	Abilene Police Department Operating Procedures		
	Subject: <i>Introduction</i>	Issued: 12/08/2015	TBP: 1.04

Introduction

The Abilene Police Department (Department) Policy and Procedure Manual is the guiding philosophy for its employees as they perform their assigned tasks and responsibilities. The Department has set high standards for its employees. It has high expectations of their performance. The citizens of Abilene grant Department employees considerable authority to act on their behalf in an effort to create an environment free of crime, violence, disorder, drug abuse and the fear accompanying these conditions.

Employees are expected to conduct themselves, both in interactions with the public and with one another, in a manner that conveys respect, honesty, integrity and dedication to public service. In turn, employees should be treated fairly, honestly and respectfully by everyone in the Department regardless of authority, rank or position within the organization.

Adoption of Manual

Manuals will be maintained so all employees have ready access to a manual while at work.


Each employee shall be issued a printed hard copy and an electronic version shall be stored in the computer directory which is available to all employees. Employees shall be trained on written directives prior to providing written acknowledgment indicating receipt and review of the directives.

It is the responsibility of every employee and supervisor, if issued, to maintain their manual up to date with all newly issued written directives.

The manual is the property of the City of Abilene and will be returned to the Department upon termination of employment with the Department.

Security of Manual

No employee may release contents of the Operating Procedures manual without prior approval of the Chief of Police or his designee. Employees should strive to keep their manual secure and prevent its loss or theft.

	Abilene Police Department Operating Procedures		
	Subject: <i>Introduction</i>	Issued: 12/08/2015	TBP: 1.04

Format

The policy manual shall contain the following for clarification and easy access:

- A. Table of Contents
- B. Index

The policy manual shall have a standardized header format containing the following:

- A. Law Enforcement Identification
- B. Reference number
- C. Subject Content
- D. Date of Issuance
- E. Best Practice Reference

Written Directives (TBP 1.04)


The Chief of Police shall be directly responsible to the City Manager for the proper administration of the Department, including the development or formation of written directives.

Written directives are communication that contains directive, advisory or informative matter for employees. Directives may come in several forms: memoranda, policies, rules and regulations, standard operation procedures and special orders. This document defines the uses of each of these directives, restricts the authority to issue and provides for distribution to help ensure personnel affected by a directive become familiar with its contents.

The Chief of Police, or his designee, shall be responsible for reviewing, revising and updating the manual biennially. This written directive system will include all Department policies, procedures and rules and regulations. The Chief of Police, or his designee, is responsible to ensure that all written directives are in accordance with applicable Texas law. Final approval of all written directives shall be by the City Manager.

Memorandum

A memorandum is a formal written method of communication used to transmit information up or down the chain of command. A memorandum may be addressed to all personnel, a small group or to an individual. It will not be used to change or establish departmental policy, regulation or procedure.

	Abilene Police Department Operating Procedures		
	Subject: <i>Introduction</i>	Issued: 12/08/2015	TBP: 1.04

Policies

Policies are guiding principles and philosophies from which each individual can understand their place within the organization and can direct their activities and attitudes to achieve the Department's goals as recommended by the Chief of Police, with final approval by the City Manager.

Rules and Regulations

Rules and regulations are the most restrictive of the Department's written directives and are written to closely regulate personnel behavior and performance. They identify things which must be done or must not be done on the part of the person governed by them as recommended by the Chief of Police, with final approval by the City Manager.

Standard Operational Procedures

Standard operational procedures are written directives that describe departmental programs and procedures that have application to more than one departmental program and apply to more than one unit throughout the Department. Such orders take effect on the date issued and remain in effect until withdrawn or modified as recommended by the Chief of Police, with final approval by the City Manager.


Special Orders

Special orders are temporary in nature and are used to immediately change or establish procedure for specific circumstances or events. The Chief of Police, in order to change or establish department procedure as needed, will issue, upon final approval of the City Manager, a special order. As issued, a special order must contain an expiration date and remain valid for no longer than one (1) year from the date of issuance.

Change or Amendments (TBP 1.04)

The Chief of Police, as designated by the City Manager, shall be responsible for periodically reviewing, revising or purging the department's written directives. The review shall occur at minimum on a biennial basis. Written directives shall only be purged at the direction of the Chief of Police.

Any employee may suggest a change or amendment to the Policies and Procedures Manual. The suggestion must be directed to the chairman of the Policy Review Board in writing and must include a complete proposal and justification for change.

	Abilene Police Department Operating Procedures		
	Subject: <i>Introduction</i>	Issued: 12/08/2015	TBP: 1.04

Adherence to Rules, Regulations, Policies and Procedures

Employees are expected to follow the rules, regulations, policies and procedures contained in their manual as written. Employees should consider each as a directive unless they can articulate specific circumstances that justify deviation from the rule, regulation, policy or procedure.

Continuing Compliance with Best Practices (TBP 1.13)

The Chief of Police shall designate a Program Manager to oversee the Texas Recognition Best Practices Program. The Manager will be responsible for ensuring Program requirements are met.

The Program Manager will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the Chief of Police if a continuing compliance issue is not met.

The Program Manager shall provide the Chief of Police with a semi-annual memorandum advising the status of Best Practices Compliance.