



113.0 THE ISSUANCE OF POLICIES, PROCEDURES AND RULES

113.10 RESPONSIBILITY (Revised 1/95)

The Operations Manual is the property of the Oklahoma City Police Department and is to be turned in when an employee is terminated or leaves. An employee's Operations Manual is subject to inspection, upon demand, by any member of the Command Staff or the employee's immediate supervisor.

The general management of all Operations Manuals, updates, records and supplies is the responsibility of the Planning and Research Unit.

Supervisors will ensure that all sworn and non-sworn subordinates under their command have been issued a copy of the Manual. Annual inspections of each employee's copy of the Manual will be accomplished by the employee's immediate supervisor.

Each employee issued a Manual shall be responsible for keeping it current with respect to the contents therein. An employee is not expected to keep his copy of the Manual with him at all times, but is expected to be familiar with its contents and refer to it for information as needed. Ignorance of the contents of the Manual will not be considered a valid excuse for violation of Department policies, procedures or rules.

113.20 DISTRIBUTION OF THE OPERATIONS MANUAL (Revised 1/95)

All employees will be issued a copy of the Operations Manual. The Planning and Research Unit is responsible for distributing the Operations Manual and updates, replacing lost or stolen manuals and maintaining records of issuance



and replacement. In the event a Manual is lost or stolen, another will not be issued until a crime incident report is made and a copy provided to Planning and Research. In the event contents of a Manual are lost, stolen, destroyed, etc., the employee shall submit a memo signed by a Division Commander for reissuance.

A copy will be maintained at the following locations:

- A. Each Division Office
- B. Information Desk
- C. Supply Room
- D. Police Personnel Office
- E. Each Bureau Office
- F. Municipal Counselor
- G. City Clerk's Office
- H. Each Councilperson's Office
- I. City Manager
- J. City Mayor

Planning and Research will maintain sufficient quantities of Manuals and supplies to fulfill this responsibility.

113.30 UPDATE OF OPERATIONS MANUAL (Revised 6/96)

In an effort to ensure the Operations manual is both accurate and in compliance with new and existing laws, an annual review of the Operations Manual will be coordinated through the Planning and Research Unit. Each Bureau will review the policies, procedures and rules, which effect their divisions or individual work units for accuracy. Any comments or recommendations for change will be forwarded to Planning and Research.

Approved revisions to the Manual will be managed and distributed by Planning and Research through the chain of command.