




# City of Manassas Police Department General Duty Manual



Effective Date: 02-11-2014	<b>GENERAL ORDER</b>	Number: 03-01
Subject: Personnel Administration		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 08-26-2017		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
General Order 3-1		Total Pages: 1
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	

**PURPOSE:**

To establish the authority for Personnel Administration within the Department, through the provisions of the City's Employee Handbook.

**POLICY:**

The Employee Handbook forms the basis for all Personnel Administration for the City government, including the Department. All members shall comply with the regulations contained in the Employee Handbook. The process of Personnel Administration does not release the Chief of Police, or others, from their obligation to meet CALEA accreditation standards; but no Department directive shall be written contrary to the provisions of the Employee Handbook. Other written directives on human resource matters may cite the Employee Handbook as a base of reference, but may include more specific requirements regarding topics governed by accreditation standards. All such actions are subject to the approval of the Director of Human Resources.

**DISCUSSION:**

The Director of Human Resources is responsible for the development, periodic updating and issuance of the Employee Handbook to all members of the Department. The Employee Handbook incorporates appropriate provisions taken from the Code of Virginia and Federal Law. There is an assumption that no language contained herein is intended to be gender biased, and that the use of "he" or "his" is intended to include both sexes.

**PROCEDURE:**

**I. Responsibility to be Familiar with the Employee Handbook**

- A. The Director of Human Resources discusses the Employee Handbook with all members of the Department during the Human Resources orientation program for new City employees.
- B. The new City employees sign an acknowledgement sheet indicating they are aware that the Employee Handbook on the City's Intranet and is available to all City employees. It is the Member's responsibility to read and be familiar with the Employee Handbook.
- C. The Employee Handbook is amended and updated as determined by the Director of Human Resources. The Employee Handbook incorporates appropriate provisions from the Code of Virginia and Federal law.

Attachments: N/A

Index as: Personnel.  
Employee Handbook.

References: N/A