

## INTRODUCTION TO THE MANUAL

This manual is an official publication of the Everett Police Department. It is issued with the authority of the Chief of Police and contains policy for this department. These policies are established to direct personnel in carrying out their duties and responsibilities. Violations of any of the policies contained in this manual will be grounds for disciplinary action.

"Employee" shall refer to all members of the Everett Police Department.

### A. KNOWLEDGE OF THE MANUAL CONTENTS

It will be the responsibility of every employee to have knowledge of, and abide by all policies contained in this manual.

Any electronic updates to the Policy or Procedures Manuals, or other written directives, will require all personnel to open and review these updates as issued. This acknowledgement will indicate a receipt and review of all material. It is the responsibility of the employee to request clarification if they do not understand any directive received in this manner. Any employee requesting clarification will contact the Training Division to ensure full understanding.

### B. ISSUING THE MANUAL

Every employee, upon being issued the manual will sign a dated form indicating that they have received the manual. The employee is required to read the manual within thirty days of receiving it. At the end of the thirty days, the employee will be required to sign a form indicating they have read, understood and will adhere to the provisions of the manual.

### C. SECURITY OF THE MANUAL

Employees will keep their manuals secure. Any information that could hamper the department's operation will be kept strictly confidential. Strict confidentiality is especially important with regard to information on emergency response to criminal activity. Loss of a manual or any of its parts will be immediately reported to a supervisor.

### D. MAINTENANCE OF THE MANUAL

*1/11/13*  
The official Manual is stored electronically, accessible through the Department Intranet. The Chief's designee is responsible for tracking changes, archiving prior versions and maintaining the official manual. Printed copies of the current Policy and Procedures manuals will be kept in the Records Unit and the Office of Professional Standards (OPS).

### E. UPDATING THE MANUAL

Employees will be responsible for maintaining their manual in an up to date manner by making any changes or additions as directed. Upon being issued manual updates, officers will sign and date a form

Effective February 2004 / Rev. 9/2004 / Rev. 12/2004/ Rev. 10/2005/Rev. 2/2006/Rev. 7/2006/ Rev. 4/2007/  
Rev. 6/2007 / Rev. 7/2007 / Rev. 12/2008, Rev. 7/2009, Rev 9/2009, Rev 11/2009, Rev 1/2010, Rev 7/2010, Rev  
10/2010, Rev 11/2010, Rev 12/2010, Rev 1/2011, Rev 2/2011, Rev 3/2011, Rev 6/2011, Rev 7/2011, Rev 9/2011,  
Rev 10/2011, Rev 11/2011, Rev 2/2012, Rev 3/2012, Rev. 6/2012, Rev. 7/2012, Rev 8/2012, Rev 9/2012, Rev  
10/2012, Rev 11/2012

*updated &  
uploaded  
1/18/13*

**Kathy Dockins**

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**From:** Dan Templeman  
**Sent:** Tuesday, April 09, 2013 2:10 PM  
**To:** Kathy Dockins  
**Cc:** Joe Neussendorfer; Kathy Atwood  
**Subject:** RE: Policy Manual Update - Mission Statement

Kathy,

Per our conversation, could you please add in the new department vision statement: "Recognized as a leader in law enforcement, respected by the community and tough on crime," below the mission statement? This will also require renaming the title under the table of contents to include the vision statement.

Also, on the next page, could we add a Department Core Values page and include that in the table of contents?

Thanks Kathy!

Dan

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**From:** Kathy Dockins  
**Sent:** Tuesday, April 09, 2013 8:09 AM  
**To:** Dan Templeman  
**Cc:** Joe Neussendorfer; Kathy Atwood  
**Subject:** RE: Policy Manual Update - Mission Statement

Updated & uploaded.

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**From:** Dan Templeman  
**Sent:** Tuesday, April 09, 2013 7:36 AM  
**To:** Kathy Dockins  
**Cc:** Joe Neussendorfer; Kathy Atwood  
**Subject:** Policy Manual Update - Mission Statement

Kathy –

Can you please update page 12 of our policy manual (Department Mission Statement)? Please delete the existing mission statement and replace it with the following:

"Working in partnership with our community to enhance quality of life and reduce crime."

Thank you!

**Dan Templeman**  
Deputy Chief – Operations Division  
Everett Police Department  
3002 Wetmore Ave.  
Everett, WA 98201

*updated &  
uploaded  
KADP  
4/10/13*