

**CHAPTER 1**

**GENERAL**

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## CHAPTER 1

### GENERAL

1. PURPOSE AND OBJECTIVE STATEMENTS. Every manual, guide, and handbook shall contain a purpose statement followed by an objective statement. When appropriate, other departmental publications may include purpose and objective statements. The purpose and objective may be included in the Foreword or in the introductory paragraphs of a publication. (Refer to Annex A for an example.)

a. The Purpose Defined. The purpose statement relates directly to the publication and answers the question, “Why is this publication necessary?” The purpose statement explains why the publication is pertinent to the Department.

b. The Objective Defined. The objective statement answers the question, “What will this publication accomplish?” Certain results are expected from policy, guidance, direction, etc., contained in the publication. These results are the objective(s).

2. DEFINITION OF POLICY. For the purpose of this publication, policy is defined as written statements that establish direction toward the accomplishment of departmental objectives.

a. Once policy in a publication is uploaded to the Online Publications Library, it is considered official and is to be adhered to.

3. DEFINITIONS OF PUBLICATIONS. CHP publications are defined as documents containing policy or information used to ensure conformity to law and regulations and assist in the daily functions of the Department. The following documents are considered CHP publications.

a. Highway Patrol Manuals. Highway Patrol Manuals (HPM) establish policy, assign responsibility, and contain procedures that direct personnel on how they are to perform their duties. In content, a manual may be general and deal with principles or concepts; it may be a compilation of material related to an entire function; or it may be a step-by-step directive for the accomplishment of a specific task or operation. Highway Patrol Manuals are uploaded onto the Online Publications Library.

b. General Orders. General Orders (GO) establish policy, assign responsibility, and contain permanent, detailed instructions and procedures that direct personnel on how they are to perform their duties. A GO does not have chapters and is

generally created to cover a single topic (e.g., professional values, location codes). When two or more GOs relate to the same subject, they should be considered for consolidation into a single manual or GO. Unless the Assistant Commissioner, Staff (ACS), grants an exception, a GO shall not exceed 25 numbered pages, including attachments. General Orders are uploaded onto the Online Publications Library.

c. Highway Patrol Guides. Highway Patrol Guides (HPG) contain informative material. They may refer to or restate policy, but do not establish policy. Highway Patrol Guides are uploaded onto the Online Publications Library.

d. Highway Patrol Handbooks. Highway Patrol Handbooks (HPH) usually contain quoted policy, law, or procedures and are primarily informational in nature. They are sometimes issued as brochures or booklets. Highway Patrol Handbooks are uploaded onto the Online Publications Library.

e. Management Memorandums. Management Memorandums (MM) provide the means for issuing temporary directives, temporary policy, and temporary regulatory material. They contain expiration dates not to exceed nine months from their effective dates; however, a six-month extension may be requested. (Refer to Chapter 3, Specifications, paragraph 10.k., of this manual for MM extension information.) Permanent departmental policy will only be contained in GOs and HPMS. Unless ACS grants an exception, an MM shall not exceed 20 numbered pages, including attachments. Management Memorandums are uploaded onto the Online Publications Library.

f. CHP 47, Information Bulletin. The purpose of Information Bulletins (IB) is to make departmental staff aware of any changes to various issues, ranging from the California Vehicle Code; Title 13, California Code of Regulations; or any other information that may affect field and headquarters personnel. They are not specifically related to policy, but serve to disseminate information to CHP personnel. Information Bulletins are uploaded onto the Online Publications Library.

g. CHP 47A, Allied Agency Information Bulletin. The purpose of an Allied Agency Information Bulletin (AAIB) is to provide information to allied agencies so they are aware of major and complex changes in the law that will affect traffic law enforcement. These bulletins advise allied agencies of the Department's approach to enforcement of applicable statutes or response to court rulings.

(1) The AAIB requires approval of the Commissioner and must be accompanied by a completed and signed CHP 117, Reproduction Request, in order to be processed and distributed to allied agencies.

h. Headquarters Standard Operating Procedures. Headquarters (HQ) Standard Operating Procedures (SOP) are directives for all of headquarters. Headquarters

SOPs shall be reviewed and/or revised annually by the Office of Primary Interest (OPI). The Headquarters Review Unit (HRU) in ACS maintains the overall coordination of revisions to HQ SOPs. Headquarters SOPs are uploaded onto the CHP Intranet site under: Resources > Headquarters > HQ SOP.

i. Fleet Operations Bulletins. Fleet Operations Bulletins are directives for the automotive staff. They are recurring publications and do not require a CHP 60, Staff Summary Statement, to authorize individual bulletins.

j. Bargaining Unit Contract Interpretation Policy Memorandums. The Office of Employee Relations (OER) issues these memorandums (memo) whenever an interpretation or an arbitration decision is rendered unique to a specific provision within a particular contract(s). These are distributed to all managers, supervisors, and confidential employees. An extra copy is also sent to each office for a command file.

k. Specialized Publications. Specialized publications are informative rather than directive. They are initiated when the Department is assigned the responsibility of issuing highly specialized information that cannot be accommodated in any other type of publication. The OPI will maintain the original record file of specialized publications and will be responsible for initiating and maintaining a record/history file for each publication in accordance with paragraph 7.c. A copy should be given to the Business Services Section, Publications (Pubs) Unit, to ensure a copy is always available as a departmental reference.

(1) Examples of Specialized Publications. Publications considered specialized include, but are not limited to: Training Bulletins, departmental annual reports, and statistical reports.

NOTE: Additional specifications and examples of GOs, HPMs, HPGs, HPHs, MMs, IBs, AAIBs, and HQ SOPs may be found in Chapter 3 of this manual.

#### 4. MATERIAL NOT CONSIDERED PUBLICATIONS.

a. Field Commands' Standard Operating Procedures. Field commands' SOPs are directives that apply only to the issuing command. Format and content shall be at the discretion of the commander. Unlike HQ SOPs, Field SOPs are not uploaded onto the CHP Intranet site.

b. Communications Network Messages. Communications Network (Comm-Net) messages are posted on the CHP Intranet site under: Alerts/News > Comm-Net. They are designed to provide a range of information to departmental employees. For information on Comm-Net messages containing policies and/or procedures, refer to paragraph 6.e.

(1) Refer to HPM 5.1, Correspondence Manual, Chapter 6, Communications Network Messages, for general Comm-Net message specifications.

c. Staff, Board, Committee, Conference Meeting Minutes. Any policy or direction contained in minutes will expire six months after the date of the meeting. If it is desired that the policy be continued after six months, it must be placed in a permanent publication.

## 5. PUBLICATIONS MANAGEMENT POLICY

a. Dissemination of Departmental Policy. Departmental policy is established or changed by the Commissioner and is contained in GOs and HPMs, or on a temporary basis in Comm-Net messages and MMs. Policy established in GOs and HPMs may be repeated in other publications. **Departmental policy or direction does not go into effect permanently until published in a recognized publication as prescribed by this manual.**

b. Language. Government Code Section 6219 specifies all agency documents shall be written in plain, straightforward language, avoiding technical terms as much as possible, and use a coherent and easily readable style.

(1) Commanders shall ensure compliance in reviewing and developing policy and will use sound judgment when using the term "shall" in policy. The Department suggests commands review and develop policy using a critical eye in an effort to ensure the policy is actually needed. Once an OPI makes a determination the policy is needed and is critical to the successful operation of the CHP, then the term "shall" will be used.

(a) Although policy assists the CHP in becoming a well-organized, responsive law enforcement agency, the use of the word "shall" can be used against the Department when policies exist to which the Department may not be able to adhere.

c. Delegation of Authority. Authority for the development and issuance of publications is vested in ACS, and may be delegated to Division Chiefs when the publication does not contain policy. When necessary, or in the best interest of the Department, ACS may grant permission to deviate from the requirements of this directive.

d. Departmental Distribution. The Department does not support the mass printing and distribution of publications for individual commands. Each command that would like to maintain a hard copy library at their location will print the publication locally. The Reproduction Unit will not accept a CHP 117 for publications used as part of a command library.

(1) Commanders are responsible for publications assigned to their command and for dissemination of pertinent publications to all of their employees.

(a) This may be accomplished through the use of various methods such as briefing logs, e-mails, training days, etc.

(b) Commanders shall develop a directive in their Area SOP that ensures personnel have received and reviewed specified policy updates as required.

(2) CHP employees may view any of the Department's publications through the Online Publications Library.

e. Establishing and Maintaining an Online Publications Library. The Pubs Unit shall maintain departmental publications online. It is the policy of the Department to provide access to departmental publications through electronic means.

(1) The Online Publications Library is considered the official publications library and is accessible to all departmental employees on a read-only basis. Employees may copy and paste text from online publications to another document, but editing of online publications is not permitted.

(2) The Pubs Unit and all Division field commands shall maintain a back-up of the publications library on a disc or thumb drive. The Pubs Unit will coordinate with each Division field command the first of every quarter to supply a back-up copy.

(a) Each Division field command will be responsible for maintaining the back-up copy of the publications library in a secure location.

(b) The Pubs Unit will maintain the back-up copy for all headquarters commands.

(3) The Pubs Unit shall assist OPIs in converting publications to electronic formatting. This policy currently applies to new and revised departmental publications.

(4) After receiving the appropriate level of approvals, the OPIs shall perform a final review before releasing any departmental publication to the Pubs Unit for upload to the CHP Intranet site.

(a) Unless otherwise directed, the OPI shall submit documents to the Pubs Unit in Microsoft Word format for uploading.

f. Policy Changes Affecting Multiple Divisions and/or Offices.

(1) Divisions and/or offices that may be affected by a change in policy are to be provided adequate opportunity to comment or participate in the development of the publication.

(a) When a publication revision includes a policy change or policy interpretation that affects the daily operations of another Division and/or office, it should be routed through the originating OPI in draft form to the appropriate Division and/or office as part of the review process. At any point in the review process, ACS may require OPIs to obtain signature approval from the affected Division(s) and/or office(s) on the CHP 60. (Refer to paragraph 6. below for additional information on the review process.)

g. Form Use Within a Publication. Whenever a publication prescribes a form or requires the use of forms, the OPI shall comply with procedures found in HPM 11.2, Materials Management Manual, Chapter 12, Forms.

(1) Commands shall not issue CHP form numbers.

(2) All CHP form numbers are issued by Information Technology Section (ITS), Automated Business Solutions Unit, at (916) 843-3630.

(3) Forms included within a publication as an annex shall not be blank. They are to contain sample information or directions on how to complete the form.

(4) To correctly reference a cited form the first time in a publication, list the form type, form number, and form title (e.g., STD. 116, Supply Order).

(a) Additional references to the same form within a publication should be written without the form title (e.g., "Refer to STD. 116.>").

(5) When referencing a form within a manual, the form title shall be written exactly as it looks on the form (e.g., CHP 36F, MVARs DVD Request Form), even if it is listed in a title, heading, or Table of Contents (TOC).

(a) Unless the word "form" is in the title of the form, it is not necessary to list it after giving the form title (e.g., "CHP 71, Attendance Report," is correct; "CHP 71, Attendance Report Form," is not correct).

h. Elimination of Sexist Terminology. Unless using a direct quote, masculine or feminine terms shall not be used when referring to groups or situations which include, or may include, members of all genders.

i. Advertisements or Endorsements. Publications shall contain no advertisements or endorsements for any commercial products or services.

j. Library Distribution Act. Any publication that is available to the public shall be sent to Complete Depository Libraries in the State of California (Government Code Sections 14900-14910). If the publication is to be distributed under the Library Distribution Act, the OPI will include "LIBRARY DISTRIBUTION ACT" centered two line spaces above the publication abbreviation and identification number on the title page of the publication. (Refer to Chapter 3, Annex B, of this manual for placement.)

k. New Publication Numbers. Commands shall not issue new publication numbers. New publication numbers shall be issued by the Pubs Unit. Refer to paragraph 7.a. for additional information on issuance of publication numbers.

6. REVIEW PROCESS OF PUBLICATIONS. Ensuring publications are current and accurate is the responsibility of the OPI. Necessary controls shall be established to ensure publications are prepared and subsequently revised in accordance with the provisions of this manual.

a. Annual Publication Review. Publications shall be reviewed by the OPI annually to ensure they are current.

(1) By August 15th, the Pubs Unit will route the most current version of the Master List of Manuals spreadsheet to HRU with a copy to the ACS lieutenant.

(2) By September 1st, HRU will forward the spreadsheet listing publications that belong to each OPI to the various OPI Divisions.

(3) By October 31st, OPIs will route their publications spreadsheet and a cover memo through the appropriate channels to ACS indicating they have reviewed the publications they are responsible for and the status of each publication. Refer to Annex L for an example cover memo.

(4) The OPI is to initiate a manual revision for any publication found to be out of date during the annual review process.

(5) Special attention should be given to changes in publications that may be necessary due to newly enacted legislation. This process should be initiated early enough to allow adequate time for revision and distribution of publications impacted by legislation that will become effective at the beginning of the next calendar year.

b. Order of Review Process. Refer to Annex B for an outline of the review process and order of a publication revision.

(1) If edits to format or content are needed at any point in the review process, the publication will be returned to the OPI or Division, as appropriate, either as the hard copy or electronically if the edits are minor.

c. Format Review. The OPI is responsible for routing its publication(s) through channels for appropriate levels of review before submission to the Pubs Unit.

(1) The Pubs Unit may be contacted for consultation to assist with format compliance.

d. Formatting Publications. In lieu of detailed written instructions, annexes are provided at the end of each chapter of this manual to assist in the preparation of various publications. These annexes contain “how to” instructions and examples, including appropriate spacing, which shall be adhered to when preparing a publication.

e. Policy Change Using a Communications Network Message or a Management Memorandum. If a publication is in need of revision, the OPI may choose to draft a Comm-Net message and/or MM containing the policy and/or procedure changes. Both the Comm-Net message and MM place policy and procedure changes into effect on a temporary basis while the actual publication is being revised.

NOTE: A Comm-Net message or MM shall be composed by the OPI if a policy and/or procedure change needs to go into effect immediately.

(1) The Comm-Net message or MM shall be approved, through channels, by ACS, Assistant Commissioner, Field (ACF), and the Office of the Commissioner prior to dissemination. (Refer to Annex C for an example Comm-Net message containing policy and/or procedure changes; refer to Chapter 3, Annex I, of this manual for an example of and more information on MMs containing policy and/or procedure changes.)

(2) A Comm-Net message containing policies and/or procedures expires 90 calendar days from the date of message. The policy and procedures noted in the Comm-Net message shall be incorporated into an HPM, GO, or MM and submitted to the appropriate Commissioner’s office **within 45 calendar days** of the originating Comm-Net message for approval.

(a) Once approved, a Comm-Net message containing policies and/or procedures is posted by the OPI, not the Pubs Unit.

(3) An MM containing policy and/or procedure changes expires nine months from the date posted. These MMs shall be accompanied by a CHP 60 and a Comm-Net message announcing the MM upload when forwarded for review and approval.

(4) When an MM establishes policy and/or procedure changes that will be incorporated into a revision of an HPM or GO, the manual revision process should be completed within the following timeline to ensure there is no lapse in policy.

(a) Within four months – Reviewed and approved by section and Division.

(b) Within six months –

1 Content reviewed and approved by the HRU and ACS.

2 Content reviewed and approved by ACF.

3 Forwarded by ACF to OER to determine if the meet and confer process is necessary as it relates to modifying or establishing policy which may impact personnel.

4 Routed from OER to the Deputy Commissioner and Commissioner for review and approval.

(c) Within seven months – Submitted to OER for 30-day notice, if necessary.

(d) Within eight months – Once OER notice is complete, or if no notice is needed, to be routed to the Pubs Unit for review, approval, and processing/upload.

1 If the Pubs Unit makes any of the edits marked on a publication in the review process, the Pubs Unit will send the OPI a Word version of the publication with the changes made via e-mail for their records.

(e) If a publication revision is not going to be completed in the nine-month timeline, an MM may be extended for six months. Refer to Chapter 3, paragraph 10.k., of this manual for details on extending the expiration date of an MM.

f. Packaging for Review. Packaging of a publication for review shall be as follows: a CHP 60 on top; a Comm-Net message announcing the upload of the publication; a transmittal memo (for HPMs, HPGs, HPHs, GOs, and HQ SOPs); a

proposed copy of the publication with yellow highlights where appropriate; and a copy of the current publication with pink highlights where appropriate.

(1) Yellow Highlights in the Proposed Copy of a Publication. Yellow highlights will be placed in publications that are undergoing revision to indicate information has been changed or added.

(a) If a publication has a TOC, the headings listed in the TOC will be highlighted in yellow if information has been changed, removed, or added within the corresponding paragraph.

1 This includes information that has been changed, removed, or added to subparagraphs under a main heading.

(b) Yellow highlights are not needed in a new publication.

(c) Page numbers that have been changed do not need to be highlighted in yellow.

(d) If an entire paragraph has been moved within a chapter, but none of the content is changed, the number of the paragraph may be highlighted in yellow; however, it is not mandatory.

(2) Pink Highlights in the Current Copy of a Publication. Any language and/or punctuation that is being removed from the current version of the publication must be highlighted in pink.

(a) If a publication has a TOC, the headings listed in the TOC will be highlighted in pink if information has been deleted.

1 This includes information that has been deleted from subparagraphs under a main heading.

(b) Page numbers that change due to deletions do not need to be highlighted in pink.

(3) Refer to Chapter 3 of this manual for the other documents to include with each type of publication revision.

g. CHP 60, Staff Summary Statement. A CHP 60 shall accompany every publication revision (including chapter deletions and publication cancelations). When signed by the approving authorities, a CHP 60 becomes the approval documentation for the issuance of the publication and the transmittal memo. The OPIs will complete the instructions provided on page 2, sections II.1. through II.3.,

of the CHP 60. It is not necessary to include the instruction page with the CHP 60 when submitting it. (Refer to Annex D for an example of a completed CHP 60.)

- (1) All CHP 60s shall be completed using the template with the most current revision date. The current version of the CHP 60 may be found on the CHP Intranet site under Forms.
- (2) Exceptions shall be made for recurring publications, which are authorized by a “blanket” CHP 60. An example of a recurring publication would be an MM regarding transfers.
- (3) Each CHP 60, which describes a new project, program, or procedure, must state the expected impact on field clerical workload (e.g., increase or decrease in clerical task time).
- (4) When contents of a publication are confidential, restricted, or contain operational procedures/instructions, the CHP 60 shall contain language that states the publication is not for distribution to depository libraries.
- (5) The OPI shall note on the CHP 60 and transmittal memo if the content of a publication replaces any information contained in any other publication, such as information contained in a GO that is now incorporated into a manual revision. (Refer to Chapter 3 of this manual.)
- (6) Categories of Decision. In order to facilitate the timely review of proposed policy documents (GOs, HPGs, HPMs, MMs), all OPIs need to indicate on the CHP 60 who initiated the policy creation or revision using one of the five following categories:
  - (a) Category 1 Decision. This is an Executive Management Decision. Identify which Commissioner requested the policy. Attach a copy of the supporting documentation (e.g., e-mail, memo, route slip, notes, Top Management Minutes) that initiated the request to the CHP 60.
  - (b) Category 2 Decision. This is an Executive Management Decision with input from Top Management. Identify which Commissioner requested the policy. Attach a copy of the supporting documentation (e.g., e-mail, memo, route slip, notes, Top Management Minutes) that initiated the request to the CHP 60.
  - (c) Category 3 Decision. This is a Top Management Decision. Attach a copy of the supporting documentation (e.g., Top Management Minutes, minutes of conference calls, e-mails) that initiated the request to the CHP 60.

(d) Division Initiated. Identify the initiating party by name and the justification for creating or revising the policy (e.g., court case, chaptered bill, or if it supports the Department's Strategic Plan Goal of improving departmental efficiency).

(e) Office of Primary Interest Initiated. Identify the initiating party by name and the justification for creating or revising the policy (e.g., court case, chaptered bill, or if it supports the Department's Strategic Plan Goal of improving departmental efficiency).

h. Communications Network Message Announcing an Upload. The OPIs shall prepare an All Commands Comm-Net message announcing the upload and availability of the revised or new publication. The Comm-Net message is to include a summary regarding what has been changed, added, or deleted in the publication. (Refer to the examples in Annex E.)

(1) The Comm-Net message will be forwarded to the Pubs Unit for dissemination as part of the electronic file upload procedure.

(2) The Pubs Unit will send out the Comm-Net message directly after the publication has been uploaded onto the Online Publications Library.

i. Transmittal Memorandums. The primary purpose of a transmittal memo is to provide a synopsis of any significant changes and to point out any superseded or canceled material.

(1) A transmittal memo gets posted for each revision to an HPM, an HPG, an HPH, a GO, or an HQ SOP.

(2) The synopsis in a transmittal memo should mirror the summary information provided in the associated Comm-Net message.

(3) Refer to Annexes F through I for example transmittal memos showing required information for various publications, including appropriate spacing.

(4) A transmittal memo shall be prepared for each new or revised publication (excluding MMs and IBs). All transmittal memos shall be addressed to All Commands. The final approval authority authentication line shall be shown. (Refer to paragraph 6.j. for authentication line information.)

(5) The subject line of all transmittal memos shall contain the full type and title of the publication being revised, along with the chapter number and title if applicable, followed by a comma and the phrase, "REVISION #."

NOTE: Date and revision numbers shall be inserted only by the Pubs Unit.

j. Authentication Line on Publications. The publication and the transmittal memo shall contain an authentication line. The authentication line is the name of the office which is the final approving authority (e.g., OFFICE OF THE COMMISSIONER).

(1) The Office of the Commissioner is the final approving authority for all publications that announce new or amended departmental policies, those which by law or regulation require signature, and those providing direction to both field and staff.

k. Project Tracking Log. Publication projects shall be tracked using the online CHP Project Tracking Log (<http://ptl.chp.ca.gov/>) as they are routed forward for review.

(1) A single project tracking log number should be created for each project/revision at the OPI or Division level to be used by all who review the publication revision.

## 7. RESPONSIBILITIES OF BUSINESS SERVICES SECTION, PUBLICATIONS UNIT.

a. Assignment of Publication Numbers. The Pubs Unit assigns completed publication numbers. Numbers assigned but not used shall be reported back by the OPI to the Pubs Unit for reassignment. General Orders, HPMs, HPGs, HPHs, MMs, and AAIBs will be numbered. Specialized publications are numbered whenever the OPI determines it is necessary.

(1) For GOs, HPMs, HPGs, and HPHs, the publication number will consist of a primary and a secondary number, separated by a decimal point (e.g., HPM 1.1, or HPG 83.2, Vehicle Equipment Guide). The primary number denotes the subject matter and is selected by the OPI from the list of general subjects contained in Annexes J and K. The secondary number is obtained by the OPI from the Pubs Unit. The secondary number is issued in numerical sequence for each particular subject. It serves to identify the specific publication within the subject series and to provide a control record.

(2) For MMs, the publication number will consist of the last two digits of the current year followed by a dash and a secondary number (e.g., 19-001). Secondary numbers are issued in numerical sequence and are obtained from the Pubs Unit.

(3) For AAIBs, the number issued would be consecutive and obtained from the Pubs Unit.

(4) Contact the Pubs Unit, at (916) 843-3640, to have a new publication number issued.

b. Uploading Publications. Once approved by the Commissioners, the Pubs Unit will upload HPMs, HPGs, HPHs, GOs, MMs, and IBs onto the Online Publications Library. The Pubs Unit will have ITS, Help Desk, upload any approved HQ SOPs to the CHP Intranet site. The Pubs Unit will send out the Comm-Net messages announcing all publication uploads.

(1) The Pubs Unit will request the Microsoft Word version of the following documents from the OPI (as applicable):

(a) The Comm-Net message announcing the upload.

1 The Pubs Unit will insert the date and revision number as needed.

(b) The transmittal memo.

1 The Pubs Unit will insert the date and revision number as needed.

(c) The approved version of the publication.

1 If the approved version of the publication contains grey-shaded exempt material, the OPI shall also provide a sanitized copy of the requested publication with the exempt material electronically removed. (Refer to Chapter 2, Privileged Publication Material, for additional information on how to sanitize a publication.)

(2) The Pubs Unit will convert publications to PDF before uploading them.

(3) Headquarters Standard Operating Procedures are not uploaded onto the Online Publications Library. The HQ SOP sections are located on the CHP Intranet site under Resources > Headquarters > HQ SOP.

(a) When a section of HQ SOP is approved to upload, the Pubs Unit will request the required documents from the OPI. The Pubs Unit will then forward those documents to ITS, Help Desk, to be uploaded onto the CHP Intranet site.

1 The Pubs Unit will send out the Comm-Net message announcing the upload once it is completed by ITS, Help Desk.

c. Maintenance of the Publications History Files. A record file shall be maintained for each publication by the Pubs Unit. Government Code Sections 14740 through 14774 and State Administrative Manual, Section 1600, govern these requirements for state agencies. (Refer to HPM 11.1, Administrative Procedures Manual, Chapter 11, Records Management.)

(1) Publication Record File. Each publication record file will consist of the following:

- (a) A reproduced copy of the initial publication.
- (b) The current version of the publication with the CHP 60, as well as any prior revisions of the publication with the CHP 60 for each revision.

1 Original approval signatures are required on the CHP 60 for any new publication, publication revision, and/or publication cancelation. A copy of the CHP 60 is not acceptable for the record file of any publication.

- (c) Other supporting documents as appropriate (e.g., authority and interpretations).

NOTE: The Pubs Unit also keeps all electronic files of each publication revision.

(2) The original record file for the following publications will be maintained by the Pubs Unit, unless otherwise noted:

- (a) General Orders.
- (b) Highway Patrol Manuals.
- (c) Highway Patrol Guides.
- (d) Highway Patrol Handbooks.
- (e) Management Memorandums.
- (f) Specialized Publications (at the request of the OPI).
- (g) Information Bulletins.
- (h) Allied Agency Information Bulletins.

(3) The Pubs Unit will be responsible for maintaining the history and all background relative to how the change to the publication or the issue was

initiated (this information is generally submitted with the revision packet), unless the OPI makes a request to keep the history and background.

(a) Publications history and background does not include the multiple revision notes given and edits made throughout the review process. The Pubs Unit will purge such documents from the project folder prior to updating the record file for the publication.

(4) The OPIs should be maintaining current electronic copies of their publication(s) for future publication revisions.

d. Determining the Cost of Each Publication. The Pubs Unit determines the cost of each publication. The cost per copy for each publication to be sold will include the cost of labor with preparation, review, shipping, and reproduction.

8. REPRODUCTION OF DEPARTMENTAL PUBLICATIONS. Allied agencies, attorneys, and the public may request copies of departmental publications.

a. All requests for the reproduction of departmental publications shall be made in writing, to be received either through the mail (sent to: Publications Unit, P.O. Box 942898, Sacramento, CA 94298) or via e-mail at [publications@chp.ca.gov](mailto:publications@chp.ca.gov).

(1) The request should contain the publication number and title of the requested publication, payment if applicable, and the address where the publication is to be sent.

b. Allied agencies are not charged for a single copy of departmental publications.

(1) For the purposes of publication purchases, allied agency is defined as a law enforcement agency or fire department.

(a) All other departments or agencies will be charged the standard rate.

(2) If an allied agency requests multiple copies of the same publication, the allied agency is to be charged for each additional copy beyond the first one using the standard rates and procedures.

c. Attorneys and the public will be charged the established rate for the requested publication.

(1) Payment may be made via check, money order, or credit/debit card and must be received prior to the publication being sent to the requestor.

(2) To obtain pricing for a publication, please contact the Pubs Unit at (916) 843-3640.

d. Departmental publications will not be distributed free of charge (outside of allied agencies) unless the OPI or appropriate Commissioner deems such action to be of benefit to the state or Department.

e. For reproduction requests specifically made under the Public Records Act, refer to HPM 11.1, Chapter 13, Information Disclosures - Public Records and Rights of Privacy, for appropriate procedures.

f. One copy of a publication is sent out for each request. The requesting party may reproduce additional copies if desired.

g. Copies of publications may be provided as a hard copy or as a PDF on disc.

h. Exempt Material. If a publication contains grey shading, attorneys and the public should receive sanitized/redacted copies of the requested publication.

(1) All grey-shaded exempt material will be removed from a publication in order to sanitize/redact any publication being sold to an attorney or the public.

(2) Refer to Chapter 2 of this manual for additional information regarding exempt material.

i. Requesting the Complete Publications Library. Departmental employees desiring a PDF copy of the complete publications library on disc may request one from the Pubs Unit in writing via mail or e-mail.

(1) In order to receive a copy, the requestor will be required to pay the cost of the disc and sign and return a release provided by the Pubs Unit.

(2) The disc with the complete publications library will be routed to the attention of the requestor at their Area or Division office and should be marked "Personal and Confidential."

(a) Complete publications library discs will not be mailed to personal P.O. boxes or home addresses due to exempt material content on the disc.

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## ANNEX A

### EXAMPLE, PURPOSE AND OBJECTIVE

Purpose and Objective included as part of the Foreword:

#### FOREWORD

The purpose of this manual is to provide policy, guidelines, procedures, and format specifications to formulate departmental publications.

The objective of this manual is to standardize departmental publications, in both printed and electronic media, which are the principal means of communication for directing the activities of the CHP.

Purpose and Objective included in the body of a publication:

#### CHAPTER 1

#### RADIO SYSTEMS

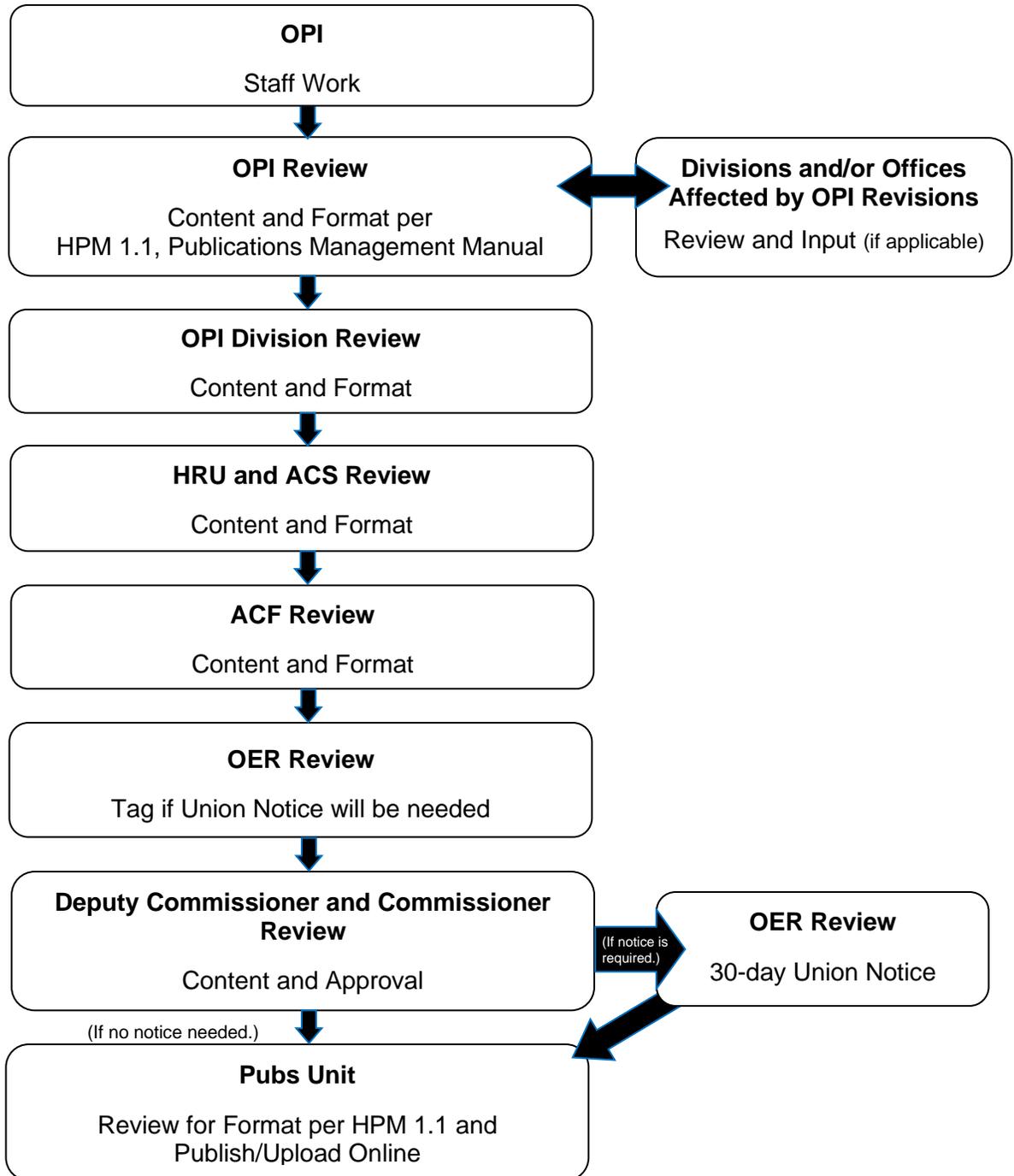
1. GENERAL INFORMATION.

a. Purpose. The purpose of this chapter is to describe the CHP standards and policies for radio communications systems and equipment, and to provide guidelines for reporting system and equipment outages, and system inadequacies.

b. Objectives. The Department's objective is to provide highly reliable statewide radio communications to support field and communications personnel. Integral to meeting this objective is the establishment of and adherence to standards for equipment acquisition, equipment usage, and equipment maintenance.

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**ANNEX B**  
**REVIEW PROCESS FOR PUBLICATIONS**



NOTE: Publications under review may be returned to the OPI for edits or clarification t any level of review.

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**ANNEX C**  
**EXAMPLE**  
**COMMUNICATIONS NETWORK MESSAGE CONTAINING POLICY AND/OR**  
**PROCEDURE CHANGES**

To: All Commands

*(Communications Network messages are to be  
12-point Arial font and have one-inch margins.)*

Reference: Action Required

Subject: New Policy Notification of Presenting Employee Identification Cards

To comply with the Commission on Accreditation for Law Enforcement Agencies standards, effective immediately, nonuniformed and uniformed CHP employees should present their employee identification card and/or badge when a request to view is solicited. The CHP employee must comply with the request during the commission of departmental business.

Providing the employee identification card and/or badge upon request will protect the public by ensuring the person they are dealing with is a current CHP employee.

This policy will be updated in Highway Patrol Manual 10.3, Personnel Transactions Manual, Chapter 18, Departmental Identification Cards.

This information should be disseminated to all concerned employees. Questions may be directed to Human Resources Section, Personnel Transactions Unit, at (916) 843-3700.

CHP Headquarters/Office of the Commissioner/096/A14885



*(Communications Network messages announcing new  
policy, changes in policy, or that issue directions to  
both field and staff commands shall show the final  
approving authority as the Office of the  
Commissioner.)*

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**ANNEX E**  
**EXAMPLE**  
**COMMUNICATIONS NETWORK MESSAGES ANNOUNCING**  
**A PUBLICATION UPLOAD**

<p>To: All Commands</p> <p>Reference: Publications Update</p> <p>Subject: Highway Patrol Manual 40.4, Information Security and Administration Manual, Chapter 5, Virus Protection</p> <p>The following publication has been uploaded onto the CHP Online Publications Library site:</p> <p>Highway Patrol Manual 40.4, Information Security and Administration Manual, Chapter 5, Malware Prevention and Protection, revision # ____, dated --/--/--.</p> <p>This revision changes the chapter title from Virus Protection to Malware Prevention and Protection, updates the definition of malicious software and the threats posed to the Department's information technology infrastructure, and updates the responsibilities of both the Department and users.</p> <p>Questions concerning this revision should be directed to Information Technology Section at (916) 843-4100.</p> <p>CHP Headquarters/Office of the Commissioner/041/A11523</p>	<p><i>(Communications Network messages are to be 12-point Arial font and have one-inch margins.)</i></p> <p><i>(Give complete publication reference and title, including chapter number and title if applicable.)</i></p> <p><i>(Revision number and date will be filled in by the Pubs Unit at upload. Leave blank during review process.)</i></p>
<p>To: All Commands</p> <p>Reference: Publications Update</p> <p>Subject: Management Memorandum 19-055, Special Response Team Bicycle Crowd Management</p> <p>The following publication has been uploaded onto the CHP Online Publications Library site:</p> <p>Management Memorandum 19-055, Special Response Team Bicycle Crowd Management, dated --/--/--.</p> <p>The purpose of this MM is to establish policy for Special Response Team bicycle squads during the field evaluation conducted by Golden Gate Division. The contents of this MM will be incorporated into the next revision of HPM 50.5, Civil Disturbance Planning and Operations Manual.</p> <p>Questions regarding this MM should be directed to the Academy, Advanced Officer Safety Training Unit, at (916) 309-6300.</p> <p>CHP Headquarters/Office of the Commissioner/091/17373</p>	<p><i>(Communications Network messages announcing new policy, changes in policy, or that issue directions to both field and staff commands shall show the sender as the Office of the Commissioner.)</i></p> <p><i>(Mandatory first line in a Comm-Net message announcing a publication upload.)</i></p>

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**ANNEX F**  
**EXAMPLE**  
**TRANSMITTAL MEMORANDUM – CHAPTER REVISION**

State of California *(Use current template.)* → Transportation Agency

**M e m o r a n d u m**

Date: *(Left blank by OPI; inserted by Pubs Unit when uploaded.)*

To: All Commands ← *(All Publication transmittal memorandums to “All Commands.”)*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

File No.: 1.13187.A15972.096 ← *(Mandatory File No.: 001. Commissioner’s ID. Author’s ID. OPI. Adding a file name is optional.)*

Subject: **HIGHWAY PATROL MANUAL 10.3, PERSONNEL TRANSACTIONS MANUAL, CHAPTER 21, SICK LEAVE AND BEREAVEMENT LEAVE, REVISION #**  
*(Subject to contain full title of publication being revised, with chapter title [if applicable], followed by a comma and the phrase, “REVISION #”; revision number inserted by Pubs Unit when uploaded.)*

This revision to Highway Patrol Manual 10.3, Personnel Transactions Manual, Chapter 21, Sick Leave and Bereavement Leave, reflects the following changes:

- Adds domestic violence, sexual assault, and stalking under Acceptable Reasons for Sick Leave.
- Adds information when completing an STD. 634, Absence and Additional Time Worked Report, when taking bereavement leave.

Questions concerning this revision should be directed to Human Resources Section, Personnel Transactions Unit, at (916) 843-3700.

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**OFFICE OF THE COMMISSIONER**  
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 OPI: 096

*(Concise, accurate summary to match Comm-Net message information.)*

*(Should give contact information for questions regarding the revision.)*

*(All memorandums shall display the appropriate insignias.)*

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CHP 51 (Rev. 09/2013) OPI 076



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**ANNEX G**  
**EXAMPLE**  
**TRANSMITTAL MEMORANDUM – COMPLETE REVISION**

State of California *(Use current template.)* → Transportation Agency

**M e m o r a n d u m**

Date: *(Left blank by OPI; inserted by Pubs Unit when uploaded.)*

To: All Commands ← *(All publication transmittal memorandums to “All Commands.”)*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

File No.: 001.13187.18286.094 ← *(Mandatory File No.: 001. Commissioner’s ID. Author’s ID. OPI. Adding a file name is optional.)*

Subject: **COMPLETE REVISION OF HIGHWAY PATROL MANUAL 10.11, FIELD TRAINING AND EVALUATION PROGRAM, REVISION #**  
*(Subject to contain complete revision notation with full title of publication being revised followed by a comma and the phrase, “REVISION #”; revision number inserted by Pubs Unit when uploaded.)*

Highway Patrol Manual (HPM) 10.11, Field Training and Evaluation Program, has been completely revised. This revision reflects the following changes:

- Chapter 1, Introduction:** Updates policy regarding the CHP 118, Performance Appraisal - Officer.
- Chapter 2, Roles and Responsibilities:** Revises current policy requiring Division Field Training and Evaluation Program coordinator training and responsibilities.
- Chapter 3, Training and Evaluation:** Adds the Public Trust Initiative to orientation period topics.
- Chapter 4, Field Training Officers:** Revises current policy regarding Field Training Officer recertification.
- Chapter 5, Trainee Termination:** Makes minor verbiage changes in termination procedures.
- Chapter 6, The Daily Observation Report:** Revises current policy regarding the completion of the CHP 115A, Daily Observation Report.

Questions concerning this revision should be directed to Professional Training Section at (916) 843-4300. *(Should give contact information for questions regarding the revision.)*

*(Concise, accurate summary to match Comm-Net message information.)*

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 OPI: 094

*(All memorandums shall display the appropriate insignias.)*

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**ANNEX H**  
**EXAMPLE**  
**TRANSMITTAL MEMORANDUM – GENERAL ORDER**

State of California

*(Use current template.)* → Transportation Agency

**M e m o r a n d u m**

Date: *(Left blank by OPI; inserted by Pubs Unit when uploaded.)*

To: All Commands ← *(All Publication transmittal memorandums to “All Commands.”)*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

File No.: 001.13187.A14077.063 ← *(Mandatory File No.: 001. Commissioner’s ID. Author’s ID. OPI. Adding a file name is optional.)*

Subject: **GENERAL ORDER 100.46, REPORTING OF HIGHWAY CONDITIONS, REVISION #**

↑ *(Subject to contain full title of publication being revised followed by a comma and the phrase, “REVISION #”; revision number inserted by Pubs Unit when uploaded.)*

General Order 100.46, Reporting of Highway Conditions, has been revised to reflect updates to its contents and procedures.

- Adds direction to establish an Area Standard Operating Procedure to ensure immediate reporting of actual or potential unsafe highway conditions.
- Adds detailed notification procedures.
- Updates the formatting and grammar in accordance with departmental policy.

Questions regarding this revision should be directed to Special Projects Section at (916) 843-3370.

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← *(Should give contact information for questions regarding the revision.)*

**OFFICE OF THE COMMISSIONER**

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OPI: 063

*(Concise, accurate summary to match Comm-Net message information.)*

*(All memorandums shall display the appropriate insignias.)*

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**ANNEX I**

**EXAMPLE  
TRANSMITTAL MEMORANDUM – HEADQUARTERS STANDARD OPERATING  
PROCEDURES**

State of California *(Use current template.)* → Transportation Agency

**M e m o r a n d u m**

Date: *(Left blank by OPI; inserted by Pubs Unit when uploaded.)*

To: All Commands ← *(All Publication transmittal memorandums to “All Commands.”)*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

File No.: 1.13187.A16676.003.ACSPublications ← *(Mandatory File No.: 001. Commissioner’s ID. Author’s ID. OPI. Adding a file name is optional.)*

Subject: HEADQUARTERS STANDARD OPERATING PROCEDURE, 5.1,  
HEADQUARTERS COMMITTEE ASSIGNMENT ROSTER, REVISION #  
*(Subject to contain full title and section number of publication being revised, followed by a comma and the phrase, “REVISION #”; revision number inserted by Pubs Unit when uploaded.)*

Headquarters Standard Operating Procedure, 5.1, Headquarters Committee Assignment Roster, has been updated to include the current committee assignments for headquarters. }  
Any questions regarding this update can be directed to the Headquarters Review Unit at (916) 843-3003. ← *(Should give contact information for questions regarding the revision.)*  
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OFFICE OF THE COMMISSIONER  
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OPI: 003  
*(Concise, accurate summary to match Comm-Net message information.)*

*(All memorandums shall display the appropriate insignias.)*

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## ANNEX J

### ALPHABETICAL LIST OF GENERAL SUBJECTS

<u>GENERAL SUBJECT</u>	<u>PRIMARY NUMBER</u>
Administrative Practices .....	6
Analysis and Research.....	40
Citations (Honors and Awards) .....	150
Civil Defense .....	50
Collision Reports and Investigation .....	110
Commercial Enforcement.....	82
Communications – Operations .....	60
Engineering .....	83
Equipment – General .....	32
Field Operations and Enforcement.....	100
Fiscal and Business Management.....	11
Highway Patrol Policy and Doctrine .....	0
In-Service Training .....	71
Labor Relations .....	9
Legislation, Opinions, and Court Decisions.....	120
Management Planning and Analysis .....	41
Media Relations .....	90
Motor Carrier Safety .....	84
Motor Vehicles .....	31
Operational Planning.....	42
Organization and Functions – Departmental.....	21
Organization and Functions – Field.....	22
Personnel .....	10
Publications Management .....	1
Public Affairs .....	90
Records Management.....	7
School and Academy .....	72
Special Subjects for Inspection .....	130
Supply and Maintenance.....	30
Training – General.....	70
Uniform Regulation.....	73
Vehicle Inspection .....	86
Vehicle Theft .....	81
Written Communication .....	5

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## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS

All CHP publications are assigned a primary and a secondary number. Primary numbers are assigned to group together all publications on a given subject. For example: Primary Number 10 is assigned to "Personnel." All publications issued on this subject would carry the primary number 10, plus a secondary number (e.g., Highway Patrol Manual 10.2, Internal Investigations Manual, or General Order 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees). The OPI will determine the appropriate primary number category. The Pubs Unit will provide the OPI with the appropriate secondary number.

PRIMARY NUMBER	GENERAL DESCRIPTION
0	<u>Highway Patrol Policy and Doctrine.</u> Departmental policy and doctrine concerns and the employment of CHP resources in traffic law enforcement. Includes policies, principles, and guidance for the overall planning, execution, control, and coordination of departmental programs.
1	<u>Publications Management.</u> The process of developing, publishing, and controlling directives and publications throughout the Department. Includes policies, standards, formats, and procedures governing such material as administrative, recurring, and specialized publications.
5	<u>Written Communications.</u> The preparation and processing of correspondence, staff reports, and related communications, including receipt, routing, and storage. Includes business letters, staff project reports, and other documents of a nonrecurring nature.
6	<u>Administrative Practices.</u> Management of administrative practices not specifically provided for in other general subjects.
7	<u>Records Management.</u> Policies, procedures, and instructions concerning the analysis, retention, storage, and disposal of departmental records. Includes filing systems, forms design, forms control, forms reproduction, and other services related to control of records and documents.

## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS *(continued)*

PRIMARY NUMBER	GENERAL DESCRIPTION
9	<u>Labor Relations</u> . Policy and guidelines comprising the primary elements of the Department's Employer-Employee Relations Program. Incorporates the concepts, laws, and professional practices of labor relations as applicable to excluded and represented employees – managers, supervisors, confidential, and represented – within the CHP.
10	<u>Personnel</u> . Policies and procedures governing departmental personnel administration. Includes recruitment, appointment, classification, assignment, promotion, separation, retirement, and any other personnel action affecting members and employees.
11	<u>Fiscal and Business Management</u> . Budget, fiscal, and business transactions, their operations and procedures as governed and controlled by law, administrative rules, and regulations. Includes overall departmental organization structure, Office of the Commissioner, Deputy Commissioner, Assistant Commissioners, and headquarters Divisions.
21	<u>Organization and Functions – Departmental</u> . The objectives, functions, organization, and responsibilities of the Department. Includes overall departmental organization structure, Offices of the Commissioner, Deputy Commissioner, Assistant Commissioners, and headquarters Divisions.
22	<u>Organization and Functions – Field</u> . The function, objectives, organization, and responsibilities of field Divisions, Areas, and resident posts.
30	<u>Supply and Maintenance</u> . Procurement, stock, inventory, distribution of supplies, and management of surveyed equipment released for sale. Does not include motor vehicles.

## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS *(continued)*

PRIMARY NUMBERS	GENERAL DESCRIPTION
31	<u>Motor Vehicles</u> . Purchasing, equipping, inspection, and maintenance of motor vehicles and related equipment. Includes vehicle specifications and standards; assignment, transfer, use, and resale of vehicles; and management and supervision of motor transport operations and facilities.
32	<u>Equipment – General</u> . Procurement, resale, maintenance, inspection, repair, and operation of equipment other than motor vehicles.
40	<u>Analysis and Research</u> . The policies, procedures, and standards for research and development. This general subject includes the conduct of scientific and technical studies, statistical investigations, and research into problems related to highway traffic safety and traffic law enforcement; collecting, presenting, analyzing, and interpreting quantitative data; studies to establish the technical adequacy and the qualitative characteristics of material; studies to seek basic knowledge from which new techniques for improved enforcement equipment, material and utilization of human resources can be devised; and other technical research services necessary to support law enforcement activities.
41	<u>Management Planning and Analysis</u> . Analysis of management in terms of departmental purpose and objectives. Developing of qualitative standards to evaluate organizational effectiveness. Identifying management problem areas and recommended solutions to facilitate management decisions. Includes management policies and procedures.
42	<u>Operational Planning</u> . Analysis and planning of CHP field operations. The development of current, intermediate, and long-range operational plans. Policies, procedures, and methods to implement departmental operational plans to achieve the CHP purpose and objectives.

## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS *(continued)*

PRIMARY NUMBERS	GENERAL DESCRIPTION
50	<u>Civil Defense.</u> The Civil Defense Program includes planning, supervision, and operating procedures for disaster and emergencies other than normal enforcement programs and processes.
60	<u>Communications – Operations.</u> The policies, procedures, and standards for overall direction and planning of electronic communications; the development of communications systems in support of CHP operational requirements. Doctrine, objectives, methods, and procedures on the use and improvement of existing communications systems; staff supervision and technical direction over departmental communications systems; includes road and weather information reporting services, integration of departmental communications systems with other police, national, and civil defense facilities.
70	<u>Training – General.</u> Overall training development and needs of the Department; training services such as orientation programs, drills, and ceremonies; training manuals, bulletins, and allied publications; training aids and instructional facilities; policy and publications; training aids and instructional facilities; policy, procedure, administration, and guidance for supervision of departmental training development programs.
71	<u>In-Service Training.</u> Specialized training courses and programs for personal development and improvement; includes specific training needs, techniques, methods, and skills, such as job instruction training, field and extension training, management development, supervisory training, work improvement methods; firearms qualification and other training processes centered on increasing work experience and effectiveness, including educational opportunities provided through accredited civil institutions.
73	<u>Uniform Regulation.</u> Policy, specifications, and standards governing the use and wearing of CHP uniforms and accessories by members and employees of the CHP.

## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS *(continued)*

PRIMARY NUMBERS	GENERAL DESCRIPTION
81	<u>Vehicle Theft</u> . Operational procedures and administration of the vehicle theft program to recover stolen, embezzled, abandoned, or wanted vehicles, and lost or stolen license plates.
82	<u>Commercial Enforcement</u> . Operational procedures and administration of commercial enforcement techniques; commercial vehicle inspection on-highway; regulation of loading, securing, and transporting specified products; issuance of metal products transportation permits and special vehicle permits; and issuing of licenses to operate ambulances, armored cars, inspection and maintenance stations, and to transport hazardous materials.
83	<u>Engineering</u> . Provide technical information on lamps, devices, and other vehicular equipment.
84	<u>Motor Carrier Safety</u> . Administration and operational procedures covering safety of operation and terminal inspection of regulated carriers; testing and certification of school bus, youth bus, and farm labor vehicle drivers; inspection and certification of school buses, youth buses, and farm labor vehicles; registration and inspection of cargo tanks; and route specification and regulation of hazardous materials transportation.
86	<u>Vehicle Inspection</u> . Operational procedures and administration of the passenger vehicle inspection program.
90	<u>Public Affairs and Media Relations</u> . Administration and operation of the traffic safety education program; media coverage and presentation of traffic safety and traffic law enforcement information; safety education activities, literature, reports, and services; occupational safety programs, committees and practices; development and use of accident prevention procedures.

## ANNEX K

### PRIMARY NUMBERS AND GENERAL SUBJECT DESCRIPTIONS *(continued)*

PRIMARY NUMBERS	GENERAL DESCRIPTION
100	<u>Field Operations and Enforcement</u> . Implementation of departmental policy, instructions, and procedures; statutes, codes, and code sections relating to law enforcement, enforcement techniques, problems, and programs. Includes specific and general operating tasks and practices pertinent to law enforcement personnel. Concerns functions such as service of warrants, transportation and medical care of prisoners, arrests, traffic checks, and enforcement of city and county ordinances; deployment of members and patrol units, and other operating and enforcement procedures required to accomplish the objectives, functions, and responsibilities of the CHP.
110	<u>Collision Reports and Investigation</u> . Policy, methods, techniques, and the overall process of investigating and reporting traffic accidents. Concerns release of accident information to authorized agencies and individuals; specifications, standards, and format of accident reports.
120	<u>Legislation, Opinions, and Court Decisions</u> . Information, or reference material of concern to departmental employees, regarding pending or enacted legislation; also, the Attorney General's opinions, which establish precedence for enforcement operations, policy, or techniques.
130	<u>Special Subjects for Inspection</u> . Publications of temporary duration (usually one year or less) that direct the conduct of inspections pertaining to one specific and important matter that may significantly affect the effectiveness or economy of the Department on one or more levels of organization.
150	<u>Citations (Honors and Awards)</u> . Investigation, reporting, identification, and decoration of personnel for special acts, services or superior accomplishments above and beyond the normal call of duty; includes, but is not restricted to, heroic performance during emergency or abnormal situations; exceptional contribution to or improvement in operation, efficiency, or economy of state government.

## ANNEX L

### EXAMPLE COVER MEMORANDUM FOR ANNUAL PUBLICATION REVIEW

State of California

*(Use current template.)* → Transportation Agency

#### Memorandum

Date: *(Enter Date Signed)*

To: Office of Assistant Commissioner, Staff ← *(All cover memorandums for annual publication review addressed to "Office of Assistant Commissioner, Staff.")*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
*(Enter Division/Office Name)*

File No.: *(Enter File Number)*

Subject: ANNUAL PUBLICATION REVIEW

Pursuant to Highway Patrol Manual 1.1, Publications Management Manual, Chapter 1, General, and in accordance with Annual Publication Review specifications, *(Division/Office Name)* has reviewed the Master List of Manuals spreadsheet. All publications that are the responsibility of the *(Division/Office Name)* have been reviewed and those publications requiring revision have been marked accordingly on the attached spreadsheet.

If you have any questions or require additional information, please contact *(name)* at *(telephone number)*.

*(Name)*, Chief

Attachment ← *(Attach/include completed Master List of Manuals spreadsheet indicating status of each OPI publication.)*

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