

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**      **FROM: Anthony Mata**  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION: A 2204**      **DATE: September 8, 2021**  
**ORDER OF SUCCESSION**

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APPROVED

Memo# 2021-024

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## **BACKGROUND**

Department memorandum #2021-003 revised the organization sections of Duty Manual sections A 1301 – A 2004. A review of the Duty Manual discovered changes were necessary in Duty Manual section A 2204 ORDER OF SUCCESSION to bring it into alignment with the current command structure outlined in that memorandum.

## **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.

### **A 2204      ORDER OF SUCCESSION:** *Revised 09-08-21*

In the absence of the Chief of Police, the Assistant Chief of Police will serve as the Acting Chief of Police. The order of succession and/or order of notification in the event of an emergency will coincide with the chain of command and is as follows:

- a. Chief of Police
- b. Assistant Chief of Police
- c. Deputy Chief, *Executive Officer* ~~Bureau of Field Operations~~
- d. Deputy Chief, *Bureau of Field Operations* ~~Bureau of Investigations~~
- e. Deputy Chief, *Bureau of Investigations* ~~Bureau of Technical Services~~
- f. Deputy Chief, Bureau of Administration

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**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