
**PPD POLICY – 100.001
GENERAL PROVISIONS**

EFFECTIVE DATE: January 3, 1977

REVISION DATE: February 8, 2007

REVIEW DATE:

AFFECTS: All Personnel

I. POLICY

Policy consists of principles and values which guide the performance of a department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles which should be followed in activities directed toward the attainment of department objectives.

Policy is formulated by analyzing objectives and determining through research those principles which will best guide the Department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community, and the mandate of the law.

Policy is articulated to inform the public and department employees of the principles which will be adhered to in the performance of the law enforcement function.

An officer in the performance of his duty is confronted with an infinite variety of complex situations which require police action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

II. DEFINITIONS

A. Mission

The core purpose of an organization – why it exists. It defines the direction that each employee should seek in the performance of their job function and daily activities.

B. Value

A value is a weight accorded to a quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.

C. Objective

An objective is specific and definable. It is a desired end for which effort is expended and which, if attained, fulfills the purposes of the Department. Within each objective, there may be a number of subordinate objectives, each of which, if attained, contributes to the accomplishment of the police mission.

D. Goal

Goals provide general purpose and direction. They are the end result of ultimate accomplishment toward which an effort is directed. They should reflect perceived present and future needs and must be capable of being effectively pursued.

E. Principle

A principle is a conceptual guide arrived at through logical deduction by evaluating experience with a view toward the attainment of objectives. A principle may be of assistance in the exercise of judgment in a duty-related or off-duty activity, and may be both ethical and functional.

F. Procedure

A procedure is a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policies and procedures are objective oriented; however, policy establishes limits of action while procedure directs response within those limits.

G. Rule

A rule is a specific requirement or prohibition which is stated to prevent deviations from policy or procedure. Rules allow little deviations other than for stated exceptions. Deviation from or violation of rules generally requires immediate and documented justification.