



## **CHAPTER 4 OPERATING MANUALS**

**Effective: June 2007**

**Revised: August 2020**

### **4.0 PURPOSE**

The purpose of this chapter is to provide information and guidelines about the department's maintenance of operating manuals.

### **4.1 POLICY**

It is the policy of the Golden Police Department to maintain operating manuals that specifically affect the manner that a member performs their duties. These operating manuals may affect only specific divisions, or may affect the entire department. Every member should familiarize themselves with the operating manuals applicable to their duties.

### **4.2 MAINTENANCE OF OPERATING MANUALS**

Each manual assigned to a division should be maintained in an up-to-date manner. Additions, deletions and changes to these manuals are the responsibility of the entities listed below. Division heads and/or supervisors should periodically inspect the manuals to ensure that updates have been added.

### **4.3 MANUALS / UPDATING**

Operating manuals maintained and updated by the department are as follows:

- A. Field Training and Evaluation Program Manuals – Maintained and updated by the division head overseeing a Field Training and Evaluation Program within their division.
- B. Critical Incident Response Field Guide – Maintained and updated by the Patrol Division Head or designee.
- C. Recruitment Plan – Maintained and updated by the Administration Division Head.

Operating manuals utilized by the department that are maintained and updated by outside agencies / entities are as follows:

- D. C.A.L.E.A. Standards for Law Enforcement Agencies Manual – Updated by the Commission on Accreditation for Law Enforcement Agencies.
- E. N.I.B.R.S. / U.C.R. Directives / Manuals – Maintained and updated by the respective controlling government entities.

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- F. C.B.I Physical Evidence Handbook – Updated by the Colorado Bureau of Investigation.
- G. City of Golden Directives / Manuals – City directives / manuals that govern such things as purchasing, computers, and vehicle / equipment use. Each directive / manual will be updated by the respective city department.
- H. Colorado Revised Statutes (C.R.S.) – Updated by the Colorado Legislature.
- I. First Judicial District Guidelines for a Multi-Disciplinary Response to Domestic Violence – Updated by participating members of the First Judicial District.
- J. First Judicial District Law Enforcement Critical Incident Response Team (CIRT) Policy and Procedures Manual – Updated by the Critical Incident Response Team Coordinator(s).
- K. First Judicial District Law Enforcement Accident Investigation Team (ART) Policy and Procedures Manual – Updated by the Team Coordinator(s).
- L. Golden Municipal Code – Updated by the Golden City Council.
- M. First Judicial District's Child Abuse Investigation Policy and Procedure Manual – Updated by the Jefferson County Area Commanders.
- N. Jefferson County / First Judicial District Homicide and Questionable Death Investigation Policy – Updated by participating members of the First Judicial District.
- O. First Judicial District Sex Assault Response Protocol – Updated by participating members of the First Judicial District.
- P. Jefferson County Sheriff's Office Policy and Procedure Manual, Property and Evidence Related Chapters / Sections – Updated by the Jefferson County Sheriff's Office.
- Q. Manual on Uniform Traffic Control Devices – Updated by the U.S. Department of Transportation Federal Highway Administration.
- R. Model Traffic Code – Updated by the Colorado Department of Transportation and adopted / amended by the Golden City Council.
- S. NCIC / CCIC Directives / Manuals – Maintained and updated by the respective controlling government entities.

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- T. Pleading Manual - Updated by the First Judicial District Attorney's Office.
- U. State of Colorado Traffic Accident Reporting Manual – Updated by the Colorado Traffic Records Advisory Committee.
- V. West Metro Drug Task Force Policy and Procedure Manual – Updated by the West Metro Task Force Commander and/or governing board.