B. Procedure

The legal advisor's responsibilities include:

1. Advising the department on the legal aspects of department policies and practices.
2. Drafting municipal ordinances pertaining to penal offenses, traffic violations, and the licensing of businesses.
3. Conducting legal training for recruits.
4. Conducting in-service Continuation of legal training for experienced agents and civilian employees.
5. Acting as a liaison between the department and the City and District Attorney’s Offices, the courts, and bar groups.
6. Advising field agents and command staff on questions of law arising from their investigations, arrests, and searches.
7. Responding to subpoena duces tecum for police records.
8. Coordinating all litigation against the department and all employees thereof.
9. Drafting contracts pertaining to the police department.
10. Responding to petitions to seal or expunge criminal justice records and petitions to discontinue registering as a sexual offender.
11. Reviewing requests for police records.
12. Writing training bulletins on such legal topics as interpretation of new court rulings and implementation of new legislation.

5110 REQUEST FOR LEGAL OPINION

A. Policy

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification be present imposes a limitation on an agent’s action. In every case, an agent must act reasonably within the limits of his authority, as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.

B. Procedure
1. Every employee of this department is encouraged to utilize the services of the legal advisor.

2. Requests for informal opinions may be undertaken outside the chain of command.

3. Initiation of a formal legal opinion is done through the employee’s chain of command.

5200 PUBLIC INFORMATION OFFICE

B. Procedure

1. The primary duties of the Public Information Officer consist of assisting members of the news media in gathering information about cases investigated by the department.

2. The Public Information Officer:
   a. Serves as the central source of information about the department and responds to such requests by members of the news media.
   b. Arranges news media conferences when directed to do so by a member of command staff.
   c. Writes formal news media releases and distributes them.
   d. Arranges interviews with investigators and other department members at the request of news media representatives.
   e. Initiates contact with the news media for special announcements and appeals for witnesses in difficult cases and similar matters when requested to do so by department members.
   f. Confers regularly with other unit commanders to keep abreast of cases, which may be of interest to the news media.
   g. Assumes a proactive role in contacting the news media with information that might not otherwise come to their attention.

3. When modifications, additions, or deletions are being considered regarding policies and procedures dealing with media relations, attempts shall be made to involve media representatives whenever possible. Media representation shall be contacted by the Public Information Officer and advised of a time and location where the proposed modifications shall be explained and input requested from the media.

5300 EMPLOYEE FUNERAL PROCEDURE

A. Policy
The department acknowledges that in the event of the death of a police agent, it shall be incumbent upon all members of the department to honor and show sincere respect at the passing of a fellow agent.

B. Procedure

1. The procedures and protocol for employee deaths and funerals are described in the department's Line of Duty Death Policy Manual.