



# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM: Anthony Mata**  
Chief of Police

**SUBJECT: SEE BELOW**

**DATE: November 21, 2022**

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APPROVED

Memo #2022-060

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**SUBJECT: DUTY MANUAL REVISION: L 2634 COMMAND OFFICER'S  
RESPONSIBILITY WHEN A FIREARM IS DISCHARGED**

## **BACKGROUND**

A review of the Duty Manual 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*.

### **L 2634      COMMAND OFFICER'S RESPONSIBILITY WHEN A FIREARM IS DISCHARGED:**

*Revised 11-21-22*

When a firearm is discharged *at an individual*, regardless of whether it results in injury or death, a command officer will notify the Homicide Unit Commander, who will then coordinate with Homicide-Crime Scene Unit members in conducting a thorough investigation into the incident. The Homicide Unit Commander will review the results of the investigation with the Office of the Chief of Police.

## **ORDER**

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

Anthony Mata  
Chief of Police

AM:SD:DK