



MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Chief Howard A. Jordan

SUBJECT: Officer-Involved Shooting Family Protocol **DATE:** May 18, 2012

City Administrator

Date

Approval /s/ Deanna J. Santana

5/18/12

INFORMATION

This Informational Memorandum provides background on the Oakland Police Department (OPD) protocol now in place to better assist the next of kin of officer-involved shooting fatalities.

OPD has standardized several key processes and requirements so that our contact with, and service to, family members in these situations mirrors OPD principles which value the quality and effectiveness of service provided to the community of Oakland.

In addition to the availability of scheduled or arranged meetings with investigators or commanders to share information about necessary investigative steps, we will utilize our volunteer chaplaincy program to liaison with family members in all applicable cases contemporaneous to an incident. Also, beginning immediately, a commander shall be summoned as soon as practical to meet with family members who have arrived at a police facility seeking information.

In order for the community to trust and value our service, our actions must be as transparent and informative as possible; this is especially true in cases where the exercise of law enforcement powers results in the loss of human life. To this end, in all instances of officer-involved shootings, the Department will issue a press release to contain, at minimum, basic facts regarding the incident as well as an explanation of officer-involved shooting investigation protocol.

Respectfully submitted,

/s/

HOWARD A. JORDAN

Chief of Police, Oakland Police Department

For questions, please contact Gilbert Garcia, Deputy Director – Bureau of Services at (510) 238-6443.