



William L. Manley

107.01 Each Bureau Commander shall be responsible for the preparation and maintenance of a Standard Operating Procedures (SOP) Manual for his/her Bureau.

107.02 Each Bureau SOP manual is to be reviewed and updated annually following the publication date.

FORMAT:

107.03 The format to be used in each Standard Operating Procedure Manual is as follows:

R

A. TABLE OF CONTENTS-

1. Delineated revision dates for each topic.

B. MISSION - Includes the Bureau's:

1. Reason(s) for existence;
2. Function(s);
3. Goals.

C. ORGANIZATION - Includes:

1. A bureau organizational chart;
2. A job-description and list of responsibilities of each position on the chart.

D. WORK PLAN - Includes the Bureau's:

1. Hours of operation;
2. Shifts;
3. Lunch schedules;
4. Vacation schedules;
5. Staff meetings;
6. Dress code;
7. Other information the Bureau Commander deems pertinent.

E. REPORTS, FORMS AND FILES - Includes:

1. A listing of the reports and forms normally prepared or processed within the Bureau, including:
 - a. Method of preparation;
 - b. Deadlines for completion;
 - c. Persons responsible for preparation.
2. A listing of the Bureau's file plan:
 - a. For each standing file:
 1. Its title;
 2. Outline of required contents;
 3. Its expiration schedule;
 4. Location.
 - b. A temporary personnel file for each Bureau member.

c. An equipment-inventory file.

F. WORK-FLOW PLAN - Charts the methods by which each of the Bureau's functions are carried out, including:

1. How the tasks originate;
2. Steps to be followed when working on them;
3. How to determine when they are completed;
4. To whom they are to be forwarded;
5. Task-completion documentation required.

G. TRAINING - Includes listings of:

1. Specialized training required for assignment to any position within the Bureau;
2. Other training which would enhance the proficiency of persons assigned to particular positions;
3. Names of members currently assigned to the Bureau that have completed either of these types of training.

107.04 If the Standard Operating Procedure is approved by the Deputy Chief, it will be returned to the originating Bureau Commander, who shall maintain the original in his/her office and shall upload and post a copy to the SOP folder of the Police Secure Portal.