

# Memorandum

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

**SUBJECT: DUTY MANUAL REVISION: L 2406**      **DATE: September 3, 2022**  
**VIOLATOR CONTACT**

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APPROVED

Memo #2022-045

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## **BACKGROUND**

On March 1, 2022, the CNA Corporation presented a report to the City Council entitled, [21st Century Policing Assessment of the San José Police Department \(link\)](#). This report contains numerous recommendations including the following:

Recommendation #2.11.1 reads: “Revise Duty Manual to require officers to proactively identify themselves during stops and the reason for the stop.”

## **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.

### **L 2406      VIOLATOR CONTACT:** *Revised 09-03-22*

Traffic violation enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases this is the only contact that a person has with our Department. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

*Officers shall, as soon as time and circumstances permit, identify themselves and provide the reason for the vehicle contact.*

*When an officer chooses to release a violator without a citation, the officer should consider providing the violator with a report receipt or a business card with their name and badge included. When identification is requested by the violator, officers will refer to Duty Manual section C 1409 SUPPLYING IDENTIFICATION.*

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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