

OFFICE OF THE CHIEF OF POLICE

NOTICE

November 18, 2019

14.5

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: SENATE BILL 978 POSTING REQUIREMENTS

Effective January 1, 2020, Senate Bill 978 (Penal Code Section 13650) requires that the Department conspicuously post “all current standards, policies, operating procedures, and education and training materials that would otherwise be available to the public if a request was made pursuant to the California Public Records Act” on the Department’s public website. While all policies, procedures, and training material must be posted online, the California Public Records Act (CPRA) does allow for the Department to redact portions of these materials that reveal tactics, techniques, or tradecraft that, if disclosed, would jeopardize officer safety, public safety, or attorney/client privilege. However, the Department must be able to articulate a *compelling* reason why the disclosure of the record would jeopardize officer or public safety and how this outweighs the public interest in disclosing the document.

To ensure transparency and compliance with this new law, the Department has designated Risk Management and Policies Division (RMPD) as the reviewing entity for all the Department’s written policies and procedures, and Police Training and Education (PTE) as the hub for all training materials that are created throughout the Department.

Effective immediately, all Department entities shall forward a copy of any new Manual, Notice, Guide, Order (including divisional orders), etc., that is authored by the entity to RMPD. All Department entities shall electronically forward any new training materials, to include curriculum, course outlines, videos, etc., to PTE. Additionally, the submitting entity shall indicate if the submitted material requires any redaction. If redaction is required, the submitting entity shall provide written justification for how the suggested redaction falls within an applicable exemption under the CPRA and include a second copy of the material highlighting the applicable verbiage in yellow ink.

Any copies of suggested redacted materials will be forwarded by RMPD or PTE respectively, to Legal Affairs Division to review the suggested redactions. Legal Affairs Division will make the final determination if a redaction qualifies under CPRA and forward the final document to Media

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Relations Division. Media Relations Division will then post the finalized versions of the materials on the Department's public website.

If you have any questions regarding this Notice, please contact Sergeant II Raymona Moussa, Risk Management and Policies Division, at (213) 486-0446.



MICHEL R. MOORE
Chief of Police

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