

Police Department Policy and Procedure Manual

Chapter 1 - General Provisions

Section Number: 1-6-3
Section Title: Amendments and Cancellations
Most Recent Update: 09/20/18

I. POLICY

- A. Amending and canceling policies and procedures is a responsibility of the Chief of Police.
- B. A policy or procedure will be amended by:
 - 1. Changing the policy by utilizing the workflow feature of PowerDMS. Once the policy change or new policy is authorized by the Chief of Police, the policy will be published and distributed to each employee for their electronic signature.
- C. A workflow for a revised or new policy will be initiated and sent to the command staff via a workflow. Each member of the command staff will ensure that proposed changes do not contradict other existing directives or law.



Michael G. Venema
Chief of Police