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**EFFECTIVE: JULY 1, 2020**

## **CHAPTER 1 – INTRODUCTION**

### **Section 1.00 – The Manual**

The policies, procedures and regulations of the Raymore Police Department are issued by the authority of the Chief of Police. This manual, whether printed or electronic, is considered the official standard operating procedure publication of the Raymore Police Department. These policies, procedures, and regulations are established to direct all personnel in carrying out their duties and responsibilities. Violation of any of the policies, procedures, or regulations contained in this manual may be grounds for disciplinary action.

### **Section 1.01 – Application of the Manual**

The provisions of this manual apply equally to commissioned officers and civilian employees, except in those instances which directly refer to the exercise of law enforcement powers.

### **Section 1.02 – Knowledge of Written Directives**

It will be the responsibility of every employee to have knowledge of all policies, procedures, and regulations contained in or referred to by this manual, as it applies to their respective positions.

### **Section 1.03 – Issuing the Manual**

Every new employee, upon being issued a manual, will sign and date a form indicating that he/she has received a printed manual or link to the electronic version. The employee is required to read the manual within thirty days of receiving it. At the end of thirty days, employees will again be required to sign and date a form indicating they have read and understood the manual.

### **Section 1.04 – Security of Policies and Procedures**

Employees will keep the information contained within the written directives secure. Any information which could hamper the department's operations will be kept strictly confidential. Strict confidentiality is especially important with regard to information on emergency response to criminal activity. Loss of a manual or its parts will be reported to a supervisor. Requests for information on manual contents will be referred to the Chief of Police.

### **Section 1.05 – Maintenance of the Manual**

If applicable, all employees will keep the printed version of their manual in good condition and repair. Broken covers or torn pages will be repaired. When necessary, replacement of these parts must be requested.

## **Section 1.06 – Updating the Manual**

Employees will be responsible for familiarizing themselves with and maintaining knowledge of the information in the manual in an up-to-date manner by making any changes or additions as directed. Upon being issued manual updates, employees will indicate electronically or in writing that they have received the updated material.

## **Section 1.07 – Use of the Manual**

Employees will consult the manual if they have questions regarding their responsibilities or proper procedures. If, upon consulting the manual, the employee's question is still not resolved, a supervisor or commanding officer should be consulted.

## **Section 1.08 – Other Department Publications**

In addition to this manual, employees are expected to familiarize themselves with other official department publications. These include Special Orders, memoranda, policies, and other such directives as may be issued from time to time. Employees are expected to develop the same familiarity with these publications as with the manual, maintain and update these publications, keep them secure, and treat them as confidential.

## **Section 1.09 – Other City Publications**

Employees are expected to familiarize themselves with official city publications. These include the City's personnel manual, written policies and memoranda, and city ordinances designated by Special Order, as required for the performance of their duties.

## **Section 1.10 – Deviations from the Manual**

No document of this sort can establish a set of iron-clad rules. As such, it is not possible to address every circumstance which might conceivably arise from any statement within the policy. In most cases, a reasonable employee should be able to judge which policies or regulations are intended to be inflexible. If any doubt exists, the employee must consult a supervisor for guidance prior to taking any questionable action.

Supervisors are expected to have sufficient knowledge of this manual and its intent to render a valid interpretation of its provisions and may authorize reasonable deviations from specific sections on rare occasions, which will be reported in a timely manner to their immediate supervisor. Supervisors will be held accountable for justification of any deviation. The Chief of Police is the final authority for interpretation of the manual.

## **Section 1.11 – Definitions**

**EMPLOYEE/MEMBER:** When used alone, shall mean both peace officer personnel and civilian employees of the department collectively. A section reading "Employee" or "Member" refers to both classifications.

**OFFICER:** When used alone, shall mean the peace officer personnel of the department and includes persons of all ranks and shall have no reference to civilian employees.

**SUPERVISING OFFICER:** An officer of higher rank than an affected employee. The ranks of the Raymore Police Department, in descending order, are as follows:

- A. Chief of Police
- B. Captain
- C. Lieutenant
- D. Sergeant
- E. Police Officer / Detective

**SUPERVISOR:** A superior civilian employee having authority, either temporarily or permanently, over assigned members.

**COMMANDING OFFICER:** A superior officer having rank, either temporarily or permanently, at the rank of Sergeant or higher.

**RANKING OFFICER:** An officer having the highest rank or grade. Officers of the same grade are to be grouped according to the date of their appointment in that grade. The Chief of Police may, however, designate a particular officer or officers to outrank officers of senior service when deemed necessary for the good of the department.

**ADMINISTRATIVE REGULATION:** An administrative order issued by the City Manager or appropriate department head, to establish an administrative change or principle in the administrative organization of the City.

**ADMINISTRATIVE INSTRUCTION:** A written order issued by a commanding officer, establishing a principle, policy or procedure concerning a subject not covered by a general or special order or by the manual, and directed to employees under the command of the issuing officer.

## WRITTEN DIRECTIVES

**Purpose:** To insure timely, efficient dissemination of information within the department, a system of Written Directives has been developed consisting of five separate categories.

**Definitions:**

- A. **Personnel Policies for Employees of the City of Raymore:**  
Issued by the City Manager and amended periodically. Used to outline the specific personnel procedures related to benefits, good order and discipline.
- B. **Raymore Police Department Policy and Procedure Manual:**  
Consists of rules and regulations, which assist in the guidance of the day-to-day operations of the Police Department.

C. General Orders:

Establish policy or revise certain existing policy and issued only by the Chief of Police and amended from time-to-time as the law may prescribe.

D. Special Orders:

A written order issued by the Chief of Police, applicable to the department as a whole, a division or unit thereof, or an individual therein, which establishes a temporary principle, policy or procedure on a given subject, usually for a specific length of time. When the effective period is not specified, it automatically becomes inoperative with the passing of the incident.

E. Department Memorandum, Interoffice Memorandum:

Provides for dissemination of information or instructions, not constituted by a need for one of the previous categories. Issued by the Chief of Police or a designee.

Distribution of Written Directives:

- A. The issuing authority will determine specific distribution of Written Directives.
- B. The distribution code is designed to ensure receipt of information by all members affected by the Written Directive and curtail unnecessary publication of restricted information. It will appear on each General/Special Order in the space provided, or following the text of the Directive when necessary.
- C. Distribution Code:
  - 1. All members of the Raymore Police Department.
  - 2. Sworn members only
  - 3. Civilian members only
  - 4. Staff Officers (Lieutenant and above).
  - 5. Sergeants.
  - 6. Patrol/Investigations Division.
  - 7. Support Services Division.
  - 8. Bulletin Board.

Disposition of Written Directives:

- A. It will be the responsibility of each member of the police department to maintain an up-to-date file containing a copy of all Written Directives distributed to that member until such time as the directive is cancelled, rescinded, or superseded.
- B. Notebooks and/or files will be updated each year upon receipt of the master index. Written Directives, which have been cancelled, rescinded or superseded, may be removed and destroyed at that time or they may be retained for reference.