

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata Chief of Police

SUBJECT: DUTY MANUAL REVISION: C 1717 DATE: July 19, 2021 COMMAND OFFICER'S RESPONSIBILITIES

APPROVED

Memo# 2021-021

BACKGROUND

A review of the Duty Manual discovered changes are necessary to ensure section C 1717 COMMAND OFFICER'S RESPONSIBLITIES conforms with current law.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in strike through form.

C 1717 COMMAND OFFICER'S RESPONSIBILITIES:

Revised 07-19-21

The assigned command officer has the responsibility for determining the findings and making recommendations. The command officer will complete the following steps prior to preparing a memorandum which recommends action:

- <u>REVIEW OF IA INVESTIGATION</u>: A thorough review of the investigation conducted by IA.

- <u>REVIEW EMPLOYEE'S RECORDS</u>: A review of the member's records including, but not limited to, IA and personnel records.

- <u>EMPLOYEE INTERVIEW</u>: The command officer making a finding <u>may</u> will do so only after an appropriate interview with the <u>dD</u>epartment member involved. <u>If an</u> The interview <u>is conducted, it</u> shall be audio recorded by the command officer. The involved member <u>has the right to decline a voluntary interview, if offered</u>. <u>However, they do</u> does not have a right to decline refuse an <u>involuntary</u> interview, if requested by the command officer.

- <u>SUPERVISORY INPUT</u>: The command officer will discuss the investigation with the <u>dD</u>epartment member's immediate supervisor. Information is solicited concerning the member's present job performance and any other pertinent factors that might influence

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a disciplinary recommendation. The immediate supervisor's input is documented in the command officer's memorandum.

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.

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Anthony Mata Chief of Police

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