

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISION: S 1502
REQUEST FOR PUBLIC
APPEARANCE**

DATE: September 24, 2022

APPROVED

Memo #2022-049

BACKGROUND

A review of Duty Manual section S 1502 REQUEST FOR PUBLIC APPEARANCE discovered changes were necessary to bring it into alignment with best practices.

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.

S 1502 REQUEST FOR PUBLIC APPEARANCE: *Revised 09-24-22*

Department members will shall notify and obtain ~~permission~~ approval from their chain of command Bureau Chief, or a designee, prior to attending speaking or presenting at any public appearances, conventions, trainings, or law enforcement meetings ~~outside the city~~ when the member is ~~representing~~ acting as a representative of the Department or City.

If explanation for the appearance is requested by the Department member's chain of command, the purpose of the appearance, intended audience, date, time, and location will be documented on a Department memorandum and submitted through the chain of command.

Example1: An officer is asked to come to career day at their child's school. The officer shall notify and obtain approval from their supervisor.

Example 2: An officer is asked to present a class based on expertise at the Santa Clara County District Attorney's Office. The officer shall notify and obtain approval from their supervisor. The officer's chain of command may request a memorandum documenting the purpose of the appearance, intended audience, date, time, and location of the training.

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~~Members who are requested to fill any speaking engagement will complete a "Request for Public Appearance Form" (Form 201-14) and then submit the form through their chain of command to their respective Bureau Chief. The member's Bureau Chief, or a designee, will then assign the member originally requested or may assign some other member to fill the engagement.~~

~~One copy of the "Request for Public Appearance" will then be routed to the Crime Prevention Unit for permanent filing.~~

~~EXCEPTION: Department members assigned to the Crime Prevention Unit need not submit a "Request for Public Appearance" form.~~

ORDER

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

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:JP