



Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: SEE BELOW

DATE: November 21, 2022

APPROVED

Memo #2022-060

**SUBJECT: DUTY MANUAL REVISION: L 2634 COMMAND OFFICER'S
RESPONSIBILITY WHEN A FIREARM IS DISCHARGED**

BACKGROUND

A review of the Duty Manual 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*.

**L 2634 COMMAND OFFICER'S RESPONSIBILITY WHEN A FIREARM IS
DISCHARGED:**
Revised 11-21-22

When a firearm is discharged *at an individual*, regardless of whether it results in injury or death, a command officer will notify the Homicide Unit Commander, who will then coordinate with Homicide-Crime Scene Unit members in conducting a thorough investigation into the incident. The Homicide Unit Commander will review the results of the investigation with the Office of the Chief of Police.

ORDER

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

Anthony Mata
Chief of Police

AM:SD:DK