

CITY OF LYONS POLICE DEPARTMENT

POLICE OPERATIONS MANUAL

CHAPTER: 1 - General Provisions

EFFECTIVE DATE: February 1, 2012

NUMBER OF PAGES: 6

REVISED DATE:

DISTRIBUTION: All

SPECIAL INSTRUCTIONS: None

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I. PURPOSE

- A. To issue the Operations Manual as the official departmental policy to which all personnel shall conform.
- B. To establish a method of distribution and revision of the Manual.
- C. To establish each employee's accountability for the Manual, both in content and in care.

II. RULES AND REGULATIONS

A. Overview

- 1. Establishment of the Manual - The Operations Manual is hereby issued. All personnel are responsible for knowing, understanding and conforming to its contents. Any questions about this Manual shall be brought to the attention of the employee's immediate supervisor.

This Manual is a composite of policies, procedures and rules pertaining to the Department. All existing manuals, orders, or other regulations promulgated by the Department which are in conflict with the contents of this Manual are hereby revoked. Those orders and regulations which are not revoked shall remain in effect.

If any section, sub-section, item, clause, or phrase contained herein is found to be illegal or otherwise incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the Manual.

Any parts of this manual found to be in conflict with any Policy or Ordinance of the City of Lyons, Georgia Statutes, or Federal Statutes is hereby revoked. Any discovery of such conflicts shall be immediately brought to the attention of the Chief of Police. Such discovery shall not affect the validity of the remaining portions of the Manual.

- 2. Contents of the Manual - The Manual was written to emphasize safety issues, areas of high liability, prosecutorial conviction requirements, and the overall efficiency and effectiveness of general departmental operations. The additional requirements pertaining to specialty areas within the Department will be addressed at a divisional level. Noted deficits in training issues will be addressed through memoranda (see Section C.3. below).
- 3. Structure of the Manual - Preceding each chapter is a cover sheet providing the officer with a quick overview of the contents. It shows directly related areas which are covered in other chapters, the requirements which directly affect the chapter, and an index of the chapter's contents.

Each chapter starts with a listing of the main purpose areas to be addressed.

This is followed by a rules and regulations section which further clarifies and gives additional direction to the purpose statements.

Procedures to be followed are written as topic specific standard operating procedures and are found at the back of the appropriate chapter.

- B. Responsibility/Distribution - Copies of the Manual shall be issued by serial number to all personnel of the Department, and shall remain the property of the Department.

Each employee shall be responsible for the maintenance and care of his/her Manual and shall update his/her Manual as revisions, deletions and additions are made.

Distribution shall be through supervisors who will maintain distribution records. Employees shall initial the distribution record accordingly for each addition, revision, or deletion to the Manual.

Supervisors shall conduct periodic inspections of their subordinates' Manuals to ensure they are current and in proper order.

- C. Additions/Deletions/Revisions - Other methods of clarifying or making changes to this Manual will be in the form of general orders, special orders, memoranda and standard operating procedures.

1. General Orders

Purpose: To provide a written directive from the Chief of Police announcing changes in departmental rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order. General Orders are consecutively numbered. They will state the year and Order number (Example: 2012-01).

2. Special Orders

Purpose: To provide a self-canceling or temporary written directive by the Chief of Police or his designee. Special Orders include the effective dates and the date of issue. Special orders are normally used to affect the status of individuals or to change assignments.

3. Memoranda

Purpose: To disseminate general information from the Chief of Police or his designee.

4. Standard Operating Procedures (S.O.P.'s)

Purpose: To provide written directives from the Chief of Police which explain the specific procedures to be followed under certain circumstances. Standard Operating Procedures will remain in effect until rescinded or updated.

5. "Hot Word Book"

Purpose: To provide a method for the exchange of information between shifts in the UPD, between the CID or ASD and the UPD and between the Chief's Office and the UPD. Information in the "Hot Word Book" shall be of limited duration or confirmed by other means if of a longer duration.

D. Manual Review/Re-evaluation

The Manual shall be reviewed at least annually in order to ensure that it is consistent with current statutory and case law and departmental practices. Revisions to the Manual shall be distributed in accordance with the established method of distribution as outlined in B. above.

E. Legal Review

Appropriate policies, procedures and other types of formal communications will be submitted to the City's legal counsel prior to adoption.

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