

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: SEPTEMBER 27, 2019

NUMBER: 1.01 – ADMINISTRATION

SUBJECT: DEPARTMENT DIRECTIVES

RELATED POLICY: 1.01

ORIGINATING DIVISION: SUPPORT OPERATIONS

NEW PROCEDURE:

PROCEDURAL CHANGE: **EXTENSIVE CHANGES**

SUPERSEDES: DP 1.01 – 08/11/2018

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– a written expression of a guiding principle requiring compliance by all affected members of the Department until rescinded or superseded.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– a written description of procedural steps that must be followed by all affected members of the Department until rescinded or superseded.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. Training Bulletin – a Department publication that introduces training topics, defines subject matter, explains and discusses accepted practices, procedures, and philosophies.
- E. Redaction – to modify, edit or to revise in order to remove confidential and sensitive information.

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. In addition, the RAP Unit will review all 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 appropriate management staff along with the overall approval from the Executive Assistant Chief of Police via the Assistant Chief of Support Operations, before publishing new or revised Department Policies and Procedures.

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 Support Operations.
- 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.
 - 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 hardcopy of Department Orders and electronic archive.
 - H. The template of the Department Order can be found on the F Drive at:
<F:Templates/Administrative/Department Order Template>
 1. The electronic version of the Order will be forwarded to The Research, Analysis and Planning Unit.
 2. The Order will be printed as a hardcopy and provided to the Commanding Officer of the Originating Division for review, approval, signature and date.
 3. The hardcopy will be then be forwarded to the Assistant Chief of the Originating Office, the Commanding Officer of Operational Support, the Assistant Chief of Support Operations, the Legal Advisor and finally the Executive Assistant Chief of Police for review, approval, signature and date.
 4. Once the process is complete, the hardcopy will be forwarded to the Research, Analysis and Planning Unit for hardcopy archive.
 5. The electronic version will be used for publishing and maintained in an electronic archive.

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 Support Operations.
- 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 and electronic archive.

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 published with the specific approval of the Executive Assistant Chief of Police, via the Assistant Chief of Police of Support Operations.
- 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.

Only one draft will be used during the review and approval process. The draft will be forwarded to the Research, Analysis and Planning Unit at each level of approval. This ensures authentication and prevents alternate versions.

- 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 and electronic archive of Department Procedures.

IX. MEET AND CONFER PROCESS

The meet and confer process involves the examination and final approval of Department Procedures by the City's Human Resources and the three labor unions: The San Diego Police Officer's Association (POA), the San Diego Municipal Employees Association, the American Federation of State, County and Municipal Employees, Local 127.

- A. Any Department Procedure that changes or assigns responsibility and holds the employee accountable for disciplinary consideration and/or action, is subject to the meet and confer process.
- B. The Research, Analysis and Planning Unit will maintain the archived copies of Department Procedures subject to the meet and confer process.

X. TRAINING BULLETINS

- A. Training Bulletins shall only be issued with the specific approval of the Assistant Chief of Police of Support Operations.
- B. Training Bulletins shall be prepared by the initiating unit and approved by the Commanding Officer of the Originating Office. The electronic version of the Training Bulletin will then be forwarded to the Research, Analysis, and Planning Unit. The Research, Analysis, and Planning Unit shall review the Training Bulletin for consistency with existing Policies and Procedures.
- C. The template of the Training Bulletin can be found on the F Drive at:

[F: Templates/Administrative/Training Bulletin Approval Copy](#)

- 1. The electronic version of the Training Bulletin will be forwarded to the Research, Analysis and Planning Unit from the Commanding Officer of the originating office or designee.
- 2. The electronic version of the Training Bulletin will then be forwarded to the In-Service Training Lieutenant and Commanding Officer of the Academy, Training and Leadership Development Unit for review and approval.
- 3. Once the review and approval is complete, the electronic version of the Training Bulletin will be forwarded to the Research, Analysis and Planning Unit with permission to apply electronic signatures and dates from the Commanding Officer of the originating office, the In-Service Training Lieutenant and the Commanding Officer of the Academy, Training and Leadership Development Unit.

4. The electronic version of the Training Bulletin will be maintained by the Research, Analysis and Planning Unit for the duration of the approval process. A hardcopy will be printed and disseminated to the Commanding Officer of Operational Support, the Assistant Chief of Support Operations, Legal Advisor and the Executive Assistant Chief of Police for review, approval, signatures and dates.
5. The Research, Analysis, and Planning Unit shall maintain a master hardcopy of Training Bulletins and electronic archive.

XI. CUSTODIAN OF RECORDS FOR DEPARTMENT DIRECTIVES

- A. The Research, Analysis and Planning Unit is the Custodian of Records for all Department Directives.
- B. Public requests for copies of Department Directives **MUST** be referred through the Records Unit under the California Public Rights Act (CPRA).

XII. PUBLISHING OF DEPARTMENT DIRECTIVES

- A. The Research, Analysis, and Planning Unit shall ensure that Department directives are placed in the Resource Library.
- B. 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.
- C. Members with MPS 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.
- D. All members of the Department are responsible for abiding by the information contained in Department Orders, Department Policies, Department Procedures, and Training Bulletins.
- E. 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.

- F. The Research, Analysis, and Planning Unit will create an annual archive of revisions made to Department Policies, Procedures, Orders, and Training Bulletins.
- G. The archive will be secured and maintained in the Research, Analysis, and Planning Unit.

XIII. ONLINE PUBLICATION OF DEPARTMENT POLICIES AND PROCEDURES

Currently, the San Diego Police Department maintains Department Policies and Procedures online for public viewing. Some of the Policies and Procedures have been redacted to maintain confidentiality of some or all information deemed precarious for department members. The City of San Diego public website can be viewed by any citizen with internet access at:

www.sandiego.gov/police/about

XIV. SENATE BILL 978 (BRADFORD BILL)

Beginning January 1, 2020, Senate Bill 978 will require local law enforcement agencies and Commission of Peace Officer Standards and Training (POST) to post on their internet websites all current standards, policies, practices, operating procedures, and education and training materials that would otherwise be available to the public through the CPRA process.

XV. DETERMINING INFORMATION TO BE REDACTED

- A. Information that needs to be redacted shall be determined by the Department member revising or creating a new directive and with the approval of their Commanding Officer.
- B. To distinguish which directives are redacted, a disclaimer should be placed at the center at the beginning of the directive before the narrative in **RED**. The directive should include items deemed confidential. For example, sections of the narrative, specific verbiage, telephone numbers or the entire document may be typed in **BOLD** font. For further guidance on information that may be deemed confidential, please consult Department Procedure 1.15 – Confidentiality of Security.

1. The disclaimer should read as follows for all portions of the document:

“All portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA) by Section 6254(f) and (k) of the California Government Code.”

2. The disclaimer should read as follows for all Portions of the document in **bold print**:

“All portions of this document in bold print are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA) by Section 6254(f) and (k) of the California Government Code.”

- C. Once the Department directive has completed the approval process, The Research, Analysis and Planning Unit will publish the unredacted version on the Resource Library and the redacted version on the City of San Diego public website.

XVI. RELEASE OF UNREDACTED DEPARTMENT DIRECTIVES

Unredacted Department directives shall only be released outside of the Department with the specific approval of the Executive Assistant Chief of Police or designee. Any other reason is strictly prohibited and may be grounds for further investigation that could result in discipline.