

Police Department Policy and Procedure Manual

Chapter 1 - General Provisions

Section Number: 1-6-2
Section Title: Maintaining the Manual
Most Recent Update: 12/21/2023

I. POLICY

A. Updating the Manual

1. The Chief of Police shall be responsible for republishing, updating and modifying the manual as needed.
2. All changes issued shall be distributed by the Chief's Office.
3. The Chief of Police; along with staff input, shall develop and publish Policies and Procedures to provide guidance and direction on department policy. Policies and Procedures shall be based on laws of the State, City Ordinances, regulations and policies of the City and the Department, policies of the Chief of Police and procedures that have been developed through experience and training.
4. Policies and Procedures shall be issued under the signature of the Chief of Police. Questions regarding the Policy and Procedure manual shall be forwarded through the chain of command for clarification. Policies and Procedures are subject to review and revision as the Chief deems necessary.
5. The Chief of Police will authorize any purging of existing policies.
6. The indexing of any new policies will be the responsibility of the Accreditation Manager with final approval being the Chief of Police.
7. All employees will be notified of any policies that have been purged or revised by the authority of the Chief of Police.
8. All policies that have purged will be archived by the Accreditation Manager.

B. Manual on PowerDMS

1. The electronic version of the Policy and Procedure Manual will be maintained on PowerDMS
2. All employees will be responsible for reviewing the policy changes and electronically signing off that they have received the update.

C. City and Department Written Directive Manuals

1. All employees shall be shown how to access the City of Clive's Personnel Policy Manual, and the Clive Police Department's Policy & Procedures Manual. All employees shall be responsible for reading and knowing the contents of the manual. All employees are likewise responsible for reading and knowing any updates, additions, or changes to each manual. Supervisors should periodically review City and Department rules, regulations, and procedures with the personnel under their command. All employees will electronically sign showing they read and understood said policies and procedures.

A handwritten signature in blue ink, appearing to read "Michael G. Venema". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Michael G. Venema
Chief of Police