

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

SPECIAL ORDER NO. 8011

TO: All Personnel

SUBJECT: Compliance Unit Liaison Policy

DATE: 9 May 03

TERMINATION: Upon revision of Departmental General Order N-12, AUDITS AND INSPECTIONS or Termination of the Settlement Agreement

I. PURPOSE

The purpose of this order is to codify existing practice by designating the Office of Inspector General (OIG) as the Compliance Unit for the duration of the Settlement Agreement (hereafter, referred to as Agreement) and, as such, shall serve as the liaison between OPD, the Monitor and the plaintiffs' counsel, and shall assist with OPD's compliance with the Agreement.

II. COMPLIANCE UNIT RESPONSIBILITIES

The Compliance Unit Liaison shall have the responsibility of coordinating and reporting progress on Department implementation of the Agreement. The Compliance Unit shall:

- A. Serve as a single-point-of-contact for the Independent Monitor;
- B. Coordinate Department implementation and compliance efforts;
- C. Report to the Chief of Police concerning Department progress toward implementation of, and compliance with, the provisions of the Agreement;
- D. Facilitate the provisions of data and documents;
- E. Provide to the Monitor access to OPD personnel, as needed;
- F. Ensure that documents and records are maintained as required by the Agreement; and
- G. Prepare a semi-annual report describing the steps taken during the reporting period to comply with the provisions of the Agreement.

III. OIG AUDIT UNIT RESPONSIBILITIES

- A. Upon implementation of policies and procedures pursuant to the Agreement, the OIG Audit Unit shall be responsible for conducting annual audits of stratified, random samples of:
1. Arrest and offense reports, and follow-up investigation reports, including, but not limited to:
 - a. Arrests for narcotics-related possessory offenses not discovered in the course of a search pursuant to arrest for other crimes;
 - b. Use of force incident reports; and
 - c. Use of force investigations.
 2. Complaint processing and investigation, to include but not limited to:
 - a. Timeliness and
 - b. Quality.
 3. Mobile Data Terminal traffic;
 4. Personnel evaluations; and
 5. Citizen accessibility to the complaint process and the availability of complaint forms.
- B. Documents shall be reviewed, at a minimum, for:
1. Completeness of the information contained;
 2. Inappropriate “boilerplate” language;
 3. Inconsistent information, or
 4. Lack of articulation of the legal basis for the applicable action.
- C. The results of audits conducted pursuant to the Agreement shall be included in OPD’s semi-annual compliance reports.

By order of

Richard L. Word
Chief of Police