



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: April 28, 2026

RE: SOP 263 – Records Management
SOP 467 – Conducted Energy Weapon
SOP 475 – Military Deployment/Reintegration
SOP 670 – Bomb Threats, Suspicious Packages, Improved Explosive Devices
Police Chaplaincy SOI

SOP 263 – Records Management

- Updating how the Administration Bureau shall appoint quality control representatives.
- Removing reference to the CAD system not being operational portions of the policy since this will now be handled by the Department of Emergency Communications since MPD cannot dictate policy for another agency. DEC indicated they will incorporate these practices into their procedures so these requirements will continue to be followed moving forward.
- Updating references from the Technical Communications Division to the Department of Emergency Communications.

SOP 467 – Conducted Energy Weapon

- Updating when the Conducted Energy Weapon (CEW) battery should be charged or changed out.
- Updating that the operator (not supervisor) shall file a Department Memorandum to explain the circumstances of any damaged equipment since they would know directly what happened to the equipment.
- Updating what materials can ignite when a CEW is utilized.

SOP 475 – Military Deployment/Reintegration

- Updating the name of the Department of Veterans Affairs.
- Adding the member's commanding officer, or designee, will provide the information about a deployed member at their work location on the military service banner.
- Adding in the absence of a military service mentor, the member's commanding officer will find an acceptable partner for the returning member.
- Removing reference to a website in the references section that no longer exists.

SOP 670 – Bomb Threats, Suspicious Packages, Improved Explosive Devices

- Updating references from the Technical Communications Division to the Department of Emergency Communications (DEC).
- Updating the chart related to safe stand-off distances on page 3 so it aligns with the updated 2024 Emergency Response Guidebook from the US Department of Transportation.
- Removing the requirement of the Hazardous Devices Unit to be notified of the receipt of a bomb threat as they only need to be notified if a suspicious package or item is found (covered later in the policy).
- Removing the responsibilities of the DEC since we cannot dictate policy for another agency. DEC indicated they will incorporate these practices into their procedures so these requirements will continue to be followed moving forward.

Police Chaplaincy SOI

The only recommended update is to add that chaplains are not to interfere with civilian employees or any hospital staff in the performance of their duties and for chaplains to respect all operational, medical, and administrative protocols and avoid actions that could impede law enforcement activities, patient care, or hospital operations.