

## **1-01/070.00 - Assignment of Department Manual**

Numbered manuals are assigned only to Units and/or positions throughout the Department. A purchased copy of the manual is the personal property of an individual member of the Department.

NO ASSIGNED COPY OF THE MANUAL SHALL BE TAKEN FROM ONE UNIT OR POSITION TO ANOTHER UNIT OR POSITION BY A TRANSFERRING EMPLOYEE.

Employees who wish to use a copy of the manual for study purposes, etc., shall remove a manual from its assigned Unit or position only if authorized to do so by their immediate supervisor or the Unit Manuals Coordinator. Only "Library" or "Training" copies of the manual shall be removed for such purposes.

Each Unit Commander shall be responsible for the safekeeping and proper updating of all manual copies assigned to his Unit and shall appoint a "Unit Manuals Coordinator," as outlined under section 1-01/090.00 of this Volume.

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