

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the San Leandro Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Chief of Police. Since it is not practical for the Chief of Police to prepare and maintain the manual, the following delegations have been made.

103.2.1 CHIEF OF POLICE

The Chief of Police shall be the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify those provision to the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.2.2 STAFF

Staff shall consist of the following:

- Chief of Police
- Captains
- Lieutenants
- Police Managers

The staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

103.2.3 OTHER PERSONNEL

All Department employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to their Division Commander, who will consider the recommendation and forward to staff.

103.3 FORMATTNG CONVENTIONS FOR THE POLICY MANUAL

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

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103.3.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Departmental Directives may be abbreviated as “DD”
- Policy Manual sections may be abbreviated as “Section 106.X” or “§ 106.X”

103.3.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CHP - The California Highway Patrol.

CFR - Code of Federal Regulations.

City - The City of San Leandro.

Civilian - Employees and volunteers who are not sworn peace officers.

Department/SLPD - The San Leandro Police Department.

DMV - The Department of Motor Vehicles.

Employee/Personnel - Any person employed by the Department, including civilian volunteers.

Juvenile - Any person under the age of 18 years.

Manual - The San Leandro Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed by, or appointed by, the San Leandro Police Department including sworn officers, reserve officers, civilian employees and volunteers.

Officer/Sworn - Those employees, regardless of rank, who are sworn employees of the San Leandro Police Department.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal order or directive issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The job classification title held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

USC - United States Code

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103.3.3 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

- Chief of Police
- Captains
- Lieutenants
- Watch Commander's Office
- Police Managers
- Professional Standards and Training Sergeant
- Patrol Administrative Sergeant
- Sergeant's Office
- Training Coordinator
- Supervisor's Office
- Criminal Investigation Division
- Report Writing Room
- SLPD Jail (15 CCR § 1029)
- One copy issued to every employee.

All employees will have access to a computerized version, which will be limited to viewing only, and printing of specific sections. No changes shall be made to the electronic version without authorization.

103.4 MANUAL ACCEPTANCE

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies. All employees are required to sign a statement of receipt acknowledging that they have received a copy, or have been provided access to the Policy Manual and understand they are responsible to read and become familiar with its contents.

103.4.1 REVISIONS TO POLICIES

All employees are responsible for keeping updated on all revisions and new policies added to the Policy Manual. All changes will be added to the Policy Manual under the title Recent Policy Manual Revisions. The Professional Standards and Training Unit will advise all personnel via electronic mail of such revisions and/or added policies to the Policy Manual. It will be each employee's responsibility to acknowledge of receiving and reviewing all revisions and/or new policies, and seek clarification as needed.

Each unit commander/manager will ensure that employees under his/her command are aware of any Policy Manual revisions or additions.

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103.5 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 83-01