

CITY OF SAN ANTONIO
Office of the Chief of Police
INTERDEPARTMENTAL CORRESPONDENCE

DATE: November 8, 2017

TO: Sheryl Sculley
City Manager

THRU: Erik J. Walsh
Deputy City Manager

FROM: William P. McManus
Chief of Police

SUBJECT: Investigative Process Review

WPM
NOV 8, 2017

On Monday, November 6, 2017, I directed Assistant Chiefs Flavin and Treviño to assemble a task force to review standard operating procedures (SOPs) of all investigative units within their respective bureaus. Lieutenant Jesse Salame will lead a group of Departmental subject matter experts in their review of the Homicide, Special Victims, Financial Crimes, Robbery, Vehicle Crimes, and Covert Unit's SOPs. Deputy Chief Gustavo Guzman will lead a group of subject matter experts to review the SOPs affecting the Property Crimes Units located at each of the six substations.

The primary goals of these reviews will be:

1. To enhance the current SOPs
2. To increase efficiency, oversight, and accountability at all levels
3. To provide excellent customer service and responsiveness to victims
4. To restore, build, and maintain trust and confidence in the Police Department's investigative capacity

In initial discussions surrounding SAPD's investigative processes, we have identified clear steps we can, and will take, to inform the public of how cases can be reported, processed and investigated. I will direct changes to be made to SAPD's website that will instruct the public on reporting crime and what can be expected once a report is taken. I will also create a PSA to inform the public of the Department's investigative process.

My goal for completion of these changes is mid-December. I will keep you updated as these changes begin to take place.