

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Chief of Police

**SUBJECT: DUTY MANUAL REVISION:
L 2120 REPORTING AND POST-
PURSUIT ANALYSIS**

DATE: November 5, 2024

APPROVED

Memo# 2024-025

BACKGROUND

Following a vehicle pursuit, it is the responsibility of a supervisor to ensure completion of all appropriate Department reports, including a pursuit memorandum routed through the Chain of Command to the Chief of Police, or their designee. Effective immediately, the Department will begin using BlueTeam software to report, route, and track the supervisory review process for post-pursuit analysis.

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.

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Supervisor's responsibility:

It is the responsibility of the pursuit supervisor to ensure completion of all the appropriate Department reports required to document the pursuit. That documentation must include, but is not limited to:

- Primary documentation (General Offense Report (Form 200-2-AFR), Narrative/Supplemental Report (Form 200-3A-AFR), Form CHP 555-MRE, or Juvenile Contact Reports)
- **Submission of CHP 187A**
- All booking forms, citations, and Felony Affidavits

The pursuit supervisor will notify the on-duty Command Officer of the pursuit. The Command Officer will create an entry in BlueTeam and assign the investigation to the supervisor.

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The pursuit supervisor shall also complete a "Pursuit Memorandum." ~~The supervisor shall also and obtain copies of all relevant reports, and submit them and the Pursuit Memorandum via the Chain of Command to the Chief of Police or their designee. Within 30 days of being assigned the investigation, the pursuit supervisor will route the Pursuit Memorandum and all related documents in BlueTeam through the involved officer's Chain of Command to the Chief of Police or their designee. Each command officer within that chain shall review the memorandum and related documents to determine whether departmental procedures and policies were adhered to. The pursuit supervisor will also obtain a copy of all related recordings of 9-1-1 calls and/or radio traffic from Communications. Additional copies of such recordings may be obtained and booked directly into evidence. At least one copy is obtained and submitted of the related recordings shall be obtained and routed in BlueTeam along with the Pursuit Memorandum.~~

The pursuit supervisor will also complete ~~and submit~~ Form CHP 187A in compliance with California Vehicle Code Section 14602.1. The pursuit supervisor will include a scanned copy of the CHP 187A with the related pursuit documents routed in BlueTeam and forward the original CHP 187A form to the Bureau of Field Operations Administrative Unit (BFO Admin).

Within 30 days of a vehicle pursuit, the BFO Admin unit will forward a copy of the CHP 187A to the California Highway Patrol and keep a copy of the CHP 187A on file. Additional details of how to complete and where to submit the form are available on the CHP 187A form.

In all cases where an officer attempts to stop a violator and the violator flees or fails to yield and the officer makes no attempt to keep up with or pursue the violator, a "Non-Pursuit Incident" form is completed and submitted to the BFO Administrative Unit. This is to assist the Department in keeping records of those instances where violators flee but are not pursued out of concern for public safety as described in Section L 2102. A form CHP 187A is not required under these circumstances.

It is the responsibility of the BFO Administrative Unit to review all Form CHP 187A and direct required correspondence to the appropriate CHP office. If a supervisor from a bureau other than BFO is involved in reviewing the reports of a vehicle pursuit, they will forward the original Form CHP 187A to the BFO Administrative Unit.

Command Officer's responsibility:

The on-duty Command Officer will ensure an entry is made in BlueTeam and assign the investigation to the pursuit supervisor by the end of the Commander's next shift. If the Commander creating the entry is not in the Department member's chain of command, they will forward a notification of the entry in BlueTeam to the Command Officer in the Department member's chain of command.

The Command Officer receiving the completed investigation from the pursuit supervisor is responsible for reviewing and evaluating all the information to ensure proper investigation and documentation. Each command officer within that chain shall review the memorandum and related documents to determine whether Departmental procedures and policies were adhered to. The Command Officer will make a

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recommendation to the Office of the Chief of Police for a Department initiated investigation, if appropriate.

The Command Officer will use the dialogue box in BlueTeam to document their recommendation. The information will be forwarded in BlueTeam through the chain of command within 90 days of the Commander's initial entry.

ORDER

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

A handwritten signature in black ink that reads "Paul Joseph". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Paul Joseph
Chief of Police

PJ:PH:BM:JF