

CLINTON POLICE DEPARTMENT POLICY

TAKEN FROM POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
TO BE APPROVED BY CLINTON CITY COUNCIL

POLICY AND PROCEDURE MANUAL

All directives affecting agency policy, procedure, conduct, rules, and regulations shall be accomplished in writing and disseminated to the affected personnel. Those directives shall govern the operation of the Department. All members of this Department shall read, adhere to and be held accountable for all policies, procedures, rules, regulations, and instructional material set forth in any manual or manuals or posted on the department bulletin boards. It will be the responsibility of each member to read and be familiar with the contents of the Department's Standard Operational Procedures and other manual(s), which may be assigned to them. Upon successful completion of training, each member to the Department will be required to sign a statement that he/she has read, understands, and agrees to abide by the directive appropriate manual(s).

OATH OF OFFICE

All commissioned police officers shall be required to take the oath of office before assuming sworn status with this department. The oath of office will be given by the City Clerk or the City Manager. After taking the oath, Officers shall sign the Oath and it will be placed in the Officer's personnel file.

BUDGETING

The Chief of Police will have ultimate authority and responsibility for the fiscal management of the Department. This will include budget preparation and control of expenditures. He may designate other Department members who shall participate in the budget process. At his discretion, other persons may be responsible for fiscal matters as they relate to their areas of responsibility. All employees shall prepare and present budget ideas and proposals to the Chief of Police for their area of responsibility. This will be done in compliance with the City timetables for budget preparation. The Department budget shall be presented to the City Manager in the approved format and with the proper justification. Items shall be purchased in compliance with the instructions issued by the City Purchasing Policy, City Ordinance, and State Law. The Chief of Police may request supplemental appropriations in accordance with the City policy. The request shall be in the form of a memo to the City Manager and must have his/her approval before the funds may be appropriated.

PUBLIC INFORMATION

The Department recognizes that the public should have accurate, authentic information concerning events that affect the public welfare or the public interest. The public should be informed of Departmental actions when it is possible to give such information without interfering with the performance of vital emergency police services or jeopardizing the results of a Police investigation.

GRIEVANCE POLICY

A grievance by any employee will be in compliance with the City of Clinton Personnel Handbook. The Chief of Police shall maintain a file of all grievances. Access to this file shall be limited to the Chief of Police or the City Manager or Personnel Officer. The Chief of Police or his designee shall conduct an annual review of all grievances to determine if any trends exist and to prepare a report for the City Manager.

SEXUAL HARASSMENT POLICY

The employees of the City of Clinton Police Department shall abide by the Sexual Harassment Policy as established in the Personnel Handbook.

EQUAL OPPORTUNITY EMPLOYMENT

The Department will follow those Equal Employment Opportunity guidelines as established by the City and the Equal Employment Opportunity Commission. The Department may alter this policy at any time so as to maintain compliance with the appropriate laws and court rulings. The City of Clinton Police Department is an equal opportunity employer.

SUPERCEDE STATEMENT

In any instance where there is a conflict of directives between the City of Clinton Employee Handbook and the Police Department Standard Operational Procedures Manual, the City of Clinton Employee Handbook will take supremacy and should be followed.

Copies of the policy will be on file with the Chief of Police, squad room, and the City Manager for viewing.



D. E. CRABTREE
CHIEF OF POLICE