



Abilene Police Department Operating Procedures

Subject:

Administration

Issued:

10/19/2011

TBP:

4.06, 4.07,
4.08, 4.09

Number:

B-3

General Provisions

Department administration is assigned the task of improving the ability of its employees to properly perform the police function and with strengthening the relationship that exists between all employees and the public they serve.

Command Responsibility

A division manager or patrol commander has responsibility and accountability for every aspect of their command and, within policy guidelines and legal constraints, the authority to coordinate and direct assigned personnel and resources in achieving organizational goals. The manager or commander must critically evaluate all aspects of their assignment while reviewing current policies, procedures and programs to allow their division to adjust to a changing environment and remain effective in meeting community needs.

Concern for Employee Welfare

The nature of directing is such that there must be a coexisting loyalty to management and to employees. The resolution of those loyalties requires the exercise of leadership in a manner which benefits both management and individuals and which avoids conflict between the two interests. Commanding includes a concern for the personal problems, desires and interest of employees and positive assistance in resolving their problems or in achieving their goals.

Department Directives

In a large and complex organization, it is essential that written directives communicate desired information to employees as accurately as possible. Directives should be well researched, properly drafted and subjected to staff review for concurrence. A manager or commander may issue a directive as long as it affects his/her command only and does not conflict with Department directives.

Administration of Discipline

Discipline is used to encourage, inspire, train or impose negative sanctions. Its immediate purpose is the channeling of individual effort into effective and productive action.

The imposition of discipline requires foresight and planning rather than mere reaction. It involves an evaluation of the human factor which, when combined with proper training, motivation and recognition of individual and group effort, results in self-discipline.

To be effective, discipline must not only be fair in its application, but must also follow within a reasonable period of time, the act it is intended to correct. Disciplinary cases must be promptly processed and resolved.



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Handicapped Employees

The Department will not discriminate against the employment or continued employment of any person if they are otherwise qualified to perform the assigned duties. Every reasonable effort will be made to accommodate the handicapped; however, the Department may require the employee to furnish medical requirements for accommodation.

Contagious Diseases

The Department is concerned about and committed to a healthy working environment for its employees. To achieve this goal, employees are provided access to appropriate equipment and materials to prevent or minimize transmission of communicable or contagious diseases. They will receive periodic training and information materials concerning contagious diseases, be provided procedures and guidelines to follow when they encounter a potential exposure situation and be provided a method to report possible job-related contact with a contagious disease.

Recruitment

To obtain the highest caliber candidates possible, it is essential the Department participate in the recruitment process. The Department maintains an active, formal recruitment program; however, an officer in daily contact with the public is the Department's best recruiter. The officer's conduct, demeanor and enthusiasm, may serve to favorably impress and attract the type of individual whom the police service needs. Because of their experience and knowledge, officers are able to counsel persons who show an interest in law enforcement careers and to encourage their application to the Department.

Duty Assignments

Allocation of personnel to specific assignments is made with the aim of establishing optimum effectiveness within the Department while recognizing the needs, abilities and preferences of individual employees.

Promotions (TBP 4.06)

The goal of the Department is to promote the most qualified personnel to positions of increased responsibility. The Department should help in the selection process by accurately rating and evaluating employees and candidates for promotion and by advancing those most qualified.

Promotion to sergeant and lieutenant will be based on the active Meet and Confer Agreement between the City of Abilene and the Abilene Police Officers' Association and the Texas Local Government Code Chapter 143, Firefighters' and Police Officers' Civil Service Rules and Regulations.



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Promotional Eligibility List (TBP 4.07)

Eligibility lists for sergeant and lieutenant are established by Meet and Confer and Civil Service Rules and Regulations.

All promotional examination results and eligibility lists will remain valid for a period of one year or until the list is exhausted, whichever comes first.

Performance Evaluations (TBP 4.08)

- A. Performance evaluations for non-sworn personnel shall be conducted annually and in accordance with city policy.
- B. Performance evaluations shall be required annually on all sworn employees. Evaluations will cover a total of a one year time period.
- C. Evaluations for sworn personnel will be completed in accordance with the written directives found in the APD Performance Evaluation guidelines.

Training of Supervision (TBP 4.09)

All supervision, regardless of rank, will be trained how to properly evaluate personnel performance and conduct performance discussions.