

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
OFF-DUTY ENFORCEMENT**

DATE: October 21, 2021

APPROVED

Memo# 2021-031

BACKGROUND

The Department has amended the duties of sworn personnel who take enforcement action while off-duty.

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 1444 OFF-DUTY ENFORCEMENT ACTION:
Deleted 10-21-21

L 2204 OFF-DUTY ENFORCEMENT:
Revised 10-21-21

Prior to taking enforcement action, off-duty officers will first determine the appropriate action to take based upon the activity which is occurring. *Off-duty officers will consider the need to take immediate action or defer enforcement action to the on-duty personnel from the law enforcement agency in which the activity is occurring.*

The Department recognizes that off-duty officers cannot rely on the immediate assistance or application of police resources in the same capacity as while on duty and, does not expect officers to jeopardize themselves or others by taking police action while off duty. However, when action is considered necessary, consistent with the tactical situation, offense involved, or other factors as articulated by the involved off-duty officer, any police action taken shall be governed by the same policies, procedures, rules, and regulations that apply to on-duty ~~d~~Department members in a similar situation.

The off-duty officer initiating the enforcement action shall assist on-duty personnel from the jurisdictional agency by providing the information necessary to conduct a preliminary investigation.

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', is positioned above the printed name and title.

Anthony Mata
Chief of Police

AM:SD:MB