

DEKALB POLICE DEPARTMENT

Subject: **City of DeKalb Administrative Policies & Personnel Manual**

Policy #: **103.2**

Effective Since: 8-21-03

Revision Effective: 1-1-19

FTO Training Task: # 5

Reference Material: City of DeKalb Administrative Policies and Personnel Manuals

ILEAP Standards Covered: NA

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PURPOSE: It is the purpose of this policy to include the City of DeKalb Administrative Policies and Personnel Manual as part of the Police Department written directive system.

POLICY: It is the policy of the department to provide its personnel with the information provided in the City of DeKalb Administrative Policies and Personnel Manual, and to advise all personnel that they are subject to the policies as established in the City of DeKalb Administrative Policies and the Personnel Manual.

DEFINITIONS: Definitions for specific subjects are provided in the City of DeKalb Administrative Policies and Personnel Manual.

PROCEDURE: The City of DeKalb Administrative Policies and Personnel Manual are part of this written directive system. City administrators are responsible for issuing new or revised policies. The City of DeKalb Administrative Policies and Personnel Manual are readily available on the City's employee intranet. Compliance to the Administrative Policies and Personnel Manual is required; see Rule A16, Policy 103.5, Rules of Conduct.

ADMINISTRATIVE POLICIES:

The following is the list of Administrative Policies, last updated June 30, 2017:

- Accident Investigation
- Data Backup Protection
- Illinois Concealed Carry Law
- Illinois Medical Marijuana Law
- Sympathy and Other Sentiments
- Travel
- Use of Municipal Meeting Facilities
- Vehicles

PERSONNEL MANUAL:

See the City of DeKalb Personnel Manual for a list of comprehensive policies related to personnel issues.

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.