

JACKSONVILLE POLICE DEPARTMENT

WRITTEN POLICY SYSTEM

Policy: 1-2

Effective: 01-01-09

Revised: 01-25-21

PURPOSE: The purpose of this policy is so that all Jacksonville Police Department employees know what is expected of them with regards to the Policy and Procedures Manual.

POLICY: It shall be the policy of this Department to establish and maintain a structured program of written policies in order to provide administration and guidance necessary to ensure a high degree of planned, consistent, and accountable police service. Policies may be produced by the Chief of Police, the Mayor of the City of Jacksonville, and/or the Jacksonville City Council. The contents of this Manual shall not be canceled, amended, or new orders issued without the approval of the and over the signature of the Chief of Police.

The personnel of a police agency need and deserve guidance in order to perform efficiently and effectively. Providing this direction, through the development and utilization of policy, is an important management tool in the administration of the Department. Policy cannot be relied upon as a substitute for managerial responsibility. However, policy statements that are relevant, properly formulated, and sufficiently communicated can help to ensure consistency of action and clarify the role of the Department.

Development of policy for the many and varied issues confronting police personnel will provide the guidance necessary to accomplish those tasks. Achieving consistency in thought and action of Department employees reduces arbitrariness but does not eliminate the discretion necessary to resolve the variety of situations that will be encountered.

The requisite administration and guidance can best be established and communicated through a formal policy system of written policies, rules, and procedures. This system is not intended to be all-inclusive; the absence of a particular policy does not excuse any employee for inadequate performance nor unbecoming conduct.

DEFINITIONS:

- I. **WRITTEN POLICY:** Contains purpose, policy, and procedure which the Department has established to operate effectively.
- II. **POLICY:** General statements guiding the Department toward the attainment of its goals within each policy.
- III. **PROCEDURE:** Specific statements or methods of guiding employees toward the attainment of goals which describe expected methods of operation, and generally permit some flexibility within certain constraints.
- IV. **SPECIAL ORDER:** A written order issued by the Office of the Chief of Police or Division Commander, applicable to only a specific segment of the Department or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.
- V. **ADMINISTRATIVE INSTRUCTION:** A written order issued by a Division Commander establishing a principle, policy, or procedure concerning a given subject not covered by a special order, or by the Policy and Procedures Manual and directed to the employees under the command of or within responsibility of the issuing Commander.

- VI. DEPARTMENT MEMORANDUM: Provides material to Department personnel that is considered informational in nature and does not require a policy, special order, or administrative instruction. Department memoranda must be issued by leadership personnel in the rank of Lieutenant or higher. An example may be a position vacancy in a specialized unit.

PROCEDURES:

I. POLICY AND PROCEDURES MANUAL

- A. The Policy and Procedures Manual will be in full force and effect from January 1, 2016.
- B. The contents of this Manual are applicable to all Law Enforcement Officers, and where specified, to all non-certified employees of the Department. (The term "employee" shall apply to all Law Enforcement Officers and non-sworn employees of the Department.)
- C. All published special orders, administrative instructions, and memorandums not in conflict with this Manual shall have the same effect for administrative purposes. All other documents in conflict with this Manual are hereby revoked.
- D. Failure of an employee to perform the duties of his or her position or assignment, or violation by an employee of any Departmental rule, regulation, policy, procedure, order or instruction having the effect of a regulation or order, may be considered sufficient cause for termination, demotion, suspension, or other penalty as determined by the Chief of Police.
- E. Unless the context of the sentence or paragraph indicates otherwise, the use of the terms he, she, his, her, etc. shall not be considered gender specific.
- F. The Chief of Police has the full authority to amend policies as needed.

II. DISSEMINATION AND STORAGE

- A. This shall serve as a Handbook of the Jacksonville Police Department's Written Policy System. Each policy will be given a concise title and unique number containing the series designation.
- B. A flash drive of the current Policy and Procedures Manual is issued to each employee of the Department. Copies on CD may be obtained from the Administrative Officer. In addition, a computerized copy is maintained on the server accessible to all employees and hard copies are placed in each division of the Department for reference.
- C. Additions and revisions to the Policy and Procedures Manual will be disseminated in electronic form. Each employee will electronically sign stating they have received the new or revised policy. (1.04)
- D. It is the responsibility of each employee to become knowledgeable of these policies and to seek further clarification, as needed.

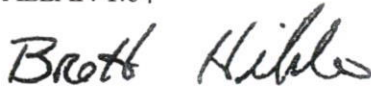
III. REVISING, INDEXING, PURGING, AND UPDATING POLICIES (1.04)

- A. Policies are subject to review and revision, and shall be under constant examination to provide the employees of the Department continuous direction. Updating of policies will comply and be in accordance to applicable Arkansas, Federal, Statutory, and/or Case Law. The responsibility for any changes will rest with the Chief of Police and approval sought from the Jacksonville Civil Service Commission.
- B. The process for review, revising, purging, and updating policies will be as follows:
 - 1. Policies and other applicable orders and instructions that are not self-canceling will be reviewed one year after issuance unless circumstances dictate that an earlier review is necessary.

2. Reviews will be conducted by the Command Staff biennially, and/or other personnel at the direction of the Chief of Police.
 3. When changes or additions to an existing policy are approved, appropriate pages will be placed in the Policy and Procedures Manual. Pages no longer needed may be discarded.
 4. The Administrative Officer will maintain a master file for Department policy.
 5. Changes will be noted with a revision date.
 6. Outdated policies will be kept on file by the Administrative Officer
- C. Upon review, an existing policy can be rescinded or revised, when necessary.
- D. In the event that no changes are made to the policy, the original policy shall stand. Documentation of the review or revision will be kept by the Office of Professional Standards.

Attachments: Appendix A: Policy Format
Appendix B: Special Order
Appendix C: Administrative Instruction
Appendix D: Department Memorandum

ALEAP: 1.04



Brett C. Hibbs
Chief of Police