

## 2.15 SUPERVISOR ACCOUNTABILITY

The Everett Police Department recognizes supervisory positions as the first level of supervision within this department. These supervisory positions have the responsibility to guide, direct, coach and counsel, motivate, evaluate and instruct all personnel under their supervision. It is the supervisors' responsibility to plan the work of personnel in an orderly manner, delegate authority and responsibility when appropriate and to follow the progress of task assignments to a satisfactory completion. All supervisors of all ranks and/or levels within the department shall be, at all times, responsible for the work performance of subordinate personnel under their immediate control.

A patrol supervisor will respond and take command of all situations of serious emergencies, felonies in progress, situations relating to or involving any civil unrest, injury to or by a police department officer, damage to any departmental equipment or city vehicle and any fire response outlined in the fire response-unusual occurrence sections of the Operations Procedures Manual.

## 2.16 DUTY TO OBEY LAWFUL ORDERS

If an officer is given an order or instruction by his/her immediate supervisor or other ranking officer, and another senior officer gives an order or instruction that conflicts with the previous order given, the officer shall so inform the senior officer of the conflict. If the senior officer still desires that his/her order or instruction be carried out, the officer receiving the conflicting order will do so. The senior officer giving the conflicting order will immediately notify the officers' immediate supervisor of the action.

## 2.17 WRITTEN DIRECTIVES

In addition to this manual, officers are expected to familiarize themselves with other official department publications. These publications are consistently formatted on departmental letterhead and bear the signature of the Chief of Police or designee from the command staff. The year and sequence of distribution uniquely number all of the above listed written directives. These publications will be distributed electronically to all employees. All employees will be required to open the electronically distributed publications. Opening the document provides an electronic signature acknowledging receipt.

Printed copies of the current Policy and Procedures manuals are kept on file in the following locations: ~~for immediate accessibility to all affected personnel. One copy of the manuals will be located in each sector Sergeants Office, one copy to Investigations and the Office of Professional Standards (OPS) and one for in the Records Unit, and one copy in Administrative Services. Administrative Services~~ The OPS will update these manuals as needed and replace them with each year's newest print edition.

Electronic copies of written directives and directive updates to include the Policy and Procedures Manuals, Training Bulletins and Personnel Orders are maintained on the Intranet and available to all personnel at all times.

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

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Printed copies of all other written directives, training bulletins and other department publications will be maintained in the Chief's Administrative Assistant's Office same locations and updated by Administrative Services personnel.

Electronic copies of written directives and directive updates to include the Policy and Procedures Manuals, Training Bulletins and Personnel Orders are maintained on the Intranet and available to all personnel at all times.

It is the responsibility of all users of the departmental manuals and written directives to note any discrepancies, errors or omissions and to submit a notification through the chain of command to the Deputy Chief of Services.

Operations Procedure Manual – department manual describing procedures on how to handle the common tasks associated with the police department. This manual is intended to compliment the Department Policy Manual and Unit Standard Operating Procedures.

Unit Standard Operating Procedures – describes the unique characteristics and responsibilities of each unit of the department.

Special Orders - directives that are of limited duration or to cover a specific event. The Chief of Police or designee within the command staff issues these orders

Personnel Orders - changes in employment, rank or assignment will be announced by Personnel Order. The Chief of Police or designee within the command staff issues these orders.

General Orders - changes in policies or procedures that will be issued by the Chief of Police or designee within the command staff. General Orders will be reviewed at a regular scheduled command staff meeting prior to implementation, unless by emergency order of the Chief of Police.

Training Bulletins – alert personnel to changes in law, procedures and general information requiring department wide distribution. Issued after a review by command staff by the Chief of Police or designee within the command staff.

## 2.18 RECRUITMENT

### Personnel Responsibilities:

It is the policy of the Everett Police Department to set minimum entry-level requirements for prospective employees. These requirements and the job descriptions of the Everett Police Department will be maintained in the City Human Resources Office.

### Selection Process for Applicants:

The Everett Police Department will adhere to City Human Resources Policy and Civil Service Rules when selecting officer applicants, and non-commissioned applicants.

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