

1/2 Policy Management

The Manuals, Orders, and Compliance Unit shall be responsible for maintaining the Airport Police Manual and managing the revision and issuance of Division policies on the PowerDMS platform or other designated platform approved by the Chief of Airport Police.

1/2.1 Policy Manual Issuance

An electronic version of the APM will be made available to all members exclusively through the PowerDMS policy management system at <https://powerdms.com/ui/login.aspx?siteID=lawa>.

A public version of the APM will be made available on the Airport Police web page at <https://www.lawa.org/groups-and-divisions/airport-police>.

- A. No changes shall be made to the manual without authorization from the Chief of Airport Police or the authorized designee.
- B. Each member shall acknowledge that they have been provided access to, and has had the opportunity to review the APM.
 - 1. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

1/2.2 Periodic Review of the Policy Manual

The Chief of Airport Police will ensure that the APM is periodically reviewed and updated as necessary.

- A. Division members are encouraged to make suggestions for new policies or revisions of existing policies. Suggestions should be in the form of a written Employee's Report or memo, forwarded via chain of command, to the Manuals, Orders, and Compliance Unit.

1/2.3 Policy Revisions

The Manuals, Orders, and Compliance Unit will coordinate the development and review of new policies or the revision of existing policies.

Absent exigent circumstances, the Division will provide draft policies to stakeholders for review prior to implementation. In exigent circumstances, the Division will meet with stakeholders for discussion as soon as practicable.

- A. New or Revised Policy Review
 - 1. A draft policy shall be created outlining the new or revised policy and presented to the Manuals, Orders, and Compliance Unit O.I.C. for review and approval.
 - a. The Manuals, Orders, and Compliance Unit shall maintain and index all policy revisions, source documents, and supporting documentation.
 - 2. The draft policy shall be sent to all Command Staff, mid-management personnel and Association representatives via email for review and comment. Those who wish to comment on the draft policy may do so within ten calendar days of the original email.

3. The Professional Standards Section Commanding Officer, and the Assistant Chief, Office of Support Services, shall review the draft policy and all comments concerning the revision.
 4. The final draft policy shall be made by the Manuals, Orders, and Compliance Unit and forwarded to the Chief of Airport Police for review and signature.
 - a. If it is determined that a draft policy should be reviewed by the City Attorney's Office, the Office of the Chief of Airport Police shall request the City Attorney's Office to review the draft.
- B. Exemptions to the Policy Review Process**
1. Emergency or time-sensitive policy revisions may circumvent the normal review process and be forwarded directly to the Chief of Airport Police for signature.
 2. Emergency or time-sensitive policy revisions based on memorandum issued by the Office of the Chief of Airport Police or the Assistant Chief of Operations shall only be reviewed by the Professional Standards Section Commanding Officer and the Assistant Chief, Office of Support Services, prior to being forwarded to the Chief of Airport Police for signature.
 3. Minor changes to the Airport Police Manual, based on emergency or time-sensitive memorandum issued by the Office of the Chief of Airport Police or in coordination with Executive Command Staff.
 4. Changes in state or federal law which conflict with this manual may require an immediate change in policy, the impacts of which will be bargained with the employee representatives as soon as practicable.

1/2.4 Issuance of New or Revised Policies

An electronic version of the policy revision will be provided to all members through the PowerDMS policy management system, or other designated platform approved by the Chief of Airport Police, on or before the date the policy becomes effective.

- A. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.
 1. Members are responsible for keeping abreast of all APM revisions.
- B. Each Commanding Officer will ensure that members under their command are aware of any APM revisions.