

GENERAL ORDER

05/02/05

This order outlines the procedures to be followed when the Department receives policy recommendations (including suggested revisions to Department General Orders and Bulletins) from the OCC or other organizations.

I. POLICY

The Department recognizes that issues of public concern are addressed in policy recommendations made by the OCC and other organizations. These issues of public concern can often be resolved by enacting or revising Department General Orders and Department Bulletins. To ensure that policy recommendations and suggested revisions to Department General Orders and Bulletins are acted upon in a timely manner, the Department adopts the following procedures.

II. PROCEDURE

- A. **OCC Policy Recommendations.** As directed by the Police Commission, the OCC prepares and publishes quarterly recommendations concerning policies and practices of the Department. (See DGO 2.04 III (6)) The OCC shall provide copies of quarterly recommendations to the Department.
- B. **Policy Recommendations From Other Organizations.** Other organizations may file written policy recommendations with the Police Commission. Upon receipt, the secretary of the Police Commission shall calendar the policy recommendation for the next Police Commission meeting. The Police Commission shall discuss and forward it to the Police Department for review and determination of appropriate action consistent with procedures set forth in this DGO.
- C. **Department's Written Response**
 - 1. **Policy Recommendations:** Within 14 calendar days of receiving the OCC's or other organization's policy recommendation, the Department shall provide a written response. The written response shall identify any areas of agreement and disagreement; as to those areas of disagreement, the Department will provide an explanation of its position. The response will also identify the officer in charge of resolving the issue(s) raised by the policy recommendation and an estimated time for implementation of the policy recommendation.

2. Suggested Revisions of Department General Orders and Department Bulletins: Within 14 calendar days of receiving the OCC's or other organization's suggested revisions to a Department General Order or Department Bulletin, the Department will provide a written response. The written response will identify any areas of agreement and disagreement; as to those areas of disagreement, the Department will provide an explanation of its position. The response will also identify the officer in charge of completing the revisions to the Department General Order or Department Bulletin and an estimated time for completion of the revisions.

D. Discussions: Within 30 calendar days of receiving the policy recommendation and/or suggested revision to the Department General Order or Bulletin, the Department will engage in good faith discussions with the OCC or other organization to resolve the issue(s) raised by the policy recommendation or suggested revisions to the Department General Order or Bulletin. The discussions will involve at least one member of the Department who is authorized to address the particular concerns raised by the policy recommendation and/or Department General Order or Bulletin revisions. (For example, a policy recommendation concerning police interactions with disabled individuals would include the attendance of the Department's American With Disabilities Act Coordinator.)

III. Reporting on the Status of Pending Policy Recommendations and Revisions to Department General Orders and Bulletins

- A. The Department shall report in writing to the Police Commission and the OCC not less than once per month on the status of all pending policy recommendations and revisions to Department General Orders and Bulletins that the OCC and other organizations have proposed.
- B. The report shall include the date the Department received the policy recommendation and/or suggested revision to the Department General Order or Department Bulletins, the date the Department provided its written response to the OCC or other organization, the date(s) the Department met with the OCC or other organization, the status of the discussions (including objections and obstacles to implementation) and an estimated time for resolving the issues raised by the policy recommendation and/or suggested revisions to Department General Orders or Department Bulletins. The report shall be a public record, and shall be posted on the website of the Police Commission.
- C. The Police Commission shall hold a public hearing at least once every quarter to consider the status of all pending policy recommendations and

revisions to Department General Orders and Bulletins that the OCC or other organizations have made.

- D. Within six months of receiving the OCC's or other organization's policy recommendation or suggested revisions to the Department General Order or Bulletin, the Police Commission shall calendar the matter for Police Commission action.