

CITY OF KEMAH POLICE DEPARTMENT	
<u>POLICY:</u>	1.1 Mission, Value and Written Directive System
<u>EFFECTIVE DATE:</u>	January 19, 2022
<u>REPLACE DATE:</u>	N/A
<u>APPROVED:</u>	<u><i>Chief H. D. Jones</i></u>
	<u>REFERENCE:</u> TBP: 1.04





I. POLICY

Law enforcement agencies provide essential services to foster safe communities through crime reduction and deterrence. Administrators of these law enforcement agencies are obligated to train, supervise, and guide personnel in performing the myriad tasks that are necessary for creating safe communities.

At the same time, these administrators must seek to improve employee confidence and competence in performing tasks while reducing vulnerability to liability. To meet these obligations, agencies must manage themselves according to written directives. A manual of policies and procedures guides the day-to-day legal and ethical functioning of a law enforcement agency.

To that end, this manual furnishes a blueprint for the performance of this agency's activities in accordance with established state and national standards. Providing all members of the department with an understanding of the department's mission and its values provides guidance for decision making when situations are not covered by direct policy or procedure.

II. PURPOSE

This document outlines the organization of the department, its *Policy and Procedure Manual*, and its authority. It also defines three kinds of statements that appear in these documents -- policy, rules, and procedures -- and states the department's mission and core values.

III. AGENCY MISSION AND VALUES

A. Mission:

The mission for the Kemah Police Department is to ensure the safety and security of each constituent within the city limits. This is done by serving the public, resident, or nonresident, through providing community resources and protections for life and property. While the constituents live their daily lives, the department remains vigilant toward all possible threats and inconveniences that occur every

day. Along with preserving the peace, KPD's recurring role is to establish and maintain a partnership with its community. This department will constantly evolve to improve quality of service to consequently improve the quality of life of their community.

B. Core Values

Entrustment – We will ensure the public's trust in the department through knowledge and up to date policies.

Unity – We will establish the cooperation between the constituents and police to reduce the likelihood of threats and crime.

Transparency – We will maintain public trust by remaining transparent. This is done by effectively and swiftly communicating any matter that involves the public welfare.

Accountability – We will implement checks and balance procedures to ensure each member of the agency is held accountable for

Synergy – We will combine the efforts of the department with the citizens to build a resilient community.

Integrity – We will maintain integrity by acting in accordance with the law and behaving ethically in all law enforcement practices.

Commitment – We will uphold the best practices and policies to keep the commitment of protecting and serving the community.

IV. DEFINITIONS

- A. Policy: A policy is a statement of the department's philosophy on a given issue.
 1. Policy consists of principles and values that guide the performance of department employees.
 2. Further, policy is based upon ethics, experience, the law, and the needs of the community.
 3. Each section of the manual will begin with an agency policy statement. Only the Chief of Police determines policy.
- B. Rule: A rule is specific prohibition or requirement governing the behavior of employees.
 1. Rules permit little, if any, deviation. The violation of a rule normally results in discipline.

2. Rules appear in the Policy and Procedure Manual as well as other departmental documents.
- C. Procedure: A procedure defines the acceptable method of performing an operation or activity. It differs from policy in that it directs employees' actions in performing specific tasks in a prescribed manner within the guidelines of policy.
 1. Failure to follow a procedure may or may not result in disciplinary action, depending on the circumstances.
 2. Procedures constitute the agency-approved guide to performing tasks.
 3. Employees may depart from procedures only when, in their professional judgment, the situation warrants.
 4. Employees must be prepared to justify their actions if they decide not to follow the defined procedure.
- D. Memorandum: A memorandum provides useful, specific information to employees and may constitute a directive affecting specific behavior for a specific event or period. Memorandums stay in effect until another is issued; there are explicit deadlines within the memo.

NOTE: Memoranda are not part of this manual; however, memoranda may be incorporated into future editions of the policy manual. Memoranda may be issued by the Chief of Police or by other supervisory personnel. Employees are advised that they may not alter components of this manual based on memoranda unless the memo was issued by the Chief of Police or a designee.

V. EMPLOYEE HANDBOOK

All employees shall comply with the provisions of directives and with the City Employee Handbook. If an issue is not addressed in the Employee Handbook, the directives within the Kemah Police Department manual shall apply. In the event a conflict exists between these directives and the Employee Handbook, the Employee Handbook shall control unless the Department Policy Manual is more restrictive.

VI. WRITTEN DIRECTIVES (TBP 1.04)

- A. Departmental Policy Manual and Standard Operating Procedures.
 1. The policy manual contains policy statements, rules, and procedures as defined above, and is a written directive governing organizational matters.
 2. A standard operating procedure (SOP) contains procedures, and is a written directive governing operational matters and routine daily tasks, such as how to respond to alarms, how to book a prisoner, etc.

- a. Because they contain many procedural statements, SOPs permit some discretion. While SOPs are the preferred method of accomplishing a task, the agency recognizes that an employee may depart from procedures if unusual circumstances warrant, and supervisors approve. Employees must justify their actions and document any departure from a standard operating procedure.
 - b. While created by various offices within the department, the Chief of Police approves all SOPs.
- B. No policy, rule, regulation, procedure, or memorandum is valid unless signed by the Chief of Police.
- C. Within the context of any directive, the use of the word "shall" or "will" denotes an action or behavior that is mandatory and unequivocal. The words "may," "can," or "should" denote an action or behavior that is discretionary.
- D. Any member of the department may suggest or recommend changes to the Chief of Police concerning the *Policy Manual* or an SOP by forwarding the suggestion through their chain of command. The suggestions can be introduced through an email.
- E. The Chief of Police or a designee will completely review the policy manual and the standard operating procedures at least biennially to ensure continued compliance with Texas law and operations. Revisions, for the betterment of the department, may be made at any time. Once a revision is approved and published, each employee shall be deemed to be on notice with regards to the current version. Each revision will be forwarded through email and a memorandum will be posted in the bulletin board. The office of the Chief of Police is responsible for distribution of all material to the employees of the department. A system for ascertaining that each employee has received the material must be set up and maintained.

VI. COMPLIANCE WITH DIRECTIVES

- A. All employees of this department shall read, adhere to, and are held accountable for all directives, policies, procedures, rules, and instructional training material that they have received and signed for. One day will be afforded for questions and clarification. Afterwards, the procedures must be signed as acknowledgement of receipt of operating procedures. If an employee does not understand the content of an order or directive or believes that an order or directive is illegal or in conflict with other orders or directives, he or she should immediately notify a supervisor who shall provide instruction or training as necessary.
- B. All employees are responsible for adherence to all written directives that they have signed for and that affect the employee and the employee's work status.
- C. All employees are responsible for maintaining all directives that are given to that employee. Each employee of the department shall sign a statement acknowledging

that the employee has received, read, understands, and agrees to abide by the directive supplied to them in the appropriate manual(s), including revisions.

- D. Copies of the statements of receipt will be maintained in employee personnel files.
- F. The policies in this manual and the standard operating procedures (SOPs) apply to all sworn officers and non-sworn employees of the police department both on and off duty.

Policy Implementation Ordered By:

Chief Holland D. Jones

Chief of Police

01/19/2022

Effective Date: