# 1-01/070.05 - Policy and Ethics Chapter

A copy of the chapter of the manual entitled "Policy and Ethics" is initially distributed by Personnel Administration to all new members of the Department.

Each member shall be responsible for the maintenance of his individual copy.

Supervisors shall verify that new employees assigned to their Units received a copy of this chapter and that the employees have read it. Supervisors shall answer any questions that the employees may have concerning the content of the chapter.

When sufficient changes occur, the Manuals and Orders Unit will issue revised chapters to all Units. Unit supervisors are responsible for briefing their employees as to the contents of these revisions. Each employee shall sign a declaration which acknowledges both his presence at the briefing and his understanding of the Policy and Ethics chapter. The declaration may be in the form of an employee roster or other form of recordation to be determined by the individual Unit. The signed declaration shall be filed and maintained by each Unit and shall be available for reference if required. A copy of the Policy and Ethics chapter may also be posted on the Unit bulletin board.