

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: MAY 30, 2019

NUMBER: 1.24 – ADMINISTRATION

SUBJECT: COMMUNICATION WITH THE CITY
COUNCIL AND PROCESSING
REQUESTS FOR COUNCIL ACTION

RELATED POLICY: [1.24](#)

ORIGINATING DIVISION: CHIEF’S OFFICE

NEW PROCEDURE:

PROCEDURAL CHANGE: **MINOR CHANGES**

SUPERSEDES: DP 1.24 – 10/24/2017

I. PURPOSE

This Department procedure establishes guidelines for interaction with the City Council and Requests for Council Action.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

San Diego City Charter, Section 270(g), states:

“Except for the purpose of inquiry or communications in furtherance of implementing policies and decisions approved by resolution or ordinance of the Council, individual members of Council shall deal with the administrative service for which the Mayor is responsible only through the Mayor, or the Mayor’s designees.”

An Agenda Item Request is used to request a specific action by City Council or City Council Committee. A Mayoral Action Request is used to request a specific action by the Mayor. Action requirements are indicated in the San Diego City Charter, San Diego Municipal Code, Council Policy Manual, and Administrative Regulations. Members should consult these documents to determine whether an item requires City Council or Mayoral approval, which will dictate which process to follow. If the item is unique in nature or the member is unable to determine which form to use, a Police Department legal advisor should be consulted.

IV. PROCEDURES FOR PROCESSING COUNCIL INQUIRIES

- A. Commanding officers or their designees are encouraged to:
 - 1. Answer questions of a general nature on matters within their scope of authority, which are public information;
 - 2. Provide information on Police Department policies and procedures.

- B. Members communicating with City Council members must notify their Commanding Officer and the Chief's Office Administrative Sergeant of the nature and content of the communication. The Commanding Officer will notify their respective Assistant Chief.
 - 1. Questions on whether it is proper to answer a specific City Council inquiry should be referred to the appropriate Assistant Chief, the Commanding Officer or the Chief's Office Administrative Sergeant before answering the inquiry.
 - 2. Under no circumstances should recommendations for policy or change in policy be discussed with a City Council member or their staff. Any inquiries of this nature should be referred to the respective Assistant Chief or the Chief's Office Administrative Sergeant.

- C. Inquiries requiring a written response will be submitted to the Department by a Route Slip, routed from the Mayor or City Council. The Chief's Office Aide will track and assign these requests for information to the appropriate Commanding Officer or Department member for response. The Chief's Office will provide specific instructions on responding to the inquiry. The Chief's Office Aide has the authority to edit and approve some responses, with concurrence from the Chief of Police.
 - 1. In keeping with direction from the Mayor, members shall use the City's Style Guide when responding in writing to all requests for information.

2. In general, responses to the Mayor and City Council will be in memorandum form. Responses directly to citizens will be in letter format.
3. Responses shall be routed for approval through the chain of command (before final, prompt submission) to the Chief's Office Aide. Note that the Mayor sets deadlines for the Chief's Office on all assignments requiring a written response.

V. **PROCEDURES FOR PROCESSING REQUESTS FOR COUNCIL OR COMMITTEE ACTION**

- A. The Chief's Office Administrative Sergeant will coordinate with the Mayor's Office and Docket Office regarding docketing items for Council or Committee and accompanying presentations.
- B. Requests for City Council or Council Committee Action are completed using the City's OnBase system. Users must request software, system access and role set up from the Docket Office.
- C. Information related to accessing the City's electronic docketing system (OnBase) can be obtained from the following website:
<https://citynet.sandiego.gov/know/edockets>
- D. All grant-related action requests will be initiated by the Department's Grant Management Section staff assigned to the Fiscal Operations Unit. All other action requests will be the responsibility of the requesting command.
- E. Requests for City Council or Council Committee action are processed in the following manner:
 1. The Originating unit contacts the Chief's Office Administrative Sergeant for the Staff Report template, instructions and docket closing calendar.
 2. The Originator (subject matter expert) submits request for OnBase access (form can be obtained on CityNet).
 3. Working with their Commanding Officer and Assistant Chief, the Originator identifies target dates to Committee and City Council.
 4. The Originator completes the Staff Report template, following instructions for type of item (Action or Information).

5. The Originator prepares a PowerPoint presentation for the Committee (unless the item is on the Consent Agenda), with the Commanding Officer, Assistant Chief, and Executive Assistant Chief's review and approval.
6. The Originator emails the Staff Report, pertinent supporting documents and/or PowerPoint for review and approval to:
 - a) Commanding Officer
 - b) Assistant Chief
 - c) Fiscal analyst
 - d) Legal advisor
7. The Originator incorporates any revisions from above reviewers into the Staff Report and/or PowerPoint, and emails the revised version to the above reviewers for final approval.
8. Once finalized, the Originator creates an Agenda Action Request in OnBase and attaches the Staff Report, pertinent documents and/or PowerPoint; following the attachment guidelines.
9. Once the Agenda Action Request is entered into the OnBase system, the Originator electronically routes the document to the Executive Assistant Chief for final approval.
10. With the approval of the Executive Assistant Chief, the item will be routed to the Docket Office, then to the Mayor's Policy staff for their review. The item is then returned to the Originator who electronically routes the Agenda Action Request for external review; following the external review guidelines.
11. Originator asks the Chief's Office Administrative Sergeant to confirm with the Committee Consultant whether or not the item will be put on the Consent Agenda.
12. The Originator will monitor the Agenda Action Request for external reviewer comments and make updates in the OnBase system, as necessary.

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13. The Originator submits the final/approved Agenda Action Request prior to docket closing deadline, which is seven business days before the targeted Committee meeting date or two weeks before targeted Council meeting date. (Refer to the Docket Closing Calendar for specific deadlines).
 14. Once the Executive Manager has approved the electronic item in OnBase, the Originator or the Chief's Office Administrative Sergeant will make 12 copies (double-sided, three-hole punched, stapled and collated) of the item and all supporting documents and will deliver to the Committee Consultant Liaison (Mary Ann Wallace) on the 3rd floor of the City Administration Building prior to the docket closing deadline.
 15. The Originator prepares for Committee meeting presentation (including saving the presentation to thumb drive).
- G. Refer to Administrative Regulation 3.20 and Process Narrative 0007 for further details on the processing of Agenda Action Requests.