3-01/020.80 - Conformance with Department Manual of Policy and Procedures

Supervisors shall see that employees in their Unit are aware of the existence of the Department Manual of Policy and Procedures and the location within the Unit where a copy or copies are available for their use. All employees shall be familiar with and conform to, the policies and procedures of the Department manual which shall take precedence in the policies and procedures of individual Division or Unit manuals.

Copies of the Department manual are assigned on a location basis. Unit Commanders shall see that at least one up-to-date copy is always available for employees' reference.

Supervisors shall also see that new employees read and understand the Policy and Ethics chapter of the manual. If an employee has any questions on interpretation, the supervisor shall explain the section or subsection in question.

Supervisors shall advise their subordinates of all manual revisions affecting the contents of this chapter. This information shall be promulgated by posting same on the Unit bulletin board.

It is strictly prohibited for employees to reproduce any part of any Department manual(s), Department/Division orders, bulletins, Unit Commanders' Letters, reports, etc., for their monetary gain.