1. **Organization**

   This Manual contains General & Administrative Policies and Procedures that are not specifically police-related and police-related policies and procedures consisting of specific steps to follow in handling a variety of operations.

2. **Locating Information**

   All policies and procedures are assigned numbers and are filed numerically. An Index is provided in front of each section which lists each policy and procedure by number and title. In looking for a particular policy or procedure, refer to the appropriate index.

3. **Updating the Manual**

   The Patrol Commander of Public Safety is primarily responsible for maintaining the Manual in a current status. Other personnel may be directed, at the discretion of the Patrol Commander, to accomplish or re-accomplish policies and procedures as necessary. The entire Manual will be reviewed and up-dated to comply with new laws and court decisions as needed.

4. **Distribution**

   A hard copy of the Policy and Procedure Manual will be maintained by the Accreditation Manager. A computerized copy is available on any department computer.