1-01/030.00 - Departmental Policy Changes

In order that the manual be maintained as efficiently as possible, it is the responsibility of all Department employees to report changes in existing policy, procedures, and Department structure (organization charts) to the Manuals and Orders Unit.

It shall be the responsibility of the division chief or division director to ensure necessary manual changes are made when there is any reassignment(s) or created function(s) which alters the configuration of their respective division. Appropriate changes shall be made both to the organizational chart as well as the chapter which defines the responsibility of the bureau, unit, detail, or section within that division. Revisions shall be submitted to the Manuals and Orders Unit within 30 days of such changes. If the change(s) affects more than one division, it shall be the responsibility of each division chief or division director to ensure the submission of their respective change(s).

Suggestions for any manual revisions shall be submitted on a SH-AD-32A from the unit commander or higher level management to the Professional Standards Division, Risk Management Bureau, Attn: Manuals and Orders Unit, through channels. The reason for the change and the proposed addition and/or revision shall be given.