



Sheridan Police Department
Policies and Procedures
1.1 Replaces 102.2
Chapter 1 – Department Manual and Written Directives
Section 1 - Purpose

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Signature:

This manual is intended as a formal written directive system to inform members what is expected of them in the performance of their duties, to provide guidance to them in performing those duties, and to establish the basis for employee accountability and the means to fairly evaluate employee performance. While such a system is not intended to be all-inclusive, the establishment of written directives will help to ensure consistent and accountable police service.

1.1.1 Manual

The Sheridan Police Department policy and procedure manual is the primary body of written directives governing the department. It contains official instructions and information for which the department's employees, both sworn and civilian, will be held accountable.

- A. These directives are intended for the use and guidance of employees for carrying out agency activities.
- B. To achieve its objectives, the department must develop sound, written directives and govern activities accordingly. Directives are generally mandatory when the terms “shall”, “will”, and “must” are used. Directives are generally advisory when the terms “may”, “can”, or “should” are used.
- C. Employees are expected to use judgment in handling situations; and when the employee's judgment causes an action inconsistent with any of these directives, the employee may expect to have to explain and defend the action. When the department finds the employee has acted reasonably, in good faith, and in the best interest of all concerned, the employee's judgment will be upheld. Latitude for deviation from directives is also permitted:
 - 1. When specifically ordered by a supervisor to handle a situation differently. If an employee has any question as to the appropriateness of a supervisor's order to violate a directive, the employee should point out the conflict to the supervisor. If the order stands, the employee should follow the order and then document in writing the deviation to the next highest in command.
 - 2. If a procedure in this manual conflicts with federal, state or municipal law, the applicable law will supersede department policy. It is the responsibility of every employee aware of such a conflict to notify the chief of police through the chain of command of that conflict.
- D. While it is important that supervisors at the operation level be able to issue orders and directives that swiftly, efficiently and effectively address issues involving their commands, supervisors shall ensure that their orders, directives, and memorandums do not conflict with departmental orders contained in this manual.
- E. Due to the special nature of police work, this manual may be more restrictive than city policy. In those cases the directives of this manual will prevail.

1.1.2 Dissemination

- A. Each member of the department will have access to the manual via the city computer network.
- B. It shall be an employee's responsibility to read and understand the contents of the policy and procedure manual. If the employee does not understand a directive or any portion thereof, the employee must request further information or instruction from an appropriate supervisor.
- C. It is the supervisor's responsibility to ensure that personnel assigned to them understand the contents of the manual and are kept informed of other departmental directives. At the time a policy is issued it shall be reviewed with personnel. Further, if it is needed, some additional training may be conducted concurrently with the distribution of a directive. This does not relieve employees of the responsibility to keep current on department information.
- D. The manual will be updated as needed. Each employee will be notified by both Power DMS, and electronic mail (e-mail) when revisions are made to the policy and procedure manual.
- E. Proof of electronic receipt will be centrally maintained through Power DMS and can be accessed by command staff.
- F. Every department employee is responsible for reading any updates to the manual upon being made aware of changes.
- G. The content of the policy and procedure manual will only be released outside the department through the police department administration.

1.1.3 Storage

The electronic version of the manual is considered the most current version and takes precedence over any printed version. The most current version shall be stored and published in Power DMS. The senior administrative assistant to the chief of police is responsible for maintenance and storage.

1.1.4 Application

This manual is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as creating a higher standard of safety or care, in an evidentiary sense, with respect to third party claims. Violations of written directives, if proven, will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.