

City of Johns Creek Police Department

<i>Subject:</i> Developing of Policy and Procedures	<i>Number:</i> 01-02
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> 01/10	<i>Review Date:</i> Annually
	<i># of Pages:</i> 5

SCOPE:

The directives contained within this electronic manual are for Department use only and do not apply in any criminal or civil proceeding. Department policy should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these directives shall only form the basis for departmental administrative sanctions.

PURPOSE:

Our intention in providing the following policies, rules and regulations are to develop a control oriented management philosophy. These policies are not enacted with intent to inhibit performance, but are created as a guiding document affecting the Department as a whole for long periods of time and remain in effect until formally revised or rescinded. The ideal policies and procedures are those which free the members of the Johns Creek Police Department from doubt about their limits of authority so they can operate to the fullest extent of their ability, becoming more effective, more efficient, and more professional. In this manner, both the individual and the organization have a greater chance of reaching higher levels of performance and attaining both cooperation and individual maturity.

All attempts were made to balance where policy supports and guides performance to maximize mission accomplishment. This will facilitate the organizational mission and the agency's guiding philosophy (value statements and goals). It must permeate every aspect of the agency's function and being. All of these elements complement a performance management system.

For example, all facets of the use of force issue must be taught in a comprehensive course wherein alternatives, force options, policy and legal issues are instructed. If the use of certain tactics or maneuvers are not regularly embedded in the policy context, then the training and instruction is incomplete. Integrated training means policy, values, tactics, and specific techniques are taught as configurations, and not in different segments. Our approach must be integrated with training, which then becomes the nexus between procedures and performance.

Keeping this in mind, the policies and procedures in this manual were developed to:

- provide guidance and direction to personnel.
- standardize procedures for recurrent, predictable situations.
- conform to legal mandates.
- coordinate Department activities.
- provide for accountability of employees.
- provide control.
- enhance the achievement of the Department's mission.
- define performance expectations/standards.

Definitions and Hierarchy of Rules (01-02-01)

PowerDMS – The software program utilized by the agency to maintain our paperless written directive and document system.

Rules and Regulations: The rules and regulations, and/or Disciplinary Administrative Guidelines, of the Department are absolutes of behavioral expectations. Members are expected to follow each and every rule and regulation at all times.

Policy and Procedures: Policies and procedures are first and foremost training guides. No one can really tell an employee how to exercise his or her methodology perfectly in every one of the thousands of different situations which may arise. We have recognized we cannot choose between having “no guidelines” and having “perfect guidelines”. Therefore, these policies and procedures will apply some guidance by way of basic instruction to assist the employee in most situations or circumstances. Normally, discretion is given to the employee and supervisors to handle situations encountered. From time to time, the appropriate method to handle a situation may be contrary to written policies and procedures. After properly analyzing a situation and hopefully with guidance from a superior officer, a situation may be handled as the officer or employee on the scene sees fit. Violations of policies and procedures are normally not a disciplinary matter, but a training issue. It is the Department's duty to constantly evaluate performance and behavior, and to coach and train employees in proper behavior and performance. It is not our duty to criticize and condemn after the fact, but to evaluate performance.

Directives or Memorandums: Their purpose is simply to communicate between individuals and groups. They are normally not used to issue any order or to supersede any existing order or policy, however as a directive, they do affect procedures and may, when issued by proper authority, in fact establish a custom which may affect or become policy. Directives and memos may be issued through any member of the organization with the approval of the Chief of Police to assist in the flow of information.

Written Directive System Format: Written Directives and Rules and Regulations (Standard Operating Procedures) will be maintained in an electronic written directive system. The basic format will consist of the following sections:

1. Subject
2. Number
3. Reference (if applicable)
4. Amends (if applicable)
5. Effective, Review & Revision Dates
6. Definitions (if applicable)
7. Scope (if applicable)
8. Purpose Statement
9. Policy Statement
10. Total # of Pages

The body of the policy will follow the basic outline format and each section will have an

additional header which coordinates with the policy number. This basic format does not prohibit a document to be entered in the electronic written directive system if it is not in this exact format. The department's electronic written directive system shall be maintained in an electronic computer (paperless) format and is immediately accessible by all personnel via the internet. Each employee is assigned a computer and air card, if applicable, and has access to the internet in order to access the electronic written directive system. The electronic policy system is password protected and is accessible anywhere there is an internet connection. A backup of the written directive system will be maintained on a flash drive, issued by the City of Johns Creek IT Department, and maintained in the squad room. The squad room is accessible to all employees. This backup media will ensure all employees have continued access to all policies, should there be a time where access to the internet is unavailable. The Administrative Services Unit will be responsible for ensuring the backup media (flash drive) is updated with all policy changes and revisions.

Revision/Distribution of the Policy Manual (01-02-02)

This manual of rules, regulations, policies and procedures shall be a guide to assist all members of the Johns Creek Police Department in the achievement of our mission and goals to serve our community. From time to time, the specifics of the manual will be altered by the Department in one of the following methods:

Exigent Issues: Should an immediate change be required in our normal operating procedures, a policy revision will be issued as soon as possible. If the change is immediate an email or memorandum approved by the Chief of Police will immediately change our method of operation as it pertains to that specific policy until such revisions can be made.

New and Revised Policy: Chief of Police has the authority to issue, modify, or approve all agency written directives. Each new or revised policy enacted shall be only upon the approval and signature of the Chief of Police and on the effective date assigned by the Chief. All policies will be reviewed at assigned intervals of one year anniversary dates, but due to unforeseen circumstances, may occur at any time preceding that date at the discretion and direction of the Chief. Said changes may be initiated by, but not limited to, alterations dictated by law, court decisions, precedent, or the many other influences that govern the behaviors or functions of the Department. The Administrative Services Commander is authorized to make administrative changes to the policy such as correcting spelling and grammatical errors. The electronic written directive system will automatically maintain a log of all revisions, changes and deletions.

Distribution: All issuance of new or revised policies and procedures shall be distributed to all employees. Additionally, an email of the newly enacted policy or procedure will be sent to agency personnel.

It shall be the responsibility of all commanders and supervisors to ensure all amendments, revisions, or other alterations, or the issuance of new policies, procedures, rules, regulations,

orders, memorandums, and directives are signed by their respective employees. Supervisors shall log into the system on a regular basis to ensure documents are being signed. Automatic electronic logs capture the user's times and dates, as well as the time spent logged into the electronic written directive system.

At the time of distribution, the commander or supervisor will conduct training, if applicable, with their assigned subordinate personnel, usually at shift change roll call, to assure understanding and comprehension by all recipients. The electronic written directive system will automatically record the distribution; designation of the affected chapter subject to the revision, as well as the effective date of the new issuance or revision. Electronic signatures will serve as receipt the written directive or material was received, understood and signed by the employee.

It will be the responsibility of each employee, officer, or member of the Department to seek additional training if absent when given, to remain aware and informed, and to log into the electronic written directive system on a regular basis to ensure receipt of new, revised or rescinded material.

Archive: An archive and a master file or manual shall be established and maintained by the Administrative Services Commander. The archive shall retain electronic copies of all policies, both current and rescinded, for future reference, and shall only be removed, or purged after the approval of the Chief and in accordance with Georgia Open Records Retention Law. The archive will be maintained automatically within our electronic written directive system and also on the designated police server. The department's electronic written directive system shall be maintained in electronic computer formats and is immediately accessible by all personnel via the internet. Each employee is assigned a computer and air card, if applicable, and has access to the internet to access the electronic written directive system. The electronic policy system is password protected and is accessible anywhere there is an internet connection.

Indexing of Manual: All policies, procedures, rules, regulations, directives shall be catalogued, have an order of sequentially assigned numbers or title within the category wherein they are placed, have a sufficient cross referencing system for accessibility to other related policies or procedures, and have an alphabetical referencing or index system to provide user friendly research capabilities. The electronic written directive system automatically categorizes the system by number, title and or subject. The index is maintained and automatically updated each time a revision or document is added to the system. Employees may also search the electronic directive system by type of document, such as legal update, standard operating procedure, training document, etc or by key word or date issued. Each time an employee logs into the electronic written directive system the employees inbox will notify the employee of revisions, training documents, tests, etc. which need to be reviewed, taken or signed for.

New or Revised Policies or Procedures; Suggestion: Suggestions for changes or alteration to any existing policy, procedure, rule or regulation or other directive may originate from any member of the agency. The suggestion, if affecting a particular division, should be submitted in

written form outlining the reason why the change is needed and what benefit the department or division would derive from the addition or revision. The suggestion may also be submitted to the employee's division commander via the chain of command or by the feedback option in the electronic written directive system. Prior to the promulgation of a revised or new policy, procedure, rule or regulation the Administrative Services Commander will review the changes to ensure it does not contradict applicable state or national standards, existing agency directives or applicable laws.

12.2.1

12.2.2