

CAMBRIDGE POLICE DEPARTMENT

Title: **ORGANIZATION OF THE POLICE
DEPARTMENT MANUAL**

Procedure: 1.000

Date Issued:

Revised:

PURPOSE:

To provide employees with written documentation of various aspects of Department functions and procedures.

To keep written documentation of Department procedures, rules and policies in a format that aids the employee in gathering information about how to accomplish a certain task in their day to day activities.

POLICY:

Clear written documentation of certain aspects of the police function are necessary. The Department will provide each employee and organizational component with a manual of procedures, policies and rules to aid them in carrying out their duties.

PROCEDURE:

1. The Department Procedure and Policy Manual is divided into five (5) Chapters. Each has a number assigned to it:

Chapter 1 - Organization, Management and Administration.

Chapter 2 - Law Enforcement Role, Responsibilities and Relationships.

Chapter 3 - Personnel Structure and Process.

Chapter 4 - Operations.

Chapter 5 - Support Services.

2. Procedures will be identified by the chapter number and an order number. The order is further divided into subsections that more narrowly define the chapter (ex. Procedure 5.103 would be found in chapter

5, section 100, order 3 that deals with prisoner handling and holding facility).

3. The order assigned to the sections and chapters within the manual or the order number of a particular procedure does not indicate any ranking or order of importance.

4. Generally, each section and each individual procedure will contain three basic elements.

Stated Purpose – A general statement used to specify a development of a particular policy or procedure.

Policy Statement - A statement, in broad terms, which supports the Department's basic mission and directs personnel to a general course of action.

Procedure Outline - A specific guide on the steps to be followed in accomplishing a task.

5. Not every procedure will have its own stated purpose but may rely on those of other related areas.