



Sheridan Police Department
Policies and Procedures
1.2

Chapter 1 – Department Manual and Written Directives
Section 2 – Format and Numbering

Date: January 1, 2013

Signature:

This manual will be written in a standard format for ease in locating information.

1.2.1 Header and Footer Content

- A. The heading for each section will contain the name of the department, the directive number and a descriptive title for the chapter and section.
- B. The footer of each page will contain the section number, effective date and section page number.

1.2.2 Numbering System

- A. A modified decimal system is used to number each chapter, section and sub-section of this manual to provide quick reference and to maintain flexibility in revising and expanding its contents. The first digit(s) designate the chapter; the second digit(s) designate the section, and the final digit(s) designate the sub-section.
- B. Example of Numbering System - The portion of this manual that describes the use of electronic control devices is contained in 11.3.2. “11” designates the use of force chapter, “3” designates the firearms and non-deadly weapons section, and “2” designates the electronic control device sub-section.

1.2.3 Administrative Worksheet

Each section of the manual will have a corresponding administrative worksheet. The worksheet is intended to isolate information from the main directive that is not essential to the meaning of the directive, however is useful to those responsible for drafting, reviewing and revising the directive. The worksheet will contain all the information contained in the heading and footer of directives in the manual as well as:

- A. A statement of purpose for the section;
- B. References including:
 - 1. CALEA Standards;
 - 2. Legal references including federal and state statutes or local ordinances;
 - 3. City of Sheridan policy; and
 - 4. Other department policy.
- C. A time line including:
 - 1. Issue date – the date the directive originally took effect;
 - 2. Effective date – the date the directive was last amended or revised;
 - 3. Review date – the date the directive is required to undergo review; and
 - 4. Position responsible for review.