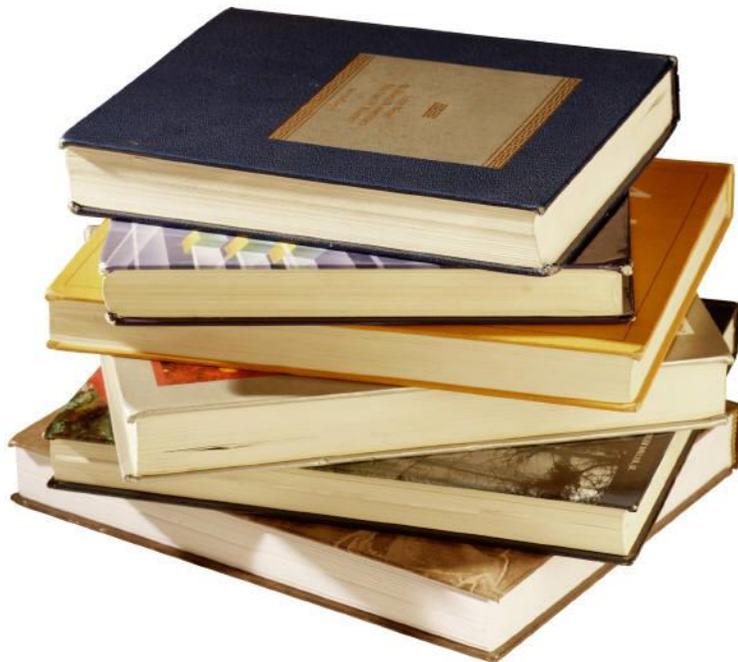




HPM 1.1

PUBLICATIONS MANAGEMENT MANUAL



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

PUBLICATIONS MANAGEMENT MANUAL

THIS PUBLICATION MAY BE PURCHASED FROM THE
CALIFORNIA HIGHWAY PATROL.

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HPM 1.1

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.

Chapter 1, General, demonstrates the general rules and guidelines for completing any type of publication revision and provides examples for such policy. It defines General Orders (GO), Highway Patrol Manuals (HPM), Highway Patrol Guides (HPG), Highway Patrol Handbooks (HPH), Management Memorandums (MM), Information Bulletins (IB), Allied Agency Information Bulletins (AAIB), and Headquarters Standard Operating Procedures. This chapter also identifies the responsibilities of the Business Services Section, Publications Unit, throughout the revision process.

Chapter 2, Privileged Publication Material, provides specific procedures on shading exempt material contained in the Department's publications. Shading exempt material from public view is necessary for officer safety and internal security. This chapter also distinguishes that the Office of Primary Interest is responsible for identifying exempt material in a new or revised publication. Annexes are included to provide examples of shaded and sanitized content.

Chapter 3, Specifications, offers very detailed and specific information regarding processing procedures, font formatting, page and publication number formatting, grammar and language, annex formatting, deleting a chapter, and canceling a publication. Chapter 3 thoroughly explains the unique items for GOs, HPMs, HPGs, HPHs, MMs, IBs, AAIBs, and specialized publications.

Chapter 4, Electronic Publications: Formatting and Processing, provides information on how to use the HPM and GO templates for developing and revising publications.

OFFICE OF THE COMMISSIONER

OPI: 003

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