
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY # 0.1.1
EFFECTIVE DATE 5/15/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.4.6

Policy Manual

0.1.1.1 PURPOSE AND SCOPE

The Policy manual of the Springfield Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, outlining the directives, rules, and guidelines of this department. All members are to conform to the provisions of this manual.

0.1.1.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable, and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

0.1.1.3 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Springfield Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Springfield Police Department reserves the right to revise any policy content, in whole or in part.

0.1.1.4 AUTHORITY

Per the City of Springfield Charter and City Council Resolution 94-82, the Chief of Police has the authority to issue, modify or approve all written policies of the Springfield Police Department.

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police, Deputy Chief of Police, or a Division Commander are authorized to amend policies and/or issue directives, which shall modify those provisions of the manual to which they pertain. Policies shall remain in effect until such time as they may be permanently incorporated into the manual.

Special Orders are issued to deal with situations of limited duration. They are self-canceling and are issued with explicit dates (or circumstances) during which they are valid. Examples are: staff assignments,

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instructions for handling parades, instructions for operations during a specific, impending strike, etc. Special Orders may be issued by the Chief of Police, Deputy Chief of Police, or a Division Commander.

0.1.1.5 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - A person 18 years of age or older

Child Welfare - Department of Human Services, Child Welfare

CFR - Code of Federal Regulations

City - City of Springfield

Department /SPD - Springfield Police Department

DHS - Department of Human Services

DMV - Department of Motor Vehicles

Employee/Personnel - Any person employed by the Department

Juvenile - Any person under the age of 18 years

Manual - Springfield Police Department Policy Manual

May - Indicates a permissive, discretionary or conditional action

Member - Any person who is employed or appointed by the Springfield Police Department, including sworn officers, reserve officers, non-sworn employees and volunteers

Non-Sworn - Employees and volunteers who are not sworn peace officers

OAR - The Oregon Administrative Rules <http://arcweb.sos.state.or.us/pages/rules/access/numerically.html>

ORS - The Oregon Revised Statutes <http://www.leg.state.or.us/ors/>

OSP - The Oregon State Police

Officer/Sworn - Those employees, regardless of rank, who are sworn employees of the Springfield Police Department

On-Duty - Employee status during the period when he/she is actually engaged in the performance of their assigned duties

Order - A written or verbal instruction issued by a superior

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Rank - The job classification title held by an officer

Shall or Will - Indicates a mandatory action

Should - Indicates a generally required or expected action, absent a rational basis of failing to conform

Supervisor - Any person (e.g., officer-in-charge, manager, lead, or senior worker) given the responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation. When there is only one division member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification of involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code

0.1.1.6 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

0.1.1.7 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

All Policies shall be given a number. These are in the form of 1.2.3. These are a chapter number followed by a subchapter number followed by a sequential number.

0.1.1.8 MEMORANDA

Memoranda shall follow the format outlined in Attachment A.

0.1.1.9 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

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Each division commander and manager will ensure members under his/her command/supervision are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their division commander or manager, who will consider the recommendations and forward them to the Command Staff as appropriate. Command Staff will review all recommendations regarding proposed changes to the manual as needed.

ATTACHMENT A
MEMORANDUM FORMAT



SPRINGFIELD POLICE DEPARTMENT
MEMORANDUM

DATE:

TO:

FROM:

RE:
