

**CALIFORNIA HIGHWAY PATROL**

**GENERAL ORDER 11.7**

**REVISED JULY 2023**

**CALIFORNIA PEACE OFFICERS ASSOCIATION CONFERENCES AND MEETINGS**

1. PURPOSE. The purpose of this General Order is to formalize departmental policy regarding attendance at California Peace Officers Association (CPOA) conferences and meetings.
  
2. GENERAL. All members of CPOA are encouraged to attend CPOA conferences and meetings commensurate with command responsibilities and the appropriate approval. Normally, expenses (convention fees, per diem and travel) will be the responsibility of the individual member and not the Department, except as provided for in paragraph 3.
  
3. POLICY.
  - a. Attendance at CPOA conferences and meetings at departmental expense shall be governed by the following criteria:
    - (1) Statewide Conferences (California Peace Officers Association Annual Symposium).
      - (a) Chiefs or designated Assistant Chiefs should attend conferences within their Division. Chiefs or designated Assistant Chiefs in other Divisions may attend if a need exists and with the approval of the appropriate Commissioner.
      - (b) Attendance at conferences by Area commanders, regional chairperson(s), and committee members requires prior approval of the appropriate Commissioner. Attendance shall occur only if it is essential to the Department's mission. Furthermore, prior to the approval of conference attendance, an estimate of all costs associated with the conference and the funding source is required to ensure sufficient funds are available. All conference attendance shall be coordinated with Assistant Commissioner, Staff.

(2) Regional Meetings. The regional concept was developed to enhance attendance and participation at meetings by members who could not otherwise afford the costs of attendance at statewide conferences. The Department encourages attendance by all members; however, participation at state expense is limited to regional members within the region with appropriate Division-level approval.

(3) Special Meetings.

(a) Special meetings include, but are not limited to, CPOA committee meetings, task force meetings, and special meetings of regional chairpersons.

(b) Appropriate committee members, task force members and/or regional chairpersons should attend these meetings consistent with command responsibility and with appropriate Division-level approval.

b. Membership on statewide CPOA committees shall be limited to one departmental member per committee. Interested personnel shall obtain approval, through channels, of the appropriate Commissioner prior to requesting or accepting membership.

c. The appropriate Commissioner shall be apprised, by memorandum, of all appointments of departmental members as regional officers and/or committee members.

d. Travel expenses will be reimbursed as set forth in Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims.

OFFICE OF THE COMMISSIONER

OPI: 071