

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 1

DEPARTMENT POLICY MANUAL

Revised 5/97

1.0 PURPOSE

The purpose of this order is to set forth guidelines and procedures for documenting and organizing Departmental orders. Policies will be organized in sequential order for easy access.

1.1 POLICY

All personnel are responsible for **KNOWING, MAINTAINING, and CARRYING OUT** the provisions of all departmental policies. The Department will conduct periodic audits to assure that every assigned manual is maintained.

1.2 COMPOSITION OF MANUAL

The Departmental manual will be divided into sections and subsections and numbered sequentially. A table of contents and index will be included for rapid location of material.

1.3 POLICY FORMAT

The format for individual sections set forth within this manual shall be as follows:

A. **HEADING**

The first page of each section will include a departmental identification, section number, table of contents, and the date of issuance or revision.

B. **BODY**

The body of each section will include subsections and when necessary micro-subsections. All subsections shall be titled. The first of the subsections shall be entitled "Purpose." The remainder of the subsections will spell out the specifics of the order.

C. **COLOR CODE**

Some sections of this manual will be colored. Sections covering

subjects that occur frequently and present a high risk will be colored blue. Sections that cover subjects that occur infrequently, but still present a high risk, will be colored pink. It is imperative that all personnel be thoroughly familiar with these colored sections.

1.4 ADDING OR REPLACING ORDERS

When an order is written, revised, or replaced, it shall be dated, numbered, and placed in the proper section of the manual. Appropriate changes will be reflected in the index and table of contents.

1.5 REQUIRED MAINTENANCE

This Department will supply each individual member with his own copy of this manual. Each member is responsible to maintain his manual orderly and up to date.

1.6 ISSUANCE OF NEW INDEXES & TABLES OF CONTENTS

As orders are added and revised in this manual, the index and table of contents will be updated. The updated index and table of contents will be distributed periodically.

1.7 AUDIT OF POLICY MANUALS

A member of this Department (the Directives Supervisor) designated by the Chief of Police shall conduct periodic inspections of manuals. This inspection is to ensure that each member of the Department is keeping his copy of the Policy Manual updated. Failure to maintain a manual may result in disciplinary action, as deemed appropriate by the Chief of Police.

1.8 DIRECTIVES SUPERVISOR

The Chief of Police shall designate an employee to become the Directives Supervisor. This employee shall be responsible to document new and revised directives as spelled out in this section and to circulate such orders. This employee shall also be responsible to maintain the Department manual which shall be kept within ready access of employees.

