



CALIFORNIA HIGHWAY PATROL



HPM 1.1

PUBLICATIONS MANAGEMENT MANUAL

Safety, Service, and Security



An Internationally Accredited Agency

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

PUBLICATIONS MANAGEMENT MANUAL

THIS PUBLICATION MAY BE PURCHASED FROM THE
CALIFORNIA HIGHWAY PATROL.

REVISED APRIL 2021

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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, 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. 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 (SOPs). This chapter also identifies the responsibilities of the Office of the Assistant Commissioner, Staff, Publications Unit, throughout the revision process.

Chapter 2, Privileged Publication Material, provides procedures for shading exempt material contained in the Department's publications. Removing exempt material from public view is necessary for officer safety and internal security, and it is the responsibility of the Office of Primary Interest to identify exempt material in a new or revised publication. Annexes are included to provide examples of shaded and sanitized content.

Chapter 3, Specifications, offers detailed information regarding processing procedures, font usage; formatting of paragraphs, page numbers, publication numbers, and annexes; grammar and language; deleting chapters; and canceling a publication. The unique items for GOs, HPMs, HPGs, HPHs, MMs, IBs, AAIBs, and specialized publications are explained. Accessibility guidelines that allow CHP publications to be read and navigated by all users, including those with disabilities, are addressed.

Chapter 4, Web Accessibility Requirements for Publications, provides information on applying Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards to CHP publications. WCAG 2.1 Level AA is the current minimum accessibility standard for California state and local government websites and mobile applications as mandated by the U.S. Department of Justice rule under Title II of the Americans with Disabilities Act.

OFFICE OF THE COMMISSIONER

OPI: 003

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