

# Memorandum

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

**SUBJECT:** DUTY MANUAL REVISION: S 1502      **DATE:** September 24, 2022  
REQUEST FOR PUBLIC  
APPEARANCE

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APPROVED

Memo #2022-049

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## **BACKGROUND**

A review of Duty Manual section S 1502 REQUEST FOR PUBLIC APPEARANCE discovered changes 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.

### **S 1502      REQUEST FOR PUBLIC APPEARANCE:** *Revised 09-24-22*

Department members will ~~shall~~ notify and obtain ~~permission~~ *approval from their chain of command* Bureau Chief, or a designee, prior to attending *speaking or presenting at any public appearances*, conventions, *trainings*, or *law enforcement* meetings outside the city when the member is ~~representing~~ *acting as a representative of the* Department or City.

*If explanation for the appearance is requested by the Department member's chain of command, the purpose of the appearance, intended audience, date, time, and location will be documented on a Department memorandum and submitted through the chain of command.*

*Example 1: An officer is asked to come to career day at their child's school. The officer shall notify and obtain approval from their supervisor.*

*Example 2: An officer is asked to present a class based on expertise at the Santa Clara County District Attorney's Office. The officer shall notify and obtain approval from their supervisor. The officer's chain of command may request a memorandum documenting the purpose of the appearance, intended audience, date, time, and location of the training.*

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~~Members who are requested to fill any speaking engagement will complete a "Request for Public Appearance Form" (Form 201 14) and then submit the form through their chain of command to their respective Bureau Chief. The member's Bureau Chief, or a designee, will then assign the member originally requested or may assign some other member to fill the engagement.~~

~~One copy of the "Request for Public Appearance" will then be routed to the Crime Prevention Unit for permanent filing.~~

~~EXCEPTION: Department members assigned to the Crime Prevention Unit need not submit a "Request for Public Appearance" form.~~

**ORDER**

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



Anthony Mata  
Chief of Police

AM:SD:JP