

F. USE OF THE MANUAL

Employees will consult this manual if they have any question of their responsibilities or as to proper policy.

If, upon consulting the manual, the employee's question is not resolved, a supervisor or other command staff should be consulted.

G. MECHANICS OF THE MANUAL

This manual has been organized to assist employees in consulting its contents easily and quickly. To find general subject areas consult the table of contents. To find the correct chapter or section. The table of contents will be updated as required.

H. POLICY CONCEPT, REVIEW AND IMPLEMENTATION

Because the policies of this department are so important, it is essential to ensure that those department employees who are affected by the guidelines have the opportunity to participate in their development from all levels within the organization. Although participation is essential and desirable, the ultimate responsibility for policy development rests with the Chief of Police who must operate within the general guidelines set forth by the Mayor and City Council.

1. Policies will be assigned to Command Staff for formulation.
2. Draft policies will be distributed at Command Staff meetings. The developer of the proposed policy or procedure will briefly explain the proposed policy or procedure.
3. Following approval of the proposed policy, each employee will be provided a copy as described in section E of this Introduction.

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C.M.S. 12.2.1

The Review of proposed or revised policies or procedures will include ensuring they conform to current case law and not in conflict with related directives.

Introduction what? See attached Draft