

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO.2

January 27, 2022

SUBJECT: WRITING AND SUPPLYING INFORMATION FOR PUBLICATION BY DEPARTMENT EMPLOYEES – REVISED AND RENAMED

PURPOSE: The purpose of this Order is to revise the procedures for requesting to publish Department Directives on the Department's Local Area Network (LAN).

PROCEDURE: Department Manual Section 3/779, *Writing and Supplying Information for Publication By Department Employees*, has been revised and renamed, *Requesting Publication of Department Directives*. Attached is the revised Department Manual section with revisions indicated in italics.

AMENDMENT: This Order amends Section 3/779 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

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VOLUME III
Revised by Administrative Order No.2 , 2022

779. REQUESTING PUBLICATION OF DEPARTMENT DIRECTIVES.

Employee's Responsibilities. *Employees requesting the publication of a Department directive (e.g., Special or Administrative Order, Office of Operations Notice, Chief of Detectives Notice, etc.) shall forward the approved and signed directive through their appropriate chain of command, then to the Office of Constitutional Policing and Policy (OCP). The publication will then be published on the Department's Local Area Network (LAN), retained in the Department's Virtual Library, and forwarded to Media Relations Division for posting on the Department's public website, as appropriate, pursuant to the California Public Records Act.*

If an employee requests to introduce a directive regarding policy or procedure which will add, delete, or revise content in the Department Manual, the employee shall forward the request through their appropriate chain of command, then to OCP. The request shall be documented on an Intradepartmental Correspondence, Form 15.02.00, and shall contain the background and purpose of the request. The Intradepartmental Correspondence shall also clearly delineate the new or revised policy or procedure and list the appropriate subject matter expert and contact phone number.

Note: Any employee who wishes to submit their own *personal* article to a specific publication without seeking Department approval may do so as long as the article does not convey an official Department policy, procedure, or position. An employee submitting an article on their own may include their Department status or rank, work history, or expertise in the article or biographical information.

Department employees shall not publish or cause to be published any writing, paper, *social media posting*, or *other* article which would disclose any procedure, case, investigation, or other matter which is confidential. For the purpose of this section, confidential matters include, but are not limited to, the following:

- Records that are exempted from disclosure under the California Public Records Act, Section 6254 of the Government Code;
- Events, details, persons, or circumstances of any investigation conducted by the Department, the disclosure of which would impair that investigation, future investigations, pending litigation, or the law enforcement activities of the Department; and,
- Procedures, techniques, tactics, and methods used by the Department in the performance of its duties, the disclosure of which would impair the law enforcement activities of the Department.

Office of Constitutional Policing and Policy's Responsibilities. *The OCP shall be responsible for:*

- Reviewing each submitted *publication* request to ensure it is appropriate for publishing and properly completed;

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- Editing and ensuring the submitted *publication* reflects the *Department's standard for style and grammar*; and,
- *Publishing the directive on the Department's LAN, retaining it in the Department Virtual Library, and forwarding it to Media Relations Division for review and posting, if appropriate, on the Department's public website.*

If the directive introduces a policy or procedure which will add, delete, or revise content in the Department Manual, OCPP shall:

- *Review the content to ensure that it reflects the Department's standard for style and grammar;*
- *Vet and reconcile the content, as appropriate, through all Department and/or City stakeholders;*
- *Ensure the content is reviewed and approved by all Direct Reports;*
- *Forward the completed publication through the appropriate chain of command for approval and signature by the Board of Police Commissioners (as appropriate) and the Chief of Police;*
- *Publish the approved and signed directive on the Department's LAN; and,*
- *Update the Department Manual, as appropriate, with the content of the directive.*