

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION: C 1702  
PURPOSE OF INVESTIGATIONS**

**DATE:** May 13, 2022

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APPROVED

Memo# 2022-018

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## **BACKGROUND**

On March 1, 2022, the CNA Corporation presented a report to the City Council entitled, [21<sup>st</sup> Century Policing Assessment of the San José Police Department \(link\)](#).

Recommendation #1.3.6 in this report reads, “Revise the Duty Manual to focus on maintaining community trust through fair and impartial investigations.”

## **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 1702 PURPOSE OF INVESTIGATIONS:**

*Revised 05-13-22*

The *fair, impartial, and* thorough investigation of all allegations received serves to protect the public and Department against procedures or acts which result in misconduct by ~~a~~ Department members. A *fair, impartial, and* thorough investigation further serves to protect the community, Department, and its members from allegations which are based on misunderstanding or invalid information. *In all cases, fair, impartial, and thorough investigations demonstrate a dedication to accountability and serve to establish and maintain public trust.*

## **ORDER**

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



Anthony Mata  
Chief of Police

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