

**SAN DIEGO POLICE DEPARTMENT  
ORDER**

**DATE/TIME:** JUNE 12, 2023 0815 HOURS  
**NUMBER:** OR 23-16  
**SUBJECT:** ANNUAL OPERATION MANUAL UPDATE  
**SCOPE:** ALL MEMBERS OF THE DEPARTMENT  
**DEPARTMENT PROCEDURE AFFECTED:** 1.25

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The Department’s Inspections Manual states: “It shall be the commanding officer's responsibility to review the command’s operations manual and ensure the manual contains accurate and relevant information. Information deemed out-of-date should be removed. Commanding officers should make this document available to all employees within the command. Commanding officers will forward an electronic copy of their operations manual to the Research, Analysis, and Planning Unit for placement in the Resource Library.”

The commanding officer, or their designee, shall review the necessary operation manual(s) and forward the final product to the Research, Analysis, and Planning (RAP) Unit for archiving and posting to the public website, as is legally required per California state law. If you need a Word copy of the document, please contact the RAP Unit for assistance.

If redactions are required for the copy that will be uploaded to the COSD public website, the commanding officer, or their designee, will provide the manual with yellow highlights of desired redacted material.

**NOTE: Redaction should be under below two categories, per the California Government Code:**

**1) Public Interest Balancing Test California Government Code section 7922.000 which states:**

“An agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this division, or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.”

**2) Operational Security California Government Code section 7923.600 which states in part:**

“[The California Public Records Act] does not require the disclosure...of intelligence information or security procedures of...any state or local police agency...”

**NOTE: Please contact the Legislative Affairs Unit (Formally RIU) for questions regarding redactions and the California Public Records Act.**

A guideline for preparing operations manuals is available in the Resource Library.

The operation manuals shall be completed **by August 31, 2023**. If you have any questions, please contact the Research, Analysis, and Planning Unit.

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Please read at squad conferences and give a copy to all personnel.