes that shall be followed to ensure consistency in the development, editing, and dissemination of Department-level directives defined below. This procedure also provides guidance and requirements for accessing and adhering to directives.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

- A. Department Order – a written directive requiring compliance by all affected members of the Department for a period of two years.
- B. Department Policy – a written expression of a guiding principle requiring compliance by all affected members of the Department until rescinded or superseded.
- C. Department Procedure – a written description of procedural steps that must be followed by all affected members of the Department until rescinded or superseded.

- D. Legal Update – a Department publication that provides review and analysis of current laws by the District Attorney Liaison.
- E. Training Bulletin – a Department publication that introduces training topics, defines subject matter, explains and discusses accepted practices, procedures, and philosophies.

IV. RESPONSIBILITY

The Research, Analysis, and Planning (RAP) Unit is responsible and accountable for drafting, editing, revising, and publishing all Department Policies, Procedures, and Orders. The RAP Unit will additionally review all Legal Updates, Training Bulletins, and Department Orders to determine if modifications are required to existing Policies and Procedures. If modifications are necessary, the RAP Unit will coordinate making the changes with the originator of the directive. The RAP Unit will obtain approval from the Assistant Chief of Neighborhood Policing and the Executive Assistant Chief of Police before publishing new or revised Department Policies and Procedures.

V. LEGAL UPDATE

- A. Legal Updates shall be prepared and issued by the District Attorney Liaison.
- B. The District Attorney Liaison shall forward Legal Updates to the Research, Analysis, and Planning Unit to review for consistency with existing Department Policies and Procedures. The Research, Analysis, and Planning Unit is responsible for disseminating Legal Updates.
- C. The Research, Analysis, and Planning Unit shall maintain a master copy of Department Legal Updates.

VI. DEPARTMENT ORDERS

- A. Department Orders shall only be issued with the specific approval of the Executive Assistant Chief of Police via the Assistant Chief of Neighborhood Policing.
- B. Department Orders are appropriately used to:
 - 1. Initiate new directives that are immediately effective;
 - 2. Reiterate and emphasize existing requirements; and,

3. Temporarily modify instructions expressed in previously published directives.
- C. Department Orders shall be brief and contain only essential directive elements. Format guidelines and examples may be obtained from the Research, Analysis, and Planning Unit.
- D. Each Department Order shall remain in effect for two years from the date of the Order, unless:
1. The Order contains an explicitly stated earlier termination date;
 2. The very nature of the directive is self-canceling; or,
 3. The Order is explicitly rescinded or superseded by another directive.
- E. Recommendations for new Department Orders may be originated by any member of the Department and emailed, via the originator's chain of command, to the Research, Analysis, and Planning Unit for coordination of the review, approval, and dissemination process.
- F. When a Department Order modifies an existing Department Policy or Procedure, a member of the unit generating the Order will contact the Research, Analysis, and Planning Unit to have the Department Policy or Procedure forwarded to them for revising, consistent with the language reflected in the Order.
- G. The Research, Analysis, and Planning Unit shall maintain a master copy of Department Orders.

VII. DEPARTMENT POLICIES

- A. New Department Policies or changes to existing Department Policies shall only be issued with the specific approval of the Executive Assistant Chief of Police via the Assistant Chief of Police of Neighborhood Policing.
- B. Recommendations for new Department Policies or changes to existing Policies may be originated by any member of the Department and emailed, via the originator's chain of command, to the Research, Analysis, and Planning Unit for review/revision, approval, and dissemination.
- C. Each recommendation for a new Department Policy or change to an existing Policy will be accompanied by a draft of the proposed Policy, prepared in the proper format. Format guidelines and examples may be obtained from the Research, Analysis, and Planning Unit.

- D. The Research, Analysis, and Planning Unit shall maintain a master copy of Department Policies.

VIII. DEPARTMENT PROCEDURES

- A. All Department Procedures shall be reviewed and/or revised by the originating division every three years, or as necessary.
- B. New Department Procedures or changes to existing Department Procedures shall only be issued with the specific approval of the Executive Assistant Chief of Police, via the Assistant Chief of Police of Neighborhood Policing.
- C. Recommendations for new Department Procedures or changes to existing Procedures may be originated by any member of the Department and emailed, via the originator's chain of command, to the Research, Analysis, and Planning Unit for review/revision, approval, and dissemination.
- D. Each recommendation for a new Department Procedure or change to an existing Procedure will be accompanied by a draft of the proposed Procedure, prepared in the proper format. Format guidelines and examples may be obtained from the Research, Analysis, and Planning Unit.
- E. A Department Procedure shall be superseded only by a new or revised Department Procedure.
- F. A Department Procedure shall only be rescinded by a new or revised Department Procedure, or a Department Order, any one of which must explicitly announce the annulment.
- G. The Research, Analysis, and Planning Unit shall maintain a master copy of Department Procedures.

IX. TRAINING BULLETINS

- A. Training Bulletins shall only be issued with the specific approval of the Assistant Chief of Police of Neighborhood Policing.
- B. Training Bulletins shall be prepared by the initiating unit. The In-Service Training Unit will assist the initiating unit with the development of the Training Bulletin and forward the completed version to the Research, Analysis, and Planning Unit. The Research, Analysis, and Planning Unit shall review Training Bulletins for consistency with existing Policies and Procedures. The Research, Analysis, and Planning Unit is responsible for disseminating Training Bulletins.

- C. The Research, Analysis, and Planning Unit shall maintain a master copy of Training Bulletins.

X. REVIEW, APPROVAL AND DISSEMINATION OF DEPARTMENT DIRECTIVES

- A. The Research, Analysis, and Planning Unit shall coordinate the review, approval and dissemination of Department Orders.
- B. The Research, Analysis, and Planning Unit shall conduct the review/revision of Department Policies and Procedures; obtain the necessary approvals; and, coordinate the dissemination of Policies and Procedures.
- C. The Research, Analysis, and Planning Unit shall review Legal Updates and Training Bulletins for compatibility with Department Policies and Procedures prior to their placement in the Resource Library. The Research, Analysis, and Planning Unit shall make the necessary revisions to the appropriate Policies and Procedures that result from the issuance of new Legal Updates or Training Bulletins.
- D. The Research, Analysis, and Planning Unit shall ensure that Department directives are placed in the Resource Library.
- E. When new Department directives are placed in the Resource Library, an electronic notification will be provided to all members of the Department via e-mail. All Department members must access and read their department e-mail weekly, except while on approved leave.
- F. Members with MCT devices must connect to the LAN system to receive weekly updates, except while on approved leave. Update information includes, but is not limited to, Investigative Supplemental information, Outlook E-mail, software upgrades, new or revised Department Orders, Policies, Procedures, Training Bulletins, etc.
- G. All members of the Department are responsible for abiding by the information contained in Legal Updates, Department Orders, Department Policies, Department Procedures, and Training Bulletins.
- H. Each commanding officer is authorized to print one paper copy for inclusion in the Policy and Procedures Manual maintained in accordance with this Department Procedure. Additional printing or copying is generally prohibited.
- I. The Research, Analysis, and Planning Unit will create an annual archive of revisions made to Department Policies, Procedures, Orders, and Training

- J. Bulletins. The archive will be secured and maintained in the Research, Analysis, and Planning Unit.

XI. RELEASE OF DEPARTMENT DIRECTIVES

Department directives shall only be released outside of the Department with the specific approval of the Executive Assistant Chief of Police or designee of the Office of Neighborhood Policing.