

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 28 Jul 08

SUBJECT: Revision of General Order A-1, DEPARTMENTAL GENERAL
ORDER MANUAL (Rev. 22 Jun 99)

General Order A-1 has been renamed DEPARTMENTAL PUBLICATIONS and revised to:

- Consolidate, update, and redefine the function of Departmental directives and other publications.
- Set forth policy and procedures for evaluating, reviewing, maintaining, revising and purging orders, publications, and written directives.

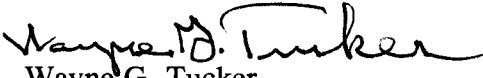
The evaluation coordinator for this order shall be the Commander of the Office of Inspector General, who, without further notification, shall forward the required report to the Chief of Police on or by 28 Jan 09..

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Office of Inspector General to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of this order.

By order of


Wayne G. Tucker
Chief of Police

Date Signed: 23 Jul. 08



DEPARTMENTAL
GENERAL
ORDER

A-1

CALEA Standard: Index as:

Departmental Publications

Effective Date
28 Jul 08

Evaluation Coordinator:
OIG Commander

Evaluation Date:
28 Jan 09

Automatic Revision Cycle:
3 Years

DEPARTMENTAL PUBLICATIONS

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REVISION RECORD

The page numbering format has been revised to facilitate updating and tracking revisions to publications contained in this Handbook.

When a minor revision is made to a publication, the 'Revision Number' will be indicated on the Special Order to which it is attached and shall be accompanied by the updated page(s). The 'Revision Date' and 'Reference Page Number(s)' shall be recorded in the appropriate box on the same line as the indicated 'Revision Number'.

When it is necessary to make major policy or content revision, the publication shall be rewritten in its entirety. The 'Revision Number' and 'Revision Date' shall be indicated on the new order. The 'Revision Date' shall be recorded in the appropriate box on the same line as the indicated 'Revision Number'. The term 'NEW' shall be recorded in the 'Reference Page Number(s)' box to indicate the promulgation of a new order.

Revision Number	Revision Date	Reference Page Number(s)	Revision Number	Revision Date	Reference Page Number(s)
1	28 Jul 08	NEW	16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		



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DEPARTMENTAL PUBLICATIONS

The purpose of this order is to set forth Departmental policy and procedures for evaluating, reviewing, maintaining and revising Departmental directives and publications. Additionally, this order enumerates the responsibilities of Department personnel for acknowledging the receipt, review, and understanding of all Department publications.

I. DEFINITIONS AND TERMINOLOGY

A. Departmental Directives

Departmental directives are issued by authority of the Chief of Police and enumerate policies, procedures, rules, or orders and shall remain in effect until revised, superseded, or canceled. Members and employees shall comply with the provisions of all Departmental directives.

1. Departmental General Order (DGO)

A DGO establishes Departmental policies and procedures regarding matters which affect multiple organizational units within the Department. A DGO constitutes official Departmental policy on the subject matter and is the most authoritative directive issued in the Department.

2. *Manual of Rules (MOR)*

The *MOR* reflects the Department's mission, vision and values and shall be used to set forth general rules of conduct for all Departmental personnel.

3. Departmental Training Bulletin (TB)

A TB is designed to keep sworn personnel and designated employees advised of current policy, procedures, and techniques. TBs serve as a continuous training program and a stimulus to further study. The information contained in a TB also constitutes official Departmental policy on the subject matter.

4. Report Writing Manual (RWM)

The RWM is published to set forth official instructions and procedures for completing offense reports, citations, and other Departmental forms. Additional information, such as beat boundaries and telephone numbers, may also be included in the Manual.

5. Special Order of the Chief of Police (SO)

A SO is a directive from the Chief of Police which sets forth official policy modifications until such revisions can be incorporated into a permanent Departmental directive (i.e., DGO, TB, Report Writing Manual, or *Manual of Rules*).

An SO that modifies a specific permanent Departmental directive shall terminate when incorporated into the referenced directive unless otherwise designated.

6. Training Order

A Training Order is a directive published by the Training Division Commander to designate special assignments and/or specific training with the authority of, or as directed by, the Chief of Police.

Training Orders shall have an automatic termination date as specified in the order or upon completion of the special assignment or training.

7. Memorandum of the Chief of Police (COP Memo)

A COP Memo is a directive from the Chief of Police which sets forth brief statements of official policy or state official policy that affects selected personnel.

A COP Memo may also be used to announce the issuance, revision or cancellation of other Departmental publications.

8. Personnel Order

A Personnel Order is list of appointments, promotions, transfers, loans and terminations published by the Personnel Division and approved by the Chief of Police. The effective dates for the movement of personnel shall be denoted on the order.

B. Evaluation Coordinator

A member or employee designated by the OIG, with the approval of the Chief of Police, whose assignment dictates overall responsibility for the provisions of the subject directive.

C. Other Departmental publications

Departmental publications, other than directives, shall not constitute official policy and expire two (2) years from the effective date unless revised, canceled or superseded.

1. Information Bulletin (IB)

An IB provides Department personnel with information, notices, or announcements regarding topics of general interest. An IB is published through the OIG.

2. Officer Safety Bulletins (OSB)

An OSB provides information and procedures regarding safety issues. An OSB is published by the OIG in collaboration with the Training Division.

3. Command and Supervisory Bulletins (CSB)

A CSB advises commanders and supervisors of important issues affecting the Department and provide information that may be useful to help promote Departmental goals and implement Departmental policy. A CSB is published through the OIG.

4. Daily Bulletin (DB)

The DB is published daily by the Bureau of Field Operations (BFO) and is divided into two sections:

- a. The official section is utilized to circulate information regarding suspects, vehicles, law enforcement, etc., within the Department on a short-term basis (3-7 days) at the request of an investigator or other personnel, and shall be regarded as confidential in nature.
- b. The unofficial section is utilized to circulate brief announcements, such as blood bank drives, etc.
- c. Requests for Daily Bulletin entries shall be submitted to the BFO Administrative Section via email to opd-dbitem@oaklandnet.com.

The BFO Administrative Section shall prepare and publish the Daily Bulletin in print format to designated units and in electronic format through distribution lists via email.

- d. The Stolen Vehicle and License Plate Listing or "Hot Sheet" (TF-261) is prepared daily by the Records Division, and used to circulate information regarding stolen license plates, automobiles, and other vehicles.

The Hot Sheet is published in print format to designated units.

5. Daily Information Log (TF-643)

The Daily Information Log is prepared by the Patrol Division Desk Officer and utilized to circulate information to elected and appointed officials, the press, and to organizational units listed on the log, concerning serious or unusual incidents that occur during a 24-hour time period.

A Patrol Area Commander shall ensure the information recorded on the log is suitable for release. The BFO Administrative Section shall duplicate and distribute the Daily Information Log.

6. Public Information Brochures and Pamphlets

Public Information Brochures and Pamphlets are published by various Departmental units for distribution to Department personnel and the public. The OIG shall maintain electronic files or, if unavailable, a hardcopy of all informational brochures and pamphlets issued by the Department. In addition, the OIG shall develop new brochures, revise existing ones, arrange for translation, as necessary, and duplicating services as requested by unit commanders.

D. Subject Matter Expert (SME)

A member or employee designated by the designated by the OIG or Training Division, with the approval of the Chief of Police, whose assignment dictates functional responsibility for the provisions of the subject order.

E. Organizational Unit Policy and Procedures

1. Unit policy and procedures (P&P) are issued under the authority of the unit's highest ranking member/employee and enumerates organizational unit policies, procedures, rules, or orders. Members and employees shall comply with the provisions of all unit directives.

The responsible Deputy Chief/Director shall determine at what organizational unit level, unit policy and procedures are to be developed.

2. Unit P&Ps shall not contradict any policy or procedure issued by a higher level authority.
3. Unit P&Ps remain in effect until revised, superseded, or canceled.

F. Master Index of Departmental Publications

1. The Master Index is located on the OPD On-Line Publication Library and provides a guide to the following:

Bureau Policy and Procedures	Officer Safety Bulletin
Departmental General Orders	Report Writing Manual
Departmental Training Bulletin Manuals	Report Writing Templates
Information Bulletins	Special Orders
Internal Affairs Division Policy and Procedures	Selected Check Lists
<i>Manual of Rules</i>	Selected Department Forms
NSA Publication and Lesson Plans	
Other publications as directed by the Chief of Police	

2. Each individual Departmental Publication Index shall consist of the following parts:
 - a. An alpha-numeric listing of the current publication;
 - b. Title;
 - c. Effective Date;
 - d. Evaluation Coordinator;
 - e. Evaluation Due Date; and
 - f. Automatic Revision Cycle.

II. GENERAL PUBLICATION POLICY

- A. All Department personnel shall comply fully with Departmental directives.
- B. The Chief of Police is the final Departmental authority for the content and publication of Departmental directives. In the absence of the Chief of Police, the Assistant Chief of Police or designee shall assume the authority of the Chief of Police.
- C. The OIG shall be responsible for coordinating the development, revision, and maintenance of Departmental directives, Departmental forms, and other Departmental publications as directed by the Chief of Police.

- D. Draft copies of Departmental directives in development shall not be released to persons outside of the Department without the specific approval of the OIG.
- E. Published directives shall be released to the public in accordance with the provisions of DGO M-9, RELEASE OF RECORDS and DGO M-9.1, PUBLIC RECORDS ACCESS.
- F. Departmental and unit directives shall be formatted in accordance with the provisions of TB V-S, PUBLICATION DEVELOPMENT.
- G. Personnel shall acknowledge receipt, review, and understanding of issued Departmental directives in accordance with the provisions of this order and *Manual of Rules* Section 175.07, DEPARTMENTAL ON-LINE PUBLICATIONS LIBRARY.
- H. Unit commanders and supervisors shall ensure subordinates comply with the requirements for acknowledgement of receipt, review, and understanding of issued Departmental publications.
- I. Members and/or employee bargaining units shall be consulted during the development or staffing of new or revised Departmental publications, when appropriate.
- J. The Office of the City Attorney (OCA) shall be consulted during the development or staffing of new or revised Departmental publications to address legal issues, when necessary.
- K. Each DGO and TB shall include the following information within the directive or in an accompanying COP Memo:
 - 1. General purpose;
 - 2. Identity of the Evaluation Coordinator;
 - 3. Due date of evaluation report (six months from the effective date);
 - 4. Notification of cancellation of associated Special Orders or other Departmental directives, if appropriate;
 - 5. Other pertinent information regarding the directive; and
 - 6. Distribution of evaluation report.

- L. Each new or revised DGO and TB shall be subjected to an automatic evaluation within six (6) months following the effective date.

Revisions may be accomplished earlier than the established automatic revision cycle as circumstances warrant (e.g., changes in the law, Departmental policy, reorganization, or as directed by the Chief of Police).

- M. The OIG shall designate, with the approval of the Chief of Police, an Evaluation Coordinator for all DGOs and TBs.
- N. Authors of Departmental directives shall ensure an electronic copy is forwarded to the OIG who shall maintain an archive of such electronic copies and ensure the OPD On-Line Publication Library is updated.

III. EVALUATION AND REVIEW OF DEPARTMENTAL DIRECTIVES

The purpose of an evaluation is to ensure that a Departmental directive is adequate to meet the need(s) for which it was published, that the provisions of the directive are found to be practical and reasonable through operational application and/or experience, and that Departmental personnel are complying with the provisions of the directive.

A. Departmental General Orders

1. Evaluation Coordinator, SME, or Unit Commander/Manager's Responsibility

The designated Evaluation Coordinator for each DGO shall consult with the personnel affected by the order, if necessary, and, without any further notification submit an evaluation memorandum through the chain-of-command to the OIG, by the assigned due date, to report his/her findings to include, but not limited to, the following:

- a. Adequacy of the order;
- b. Conflicts with any related statutes or Departmental publication;
- c. Appropriateness of the order; and

- d. Recommendation(s) for revision, to include specific justifications.
2. SMEs and/or commander/managers, directly affected by the provisions of a Departmental directive, shall also be responsible for reviewing and ensuring the provisions of existing Departmental directives meets Departmental needs.

3. Chain-of-Command Review Responsibilities

The Evaluation Coordinator's chain-of-command shall ensure that the evaluation and review, documented in the memorandum, is accurate, complete, and includes recommendations and due dates, when appropriate.

Reviewers shall:

- a. Review and assess the Evaluation Coordinator's report.
 - b. Endorse recommendations and due dates.
 - c. The highest approval authority for the memorandum shall forward the report to the Office of Inspector General within four (4) weeks after the specified evaluation due date.
4. OIG Responsibilities

The OIG Commander shall:

- a. Receive, review, and endorse the evaluation report;
- b. Ensure the Evaluation Coordinator is consulted regarding recommendations to develop a new publication, revise, or cancel an existing publication, as directed by the Chief of Police; and
- c. Consult with the Chief of Police who shall be the final authority regarding any unresolved issues, as necessary.

5. Evaluation Coordinator Follow-Up

Upon receipt of the approved evaluation memorandum, the Evaluation Coordinator shall:

- a. Coordinate any revision or cancellation with the OIG and/or other organizational units affected by the related publication, if necessary.
- b. Forward a draft of any proposed revision(s) to the OIG by the draft due date specified on the evaluation memorandum.

B. Training Bulletins

1. The OIG shall coordinate the development, revision, and cancellation of TBs with the Training Division.
2. The Training Division Commander shall:
 - a. Ensure the adequacy of each TB is evaluated in accordance with the automatic revision schedule. Changes in the law, Departmental policies, and/or procedures, and/or the revision of related publications may require a revision of pertinent TB when the subject matter is affected.
 - b. Confer with the OIG regarding any recommendations made for the promulgation or revision of TBs.
3. Unit commanders may at any time forward recommendations or requests regarding the development of new, or the revision of, existing TBs through the chain-of-command to the Training Division.

C. Manual of Rules (MOR)

The OIG shall coordinate the *MOR* review and evaluation process with the Internal Affairs Division.

D. Report Writing Manual (RWM)

1. When a new Departmental form is developed, or an existing form is revised or canceled, the OIG shall evaluate the need to develop a new RWM Insert, revise, or delete the existing accompanying RWM Insert.
2. Recommendations for the development of a new, or the revision of an existing Departmental form shall submit a Forms Assistance Memorandum (TF-3182) in accordance with the provisions of DGO N-3, CONTROL OF DEPARTMENTAL FORMS.

E. Unit Policy and Procedures

Unit P&Ps shall be reviewed in accordance with a schedule established by the unit commander/manager and revised, when necessary, to ensure current policy and procedures are consistent with practice.

IV. DUPLICATION AND DISTRIBUTION OF DEPARTMENTAL PUBLICATIONS

A. Duplication

Department publications shall be reproduced, when necessary, by the Reprographics Shop in accordance with instructions submitted by the requesting unit on a Duplicating Work Request (TF-059) in accordance with the provisions of DGO N-7, DEPARTMENTAL DUPLICATING SERVICE.

B. Distribution

1. Departmental directives
 - a. The primary method of distribution for Departmental directives shall be in electronic format through distribution lists via email.
 - 1) Directives shall be made available on the OPD On-Line Publication Library; or
 - 2) Other electronic media (i.e., CD or DVD) when directed by the Chief of Police.

- b. Printed copies of Department directives may be provided to supplement training, when necessary, or when directed by the Chief of Police.

2. Other Department publications

All other Department publications may be distributed in print or electronic format in accordance with the instructions submitted at the time of publication.

3. OIG Responsibilities

Upon approval by the Chief of Police, the OIG shall forward the signed electronic file of the Departmental directive, lesson plan, if required (provided by the SME/author), and any special instructions that are to be included in a Training Memorandum, to the Training Division Commander.

4. Training Division Commander Responsibilities

The Training Division Commander shall ensure:

- a. A Training Memorandum is prepared and accompanies publications to direct and facilitate the proper training of appropriate personnel, to advise of the training timeline, and to advise whether training rosters are required;
- b. The furnished lesson plan shall accompany the publication, when appropriate;
- c. Department publications are distributed to the appropriate personnel, as required or directed. A distribution list may be utilized to facilitate electronic forwarding of publications, Training Memos, lesson plans, and rosters to affected units.
- d. Returned signed rosters are entered into the Training Management System, when required.

- C. Email distribution lists shall be utilized to facilitate the electronic dissemination of Departmental publications:

DISTRIBUTION OF DEPARTMENTAL PUBLICATIONS	Included in OPD On-Line Publication Library	All Personnel	All Sworn	Commanders / Managers	Sergeants	Dispatchers	Selected Personnel
Command and Supervisory Bulletins	X			X	X		X
Daily Bulletin			X			X	X
Daily Information Log							X
Departmental General Orders	X	X					
Stolen Vehicle and License Plate Listing (Hot Sheet)			X			X	X
Information Bulletins	X	X					
<i>Manual of Rules</i>	X	X					
Memoranda of the COP (re: Policy)	X						X
Officer Safety Bulletins	X		X				X
Personnel Orders							X
Informational Brochures and Pamphlets	X						X
Report Writing Manual	X	X					
Special Orders (Re: Policy)	X	X					
Training Orders (Re: Training/Special Assignments)							X
Training Bulletins Manuals I-V, & VIII	X		X			X	X
Training Bulletins Manual VI	X			X	X		

NOTE: Daily Bulletins, Daily Information Logs, and "Hot Sheets" are available to other law enforcement agencies, with the approval of the Chief of Police. Requests for all other publications shall be referred to the commander of the Training Division or the OIG.

V. **COMMENTS AND/OR RECOMMEDATIONS REGARDING DEPARMENTAL DIRECTIVES**

- A. OPD personnel may at any time express their concerns and/or make recommendations regarding the policy and/or procedures enumerated in any Departmental directive.

B. OPD personnel having a concern or a recommendation for creating a new or revising an existing Departmental directive, or other publication, or a Departmental directive or other publication under development shall prepare and forward a memorandum, through the chain-of-command, to the OIG with the following information:

1. Directive Alpha-numeric listing and title;
2. Part/Section reference;
3. Problem/concern; and
4. Recommendation.

C. Chain-of-Command Endorsement

Supervisors and commanders receiving a recommendation memorandum shall review, endorse, and forward the memorandum, through the chain-of-command, to the OIG.

D. OIG

The OIG shall:

1. Receive, review and endorse the memorandum;
2. Confer with the Evaluation Coordinator and/or SME regarding the recommendation(s) enumerated in the memorandum and coordinate the promulgation or revision process with the appropriate unit/personnel;
3. Prepare an endorsement and return a copy of the memorandum to the originator (if known); and
4. Place a copy of the endorsed memorandum in the appropriate publication archive folder and forward the copy to the appropriate publication custodian for inclusion into the appropriate archive folder.

E. Evaluation Coordinator and/or SME

The Evaluation Coordinator and/or SME shall:

1. Upon notification by the OIG, review and consider all memorandums of concern and/or recommendation before and after the six (6)-month evaluation period.
2. Contact the originator of the memorandum, if known, to discuss and/or clarify his/her concerns and/or recommendations, when appropriate.
3. Evaluate and determine if the suggestion or recommendation is to be included in the new or revised publication(s).
4. Ensure the disposition of the concern or recommendation is documented on the memorandum and retained in the publication archive folder.

VI. ADDITIONAL RESPONSIBILITIES

A. The OIG shall ensure:

1. An automatic revision cycle schedule for new and revised directives of one (1), two (2), or three (3) years from the effective date is developed and maintained. The schedule shall additionally include the effective date, the six (6) month evaluation due date, the name of the designated Evaluation Coordinator, and/or the SME, if identified.
2. Staffing protocols for each new and revised Departmental publication are developed.
 - a. Directives shall be staffed to, at a minimum:
 - 1) Evaluation Coordinator;
 - 2) The Departmental SME(s);
 - 3) Division commanders/managers, when appropriate;

- 4) Deputy Chiefs/Director;
 - 5) Assistant Chief of Police; and
 - 6) Chief of Police.
3. Publications, other than directives, shall be reviewed by the supervisor/commander of the author of the publication.
 4. Departmental directive archives are maintained.
 5. A centralized OIG Library is maintained, to include, but not limited to the following publications:
 - a. California Penal Code;
 - b. California Vehicle Code;
 - c. California Health and Safety Code;
 - d. California Government Code;
 - e. Oakland Municipal Code;
 - f. City of Oakland Administrative Instructions;
 - g. DGOs with related Special Orders;
 - h. Departmental TBs with related Special Orders;
 - i. Report Writing Manual with related Special Orders;
 - j. *Manual of Rules* with related Special Orders;
 - k. Information Bulletins;
 - l. Officer Safety Bulletins; and
 - m. Command and Supervisory Bulletins.
 6. The OPD On-Line Publication Library is updated with new and revised Department publications and forms.
 7. The OPD On-Line Publication Library Master Index and each individual Departmental directive index are updated to reflect new, revised, or canceled Department publications and forms.
- B. The Training Division Commander shall:
1. Ensure the following processes are tracked:
 - a. Publication distribution; and


DEPARTMENTAL GENERAL ORDER
OAKLAND POLICE DEPARTMENT

A-1

Effective Date
28 Jul 08

- b. Returned signed rosters, denoting acknowledgement of receipt, review, and training, are entered in the Training Management System.
2. Prepare periodic reports for the command staff regarding training compliance.

By order of


Wayne G. Tucker
Chief of Police

Date Signed: 23 Jul 08