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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: September 23, 2025

RE: SOP 114 – Domestic Violence
SOP 280 – Alarms
SOP 990 – Compliance Management Section/Inspections

SOP 114 – Domestic Violence

The only recommended update is if the victim does not authorize the release of their information to the domestic violence hotline, the officer will now complete a DV Hotline Refusal Form in RMS instead of sending an email to ensure this information can be sent and acted upon more quickly and more easily tracked by a supervisor to ensure it was completed.

SOP 280 – Alarms

The only update is to update the term Technical Communications Division to Department of Emergency Communications.

SOP 990 – Compliance Management Section/Inspections

- Updating the name of the SOP from Inspections to Compliance Management Section / Inspections so the name of the SOP more appropriately describes this SOP. The Compliance Management Section is not a new section.
- Removing reference to the Internal Affairs Division since the Compliance Management Section now performs the duties described in this SOP.

- Updated the policy statement to better describe the functions of the Compliance Management Section.
- Removed references to formal staff inspections as the work location commanders are now responsible for ensuring these functions are completed (as required by the inspections standards and regimen concepts).
- Adding audits can be determined by both the commanding officer of the Administration Bureau and the Risk Manager.
- Adding the requirements and responsibilities for the already-existing positions of Criminal Justice Information Services coordinator and Time Agency coordinator.
- Minor grammatical updates throughout the policy.

