

Truro Police Department

DEPARTMENT MANUAL UPKEEP

Policy Number: ADM-1.10

Effective Date: June 1, 2000

REFERENCE:

Revised Date: September 18, 2006

Accreditation Standards: 13.1.3

Mass. Gen. Law

Other:

POLICY: It is the Policy of the members of the Truro Police Department to maintain, update, and keep ready for use, the Truro Police Department Manual, and any other department issued manual.

PROCEDURE:

1. The Truro Police Department Manual includes policies and procedures, rules and regulations, special orders, general orders, personnel orders, memos, referenced to the aforementioned.
2. The department manual is online at www.truropolice.org. Members may look up any policy and procedure, rule and regulation, and other documents as needed from any computer using the prescribed password established by the Chief of Police.
3. Hard copies of the department manual are available at the Communications Center, Patrol Room,.
 - a. The Staff Sergeant will be responsible for updating and maintaining the manual in the patrol room
 - b. The Communications supervisor will be responsible for updating and maintaining the manual in the patrol room.
4. **HARDCOPY REVISIONS**
 - a. When an updated version of a policy and procedure, or rule and regulation is issued, The Staff Sergeant and Communications Supervisor are required to do the following:

- b. Insert the new material as indexed, in its order.
- c. Return the older version of the material to the Lieutenant, or as instructed.
- d. Return the Policy Action Memo with the instructions, signed and dated to the Lieutenant indicating that the policy was in fact updated.

5. ONLINE VERSION

- a. When an updated version of a policy and procedure, or rule and regulation is issued, The Lieutenant shall do the following
 - i. A PDF version of the new material will be emailed to all personnel highlighting the changes, with any additional commentary in the email text.
 - ii. The Lieutenant will ensure that the PDF File of the new material is placed online.
- 6. When a new policy and procedure, or rule and regulation is issued, it will be indexed in numerical order, or as instructed.
- 7. Any Special Orders, General Orders, Personnel Orders, Memos, Fiscal Year Calendars should be maintained in your files.