

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISION: A 1104
EMPLOYEE RESPONSIBILITY**

DATE: June 21, 2022

APPROVED

Memo# 2022-028

BACKGROUND

A review of the Duty Manual section A 1104 EMPLOYEE RESPONSIBILITY discovered revisions 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.

A 1104 EMPLOYEE RESPONSIBILITY: *Revised 06-21-22*

Department members will be responsible for adhering to all the provisions contained within the Duty Manual. *This responsibility continues even if the Department member is not assigned as the primary responding officer to an event. Department members who are reasonably unaware of violations of the Duty Manual will not be held responsible for those violations.*

Example: Two officers respond to a domestic violence event. The primary officer, Officer A, speaks with the survivor, provides resources, and leaves the scene without taking a report. Officer B is on scene and is aware of the decision to not take a report. Officer B is responsible for Duty Manual section L 7307 DOMESTIC VIOLENCE REPORTING and shall take a report, even if Officer A does not.

ORDER

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



Anthony Mata
Chief of Police

AM:SD:JJ