



FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



CHAPTER 1 General Provisions

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DISTRIBUTION: ALL

SPECIAL INSTRUCTIONS: N/A

INDEX

I. PURPOSE

- A Establishes an Operations Manual as the official Agency policy to which all personnel shall conform.
- B Establishes a method of distribution and revision of the Manual.
- C Establishes each employee's accountability for the Manual, both in content and in care.

II. RULES AND REGULATIONS

A Overview

1. Establishment of the Manual - An Operations Manual is hereby established. All personnel are responsible for knowing, understanding and conforming to the Manual's contents. Any questions about this Manual shall be brought to the attention of the employee's immediate supervisor.

This Manual provides only internal Agency guidance. It is not intended to, does not, and may not be relied on to create any rights, substantive or procedural, enforceable at law by any party in any matter civil or criminal. No limitations are hereby placed on otherwise lawful actions that the Agency may undertake.

This Manual is not intended to be comprehensive. When the contents of this conflicts with earlier Agency statements, policies, procedures or rules, the Manual will control. Should a situation arise upon which an Agency policy or procedure predating this Manual relates to a subject not covered by the Manual, the prior statement controls, but this situation should be brought to the attention of the Chief of Police.

This Manual is a composite of current policies, procedures and rules pertaining to the Agency. All existing manuals, orders, or other regulations that are in conflict with the contents of this Manual are hereby revoked. Those orders and regulations that are not revoked shall remain in effect.

Any section, sub-section, item, clause, or phrase which is found to be in contravention of the laws of this State, or of the United States, or the decisions of the Courts of this State or the United States Supreme Court shall be null and void. All other sections, sub-sections, items, clauses and phrases shall remain in full force and effect.

2. Contents of the Manual - The Manual was written to emphasize safety issues, areas of high liability, prosecutorial conviction requirements, and the overall efficiency and effectiveness of general agency operations. Additional requirements pertaining to specialized areas within the Agency will be addressed at a divisional level. Noted deficits in training programs will be addressed through memoranda.
3. Structure of the Manual - Preceding each chapter is a cover sheet providing the officer with a quick overview of the contents. These cover sheets include information on related areas which are addressed in other chapters, the requirements that directly affect the chapter, and an index of the chapter's contents.

Each chapter starts with purpose statements, listing the main areas to be addressed. It is sometimes followed by definitions for list of specific terms that are utilized within the chapter that may need further description. After, it is followed by a rules and regulations section that further clarifies and gives additional direction to the purpose statements.

Procedures to be followed are then presented as topic specific "standard operating procedures" (SOPs).

- B Responsibility/Distribution – The manual is available on the Agency computer system via use of the cloud-based PowerDMS computer application. Employees will digitally sign a receipt form acknowledging they have reviewed the manual.
- C Additions/Deletions/Revisions - Other clarifications and changes to this Manual will be in the form of general orders, special orders, memoranda and standard operating procedures.
 1. General Orders - Purpose: To provide written directives from the Chief of Police announcing changes in Agency rules and regulations. General orders will remain in effect until rescinded by a subsequent General Order, or added within policy. General Orders are consecutively numbered. They will state the year and Order number (Example: 1996-01).
 2. Special Orders - Purpose: To provide self-canceling or temporary written directives by the Chief of Police or his/her designee. Special Orders include the effective dates and the date of issue. Special orders are normally used to affect the status of individuals or to change assignments and will not be assigned a permanent index number.
 3. Memoranda - Purpose: To disseminate general information from the Chief of Police or his/her designee. Memorandums are temporary by nature and will not be assigned a permanent index number.
 4. Standard Operating Procedures - Purpose: To provide written directives from the Chief Executive which explain the specific procedures to be followed

under certain circumstances. Standard Operating Procedures will be indexed using a series of two (2) numbers which identifies the Chapter and Section (Example: 5-1). Standard Operating Procedures will remain in effect until rescinded or updated.

- D Manual Review/Re-evaluation - The Manual shall be reviewed at least annually to ensure that it is consistent with current statutory and case law and Agency practices. Only the Chief of Police or his/her designee shall have the authority to index, purge, modify, or approve changes to this Manual. Revisions to the Manual shall be distributed in accordance with the established method of distribution.
- E Staff Review/Recommendations - Any member of the Agency may initiate a review for possible revision of a policy, procedure, rule or regulation by writing a memorandum through the chain-of-command to the issuing authority stating the procedure title and number, the reason for the requested revision, and any suggestions for modification. Such input from members of the Agency is encouraged and appreciated
- F Legal Review - Appropriate policies, procedures and other types of formal communication will be submitted to the City's legal counsel prior to adoption.