

# **SAN DIEGO POLICE DEPARTMENT PROCEDURE**

**DATE:** JULY 10, 2014

**NUMBER:** 1.24 – ADMINISTRATION

**SUBJECT:** COMMUNICATION WITH THE CITY COUNCIL AND PROCESSING REQUESTS FOR COUNCIL ACTION (1472)

**RELATED POLICY:** [1.24](#)

**ORIGINATING DIVISION:** CHIEF'S OFFICE

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**

**SUPERSEDES:** DP 1.24 – 03/08/2010

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## **I. PURPOSE**

This Department procedure establishes guidelines for interaction with the City Council and Requests for Council Action.

## **II. SCOPE**

This procedure applies to all members of the Department.

## **III. BACKGROUND**

San Diego City Charter, Section 270(g), says:

“Except for the purpose of inquiry or communications in furtherance of implementing policies and decisions approved by resolution or ordinance of the Council, individual members of Council shall deal with the administrative service for which the Mayor is responsible only through the Mayor, ... or the Mayor’s designees.”

A Request for Council Action form (1472) is the document used to request a specific action by City Council or City Council Committee. A Request for Mayoral Action form (1544) is the document used to request a specific action by the Mayor. Actions requiring submittal of these forms are indicated in the San Diego City Charter, San Diego Municipal

Code, Council Policy Manual, and Administrative Regulations. Members should consult these documents to determine whether an item requires City Council or Mayoral approval, which will dictate which process to follow. If the item is unique in nature or the member is unable to determine which form to use, a Police Department legal advisor should be consulted.

#### **IV. PROCEDURES FOR PROCESSING COUNCIL INQUIRIES**

- A. Commanding officers or their designees are encouraged to:
  1. Answer questions of a general nature on matters within their scope of authority, which are public information; and,
  2. Provide information on Police Department policies and procedures.
- B. Members communicating with City Council members must notify their commanding officer and the Chief's Office Administrative Sergeant of the nature and content of the communication. The commanding officer will notify their respective Assistant Chief.
  1. Questions on whether it is proper to answer a specific City Council inquiry should be referred to the appropriate Assistant Chief, the commanding officer or the Chief's Office Administrative Sergeant before answering the inquiry.
  2. Under no circumstances should recommendations for policy or change in policy be discussed with a City Council member or their staff. Any inquiries of this nature should be referred to the respective Assistant Chief or the Chief's Office Administrative Sergeant.
- C. Inquiries requiring a written response will be submitted to the Department by a Route Slip, routed from the Mayor or City Council. The Chief's Office Aide will track and assign these requests for information to the appropriate commanding officer or Department member for response. The Chief's Office will provide specific instructions on responding to the inquiry. The Chief's Office Aide has the authority to edit and approve some responses, with concurrence from the Chief of Police.
  1. In keeping with direction from the Mayor, members shall use the City's Standardized Correspondence Manual when responding in writing to all requests for information.
  2. In general, responses to the Mayor and City Council will be in memorandum form. Responses directly to citizens will be in letter format.

3. Responses shall be routed for approval through the chain of command (before final, prompt submission) to the Chief's Office Aide. Note that the Mayor sets deadlines for the Chief's Office on all assignments requiring a written response.

**V. PROCEDURES FOR PROCESSING REQUESTS FOR COUNCIL OR COMMITTEE ACTION**

- A. The Chief's Office Administrative Sergeant will coordinate with the Mayor's Office and Docket Liaison office regarding docketing items for Council or Committee and accompanying presentations.
- B. Requests for City Council or Council Committee Action are completed using the City's e1472 process. Users must receive a login and user ID from the City's e1472 coordinator.
- C. Information related to accessing the City's e1472 system can be obtained from the following website: <http://citynet.sannet.gov/e1472/index.shtml>.
- D. All grant-related e1472 requests will be initiated by the Department's Grant Management Section staff assigned to the Fiscal Operations Unit. All other e1472 requests will be the responsibility of the requesting command.
- E. Requests for City Council or Council Committee action are processed in the following manner:
  1. Originating unit contacts Chief's Office of Administrative Sergeant for 1472 Word template, instructions and docket closing calendar.
  2. Originator (subject matter expert) submits request for Sire/e1472 access (form can be obtained on CityNet).
  3. Working with their commanding officer and Assistant Chief, Originator identifies target dates to Committee and City Council.
  4. Originator completes 1472 Word template, following instructions for type of item (Action or Information).
  5. If the Executive Summary is longer than 7,000 characters, Originator prepares Report to City Council.

6. Originator emails the 1472 Word document and pertinent supporting documents for review and approval to:
  - a) Commanding officer
  - b) Assistant Chief
  - c) Fiscal analyst
  - d) Legal advisor
7. Originator incorporates any revisions from above reviewers into Word template and emails the revised version to above reviewers for final approval.
8. Once finalized, Originator transfers information from Word template to Sire/e1472 system and attaches pertinent documents, following the 1472 attachment guidelines.
9. Once the 1472 is entered into Sire system, Originator electronically routes the document to Executive Assistant Chief for internal review.
10. Originator monitors the 1472 for comments from the Docket Liaison.
11. Once the Executive Assistant Chief approves, Originator electronically routes the 1472 for external review, following the external review guidelines.
12. Originator asks Chief's Office Administrative Sergeant to confirm with Committee Consultant whether or not the item will be put on the Consent Agenda.
13. While the item is in the external routing process, Originator prepares PowerPoint presentation for Committee (unless item is on Consent Agenda) commanding officer, Assistant Chief and Executive Assistant Chief review and approval.
14. Originator attaches the final PowerPoint to the item in the Sire system, following the 1472 attachment guidelines.

15. Originator monitors the 1472 for external reviewer comments and makes updates in the Sire system, as necessary.
16. Originator submits final/approved 1472 prior to docket closing deadline, which is seven business days before targeted Committee meeting date or two weeks before targeted Council meeting date.
17. Chief's Office Administrative Sergeant makes 20 copies (three-hole punched, stapled and collated) of the 1472 and all supporting documents and has them delivered to the Committee Consultant on the 3<sup>rd</sup> floor of the City Administration Building prior to the docket closing deadline.
18. Originator prepares for Committee meeting presentation (including saving presentation to thumb drive).
19. If the item is approved by the Committee, Originator attaches the “green sheet” to the item in the Sire system and revises the language in the “Previous Council and/or Committee Action” section to read as follows: “Item was approved by Committee on (enter date) and is moving forward to City Council for approval.”

G. Refer to Administrative Regulation 3.20, Processing Requests for Council Action for Approval of a Resolution or Ordinance, for further details on the processing of Requests for Council Action.