

OFFICE OF CHIEF OF POLICE  
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 15 Jul 11

SUBJECT: Revision of Departmental General Order N-7,  
REPROGRAPHIC SERVICES (14 Dec 07)

The purpose of this order is to set forth Departmental policy and procedures for requesting printing and duplicating services provided by the City and Department Reprographic Shops.

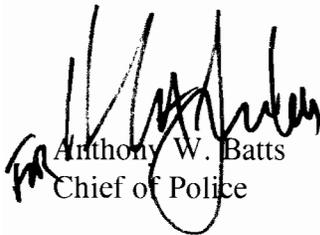
The Evaluation Coordinator for this order shall be the Research and Planning Division Commander, who, without further notice, shall forward the required report to the Chief of Police on or by 16 Jan 12.

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 Research and Planning Division, Policy and Publication Development Unit 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 DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of

  
Anthony W. Batts  
Chief of Police

Date Signed: 7/13/11



DEPARTMENTAL  
GENERAL  
ORDER

Effective Date:  
15 Jul 11

N-7

Evaluation Coordinator:  
Research and Planning Division Commander

Index as:

Evaluation Date:  
16 Jan 12

Reprographic Services

Automatic Revision Cycle:  
3 Years

---

### REPROGRAPHIC SERVICES

The purpose of this order is to set forth Departmental policy and procedures for requesting reprographic services provided by the City and Department Reprographics Shops.

#### I. REPROGRAPHIC SERVICES

##### A. Permanent and Temporary Forms

It is the responsibility of the requesting unit to:

1. Contact the Policy and Publication Development Unit to ensure the Temporary Form (TF-#) to be reproduced is the most up-to-date version.
2. Consult with the Training Section Commander to ensure funding is available and to determine paper requirements, if any, priority, and completion timeline.
3. Prepare a Duplicating Work Request (DWR) (TF-059) for printing by the Department Reprographics Shop or Request for Duplicating Services form (400-612) for printing by the City Reprographics Shop;
  - a. For best results, ensure the City and/or Department Reprographics Shop is provided with an electronic file of the form or other material to be reproduced; and/or

In the event an electronic file is not available, provide a print quality copy of the form or other material with the reprographics request.

- b. Obtain authorization from the unit commander/manager (signatures are required on the request).

- c. Forward the authorized DWR requests (and attachments, if any) to the Training Section Commander for Department reprographic approval.

B. Direct Charge Items

The City Reprographics Shop processes approved requests for the reproduction of permanent forms (referred to as “direct charge” items).

1. When direct charge items are to be reproduced by the City Reprographics Shop, the requestor shall prepare a Request for Duplicating Services form (400-612).
2. Authorization from requesting unit commander/manager is required for reprographic services by the City Reprographics Shop.
3. Forward the approved request form directly to the City Reprographics Shop with an electronic or print quality copy of the form or other material to be reproduced.

- C. The Training Section Commander shall forward all approved DWRs to the Department Reprographics Shop. Reprographic requests that are denied shall be returned to the requestor denoting the reason for denial.

## II. REPROGRAPHIC CONSIDERATIONS

- A. **Color v. Black & White** – Departmental publications, forms, and manuals may be designed and published in color when the method of distribution is electronic. However, due to the high cost of color reproduction, every effort shall be made to reproduce printed material in black & white unless color reproduction is essential to the presentation of the material. Color reproduction shall require prior approval of the Training Section Commander and authorized by the Chief of Police, Assistant Chief of Police, Deputy Chief or Deputy Director.

**RECOMMENDATION:** Utilize black and white photos and graphics, when possible, when printing in black & white.

- B. The DWR or Request for Duplicating Services form shall include the following form/material information, reprographic requirements and instructions:
1. Form number and title;
  2. Quantity;
  3. Fund, Organization, and Project funding codes, if required;

4. Paper size, weight, and color;
5. Ink colors;
6. Hole punching;
7. Glue and cardboard backing;
8. Stapling;
9. Multi-part forms and padding (collating NCR forms);
10. Spiral/Blue Tape Heat Binding;
11. Folding;
12. Due Date;
13. Contact person;
14. Other special reprographic instructions; and
15. Distribution information, if applicable.

Questions concerning the status of service requests shall be directed to the City or Department Reprographics Shop Supervisor.

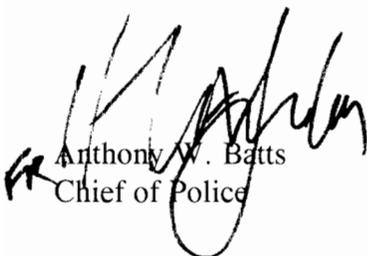
### III. SERVICE PRIORITY FOR DEPARTMENT REQUESTS

- A. The Training Section Commander shall assign a service priority to each DWR and forward approved requests to the Department Reprographics Shop for processing.
- B. Service priorities shall not be changed without the prior approval of the Training Section Commander.

### IV. RECORDS MANAGEMENT

- A. Requesting units shall retain a copy of the approved DWR for unit records.
- B. The Department Reprographics Shop Supervisor shall:
  1. Retain a copy of the DWR and the material reproduced;
  2. Maintain a log of all reprographic services rendered; and
  3. Retain the DWR and log for a period of two (2) years.

By order of

  
Anthony W. Batts  
Chief of Police

Date Signed: 7/15/11