

1.0 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 procedure for this department. These procedures have been established to direct personnel in duty and responsibility. Violations of any of the procedures contained in this manual will be grounds for disciplinary action.

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

KNOWLEDGE OF THE MANUAL CONTENTS

It will be the responsibility of every officer to be knowledgeable of the contents of this manual and to abide by all policies contained herein.

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 acknowledgment 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 a full understanding.

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 then 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.

SECURITY OF THE MANUAL

Officers will keep their manuals secure. Any information, which could hamper the operation of this department, 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.

MAINTENANCE OF THE MANUAL

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).

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, employees will sign and date a form indicating they have received the updated material.

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