

# Police Department Policy and Procedure Manual

## Chapter 1 — General Provisions

**Section Number:** 1-4-4  
**Section Title:** Additional Regulations Governing the Administration of the Department  
**Most Recent Update:** 7/1/2015

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### I. POLICY

The Lieutenant and all Sergeants shall assist in the development of operating procedures to govern the administration and operation of their section. Such operating procedures and any changes to it shall be approved by the Chief of Police prior to its incorporation into the Policy and Procedure Manual. These operating procedures shall be based on laws of the State, ordinances of the City, regulations of the City and the Department Policies of the Chief of Police.

- A. Each employee will be given on-line access and / or an electronic version of the Policy and Procedure Manual.
- B. The personnel rules and policies for municipal employees as adopted by the Clive City Council shall be considered an official part of the Policy and Procedure Manual.



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Michael G. Venema  
Chief of Police