

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION: C 1717  
COMMAND OFFICER'S  
RESPONSIBILITIES**

**DATE:** July 19, 2021

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APPROVED

Memo# 2021-021

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## **BACKGROUND**

A review of the Duty Manual discovered changes are necessary to ensure section C 1717 COMMAND OFFICER'S RESPONSIBILITIES 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:

- REVIEW OF IA INVESTIGATION: A thorough review of the investigation conducted by IA.

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

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

- SUPERVISORY INPUT: The command officer will discuss the investigation with the ~~dDepartment~~ 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.

A handwritten signature in black ink, appearing to read 'A. Mata'.

Anthony Mata  
Chief of Police

AM:SD:KN