



DEPARTMENTAL
GENERAL
ORDER

Effective Date:
30 Dec 05

B-7

Index as:

Appearance Requests
Approval/Delays
Community Meetings
Meetings
Public Appearances
Public Appearance Report

PUBLIC APPEARANCES

The purpose of this order is to set forth Departmental policy and procedures for providing and authorizing qualified personnel to make public appearances, to set forth policy on public appearance tracking responsibility and to provide a centralized file for public appearance information.

I. DEFINITIONS

- A. **Public Appearance** - Any on-duty attendance at a community meeting or event where Departmental personnel are representing the Department. Community meetings, speaking engagements, and special projects are examples of public appearances. Public appearances do not include private meetings with City officials or citizens, or attendance at regularly scheduled meetings where routine Departmental or City business is conducted.
- B. **Community Meeting** - A gathering of public or private people living and/or working in a particular community or neighborhood. Community meetings can be hosted by the Department or community. Examples of community meetings are: Neighborhood Crime Prevention Council (NCPC) meetings, Town Hall meetings, Community Leadership Summit, merchant meetings, Home Alert meetings, Neighborhood Watch meetings and meetings held by other community organizations.
- C. **Appearance Request** - A written, electronic (e-mail) or verbal request from any individual or group asking for a member or employee to speak on a specific police-related subject or attend a community meeting. Appearance requests include media appearances, informational talks, and guided tours of police facilities.

- D. **Special Project** - Any display related to police activities or demonstrations before the public. Examples are canine demonstrations, safety fairs, crime prevention displays, child fingerprinting, etc.

II. POLICY

- A. Appearance requests for Departmental personnel to make a public appearance shall be processed pursuant to this order.
- B. Personnel shall receive all appearance requests that address a specific concern regarding police personnel or police practices, when made by representatives of established organizations that are active in the City of Oakland, community groups, and church groups. All such requests shall, if feasible, be accommodated within 60 days of receipt of the request.
- C. Members and employees representing the Department at a public appearance, including community meetings, shall have prior approval from their supervisor/commander.
- D. The Public Appearance Report [(PAR) (TF-3225)] (Appendix A) shall be completed and processed for all requests for and attendance at public appearances pursuant to this order.

III. PROCEDURE

- A. Receiving Requests
 - 1. Any personnel receiving an appearance request shall complete Part I of the PAR, and forward the PAR to the appropriate commander/manager for processing.
 - 2. If the person receiving the appearance request cannot determine the appropriate unit or commander, the PAR shall be forwarded to the BFO Administrative Unit. The BFO Administrative Unit shall identify the most appropriate unit to meet the needs of the request and forward the PAR to the appropriate unit commander/manager.
- B. Processing Requests
 - 1. Commanders/managers or their designee shall review all PAR requests within 10 business days of receipt;

AND:

- a. Determine whether there is a qualified member or employee, within their command, to attend the public appearance. The attendee shall address routine division/section/unit functions only.
 - b. Determine whether attendance is feasible within 60 days of the receipt date on the PAR request, utilizing factors to include, but not limited to, staffing and competing appearance requests.
 - c. Notify and forward the original PAR to the assigned attendee for completion and submission.
 - d. Notify their bureau commander when the request for an attendee is unusual, exceptional, or the topic is controversial.
2. If a qualified speaker or attendee cannot be provided or is unable to attend, the PAR shall be forwarded to the BFO Administrative Unit advising of the circumstances.

C. Appearance Delays

If a request for an appearance cannot be accommodated within 60 days, the commander/manager who delays the appearance shall:

1. Notify the requestor of the reason(s) and provide an alternative date; and
2. Notify the bureau commander of the requested speaker of any delay past 60 days.

D. Reporting

1. Personnel receiving an appearance request shall complete Part I (Request Information) of the PAR and forward the PAR to the appropriate commander.
2. Immediately upon completing the public appearance, the NSC (for NCPC meetings) or in his/her absence, the primary OPD speaker/attendee, shall complete and forward the PAR to the BFO

Administrative Unit through the chain-of-command of the person completing the PAR.

3. When there is more than one attendee, multiple PARs may be completed and forwarded. However, multiple attendees may be listed in Part III of the PAR.
4. The commander of the BFO Administrative Unit shall provide a monthly summary report of public appearances attended by Departmental personnel which shall include data on adherence to the 60 day attendance rule noted in Part II.B. This report shall be submitted to the Negotiated Settlement Agreement-Task 47 Compliance Assessor who shall ensure NSA mandates are adhered to.

IV. BFO ADMINISTRATIVE UNIT RESPONSIBILITIES

The BFO Administrative Unit shall be responsible for the following:

1. Assigning control numbers to completed PARs.
2. Maintaining an electronic database/log of all completed PARs.
3. Monitoring the community meeting attendance and the completion of PARs.
4. Providing informational reports, on request, regarding speaker and meeting requests, community meeting attendance, and any other topics related to the PAR.
5. Retaining the PARs for two (2) years.

By order of

Wayne G. Tucker
Chief of Police

Date Signed: _____