

	Number: BPD - 104	Pages: 2
	Effective Date: 2/12/13	Amends/Rescinds:
	Review: Annually	
	Approving Authority: Chief	
WASPC Standard(s):		Subject: POLICY AND PROCEDURE MANUAL

104.1. PURPOSE AND SCOPE

The Manual of the Bothell Police Department is hereby established and shall be referred to as The Policy and Procedure Manual. The Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this Manual. All prior and existing manuals, orders, and regulations which are in conflict with this Manual are revoked, except to the extent that portions of existing Manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this Manual.

Except where otherwise expressly stated, the provisions of this Manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this Manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

104.2. DISCLAIMER

The provisions contained in this Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this Manual are for the internal use of the Bothell Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or employees. Violations of any provision of any policy contained within this Manual shall only form the basis for departmental administrative action, training or discipline. The Bothell Police Department reserves the right to revise any policy content, in whole or in part.

104.3. RESPONSIBILITIES

The ultimate responsibility for the contents of the Manual rests with the Chief of Police. Since it is not practical for the Chief of Police to prepare and maintain the Manual, the following delegations have been made:

104.3.1. CHIEF OF POLICE

The Chief of Police shall be considered the ultimate authority for the provisions of this

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Manual and shall continue to issue Departmental Directives which shall modify those provisions of the Manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the Manual.

104.3.2. STAFF

Staff shall consist of the following:

- Chief of Police
- Deputy Chief of Police
- The Captain or Manager from each division

104.3.3. OTHER PERSONNEL

All department employees suggesting revision of the contents of the Manual shall forward their suggestion, in writing, to their Division Commander or Manager who will consider the recommendation and forward to staff.

104.5. DISTRIBUTION OF MANUAL

Copies of the Manual shall be available in the following locations:

- Administrative Offices
- Operations
- Investigations
- Support Services

An electronic version of the Policy Manual will be made available to all employees.

104.6. POLICY MANUAL ACCEPTANCE

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies and procedures. Each member is required to sign and acknowledge that they have received a copy of the Policy and Procedure Manual and understand they are responsible to read and become familiar with its contents.