



San Diego Community College District Police Department Policy and Procedures

1.01 DEPARTMENT DIRECTIVES

EFF. 10/01/19

I. PURPOSE

This procedure delineates processes that shall be followed to ensure consistency in the development, editing, and dissemination of Department-level directives defined below. This procedure also provides guidance and requirements for accessing and adhering to directives.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

- A. Department Order – a written directive requiring compliance by all affected members of the Department for a period of two years.
- B. Department Policy – a written expression of a guiding principle requiring compliance by all affected members of the Department until rescinded or superseded.
- C. Department Procedure – a written description of procedural steps that must be followed by all affected members of the Department until rescinded or superseded.
- D. Legal Update – a Department publication that provides review and analysis of current laws by the District Attorney.
- E. Training Bulletin – a Department publication that introduces training topics, defines subject matter, explains and discusses accepted practices, procedures, and philosophies.

IV. RESPONSIBILITY

The College Police Records Supervisor is responsible and accountable for drafting, editing, revising, and publishing all Department Policies, Procedures, and Orders, along with the assistance of other Department personnel as needed.. The Chief of Police, or other designated College Police supervisors, additionally will review all Legal Updates,

Training Bulletins, and Department Orders to determine if modifications are required to existing Policies and Procedures. If modifications are necessary, the Records Supervisor will coordinate making the changes with the originator of the directive. The Records Supervisor will obtain approval from the Chief of Police before publishing new or revised Department Policies and Procedures.

V. DEPARTMENT ORDERS

- A. Department Orders shall only be issued with the specific approval of the Chief of Police.
- B. Department Orders are appropriately used to:
 - 1. Initiate new directives that are immediately effective;
 - 2. Reiterate and emphasize existing requirements; and,
 - 3. Temporarily modify instructions expressed in previously published directives.
- C. Department Orders shall be brief and contain only essential directive elements.
- D. Each Department Order shall remain in effect for two years from the date of the Order, unless:
 - 1. The Order contains an explicitly stated earlier termination date;
 - 2. The very nature of the directive is self-canceling; or,
 - 3. The Order is explicitly rescinded or superseded by another directive.
- E. Recommendations for new Department Orders may be originated by any member of the Department and emailed, via the originator's chain of command, to the Chief of Police for coordination of the review, approval, and dissemination process.
- F. When a Department Order modifies an existing Department Policy or Procedure, the Records Supervisor will have the Department Policy or Procedure forwarded to them for revising, consistent with the language reflected in the Order.
- G. The College Police Records Supervisor shall maintain a master copy of Department Orders.

VI. DEPARTMENT POLICIES

- A. New Department Policies or changes to existing Department Policies shall only be issued with the specific approval of the Chief of Police.
- B. Recommendations for new Department Policies or changes to existing Policies may be originated by any member of the Department and emailed, via the originator's chain of command, to the Chief of Police for review/revision, approval, and dissemination.
- C. Each recommendation for a new Department Policy or change to an existing Policy will be accompanied by a draft of the proposed Policy, prepared in the proper format.
- D. The College Police Records Supervisor shall maintain a master copy of Department Policies.

VII. DEPARTMENT PROCEDURES

- A. All Department Procedures shall be reviewed and/or revised every three years, or as necessary.
- B. New Department Procedures or changes to existing Department Procedures shall only be issued with the specific approval of the Chief of Police.
- C. Recommendations for new Department Procedures or changes to existing Procedures may be originated by any member of the Department and emailed, via the originator's chain of command, to the Chief of Police for review/revision, approval, and dissemination.
- D. Each recommendation for a new Department Procedure or change to an existing Procedure will be accompanied by a draft of the proposed Procedure, prepared in the proper format.
- E. A Department Procedure shall be superseded only by a new or revised Department Procedure.
- F. A Department Procedure shall only be rescinded by a new or revised Department Procedure, or a Department Order, any one of which must explicitly announce the annulment.
- G. The College Police Records Supervisor shall maintain a master copy of Department Procedures.

VIII. TRAINING BULLETINS

- A. Training Bulletins shall only be issued with the specific approval of the Chief of Police.
- B. Training Bulletins shall be prepared and disseminated by the Administrative Sergeant.
- C. The Administrative Sergeant shall maintain a master copy of Training Bulletins.

IX. REVIEW, APPROVAL AND DISSEMINATION OF DEPARTMENT DIRECTIVES

- A. The College Police Records Supervisor shall coordinate the review, approval and dissemination of Department Orders.
- B. The College Police Records Supervisor shall conduct the review/revision of Department Policies and Procedures; obtain the necessary approvals; and, coordinate the dissemination of Policies and Procedures.
- C. The Administrative Sergeant shall review Legal Updates and Training Bulletins for compatibility with Department Policies and Procedures prior to their placement in the Department's G-Drive.. The College Police Records Supervisor shall make the necessary revisions to the appropriate Policies and Procedures that result from the issuance of new Legal Updates or Training Bulletins.
- D. The College Police Records Supervisor shall ensure that Department directives are placed in the Department's G-Drive.
- E. When new Department directives are placed in the G-Drive, an electronic notification will be provided to all members of the Department via e-mail. All Department members must access and read their department e-mail weekly, except while on approved leave.
- F. All members of the Department are responsible for abiding by the information contained in Legal Updates, Department Orders, Department Policies, Department Procedures, and Training Bulletins.

X. RELEASE OF DEPARTMENT DIRECTIVES

Department directives shall only be released outside of the Department with the specific approval of the Chief of Police.