

## **INTRODUCTION**

This policy manual is provided so employees of the Department will be informed concerning the principles which will be adhered to in the performance of law enforcement functions. Policy is provided as a guideline for the broad range of policing activities requiring administrative and operational discretion, as well as for decision making considerations by the individual employee.

It is the responsibility of the Office of the Chief of Police to update policies as needed. When updates to policies are made, all employees will be advised and will review the changed policies to ensure understanding. It is the responsibility of all individual employees, aided by supervisors, to know the current policies and to comply with them.

An up-to-date and official electronic copy will be kept accessible to all employees on the Department's information system and an up-to-date printed copy will be kept on file in the Office of the Chief of Police. Concerns or issues about policies will be delivered to the Office of the Chief of Police through the Chain of Command.

This manual is the primary guide for all Police Department employee conduct in the provision of services to our community.