

**POLICY
106**

**EFFECTIVE
DATE
7-13-18**

**Eugene
Police Department**



Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Eugene Police Department is hereby established and will be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein will remain in effect where they do not conflict with the provisions of this manual.

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

106.2 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Chief of Police. Since it is not practical for the Chief of Police to prepare and maintain the manual, the following delegations have been made:

106.2.1 CHIEF OF POLICE

The Chief of Police will be considered the ultimate authority for the provisions of this manual. Formal changes to the Policy Manual will be implemented via a Command Directive from the Chief of Police. The Chief of Police may issue Command Directives, which may modify those provisions of the manual to which they pertain, and Administrative Directives. Command directives will remain in effect until such time as they are permanently incorporated into the Police Manual, unless they are rescinded or a specific expiration date is included in the Command Directive.

106.2.2 SENIOR STAFF

Senior Staff will consist of the Chief of Police, the Assistant Chief of Police, Patrol Captain, Investigations Captain, Operations Support Division Manager, Technical Services Division Manager, and the Public Information Officer.

106.2.3 OFFICE OF PROFESSIONAL STANDARDS

The Policy and Accreditation Manager within the Office of Professional Standards (OPS) will have the responsibility for processing recommended changes, placing those recommendations in draft policy language, staffing the proposed changes as necessary, and presenting those proposed changes to the Chief of Police for consideration. The OPS will be responsible to ensure that policies are properly formatted, indexed, updated, and purged.

106.2.4 DEPARTMENT SUPERVISORS

Department supervisors may issue written directives to personnel they supervise, provided that those written directives are consistent with the Policy Manual, other written directives issued by higher authority, applicable laws, and relevant City policies.

106.2.5 OTHER PERSONNEL

Any Department employee suggesting revision of the contents of the Policy Manual will forward the suggestion, in writing, to his/her Division Manager via chain of command, who will consider the recommendation and forward it to the Office of Professional Standards if s/he determines that the proposed revision requires further action.

Affected Department employees will normally have the opportunity to provide input regarding proposed revisions to the Policy Manual before they are finalized.

106.2.6 POLICE COMMISSION

The Police Commission, or a committee thereof, may provide recommendations to the department regarding police policies pursuant to provisions of the Eugene City Code.

106.3 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

106.3.1 ACCEPTABLE ABBREVIATIONS

Policy Manual sections may be referenced with the section number preceded by "Section" or "§" (e.g., "Section 106.X" or "§ 106.X").

The abbreviations defined in Policy Manual §106.3.2 are acceptable substitutions in the manual. Other abbreviations may be used within a policy provided that each abbreviation is defined the first time it is used in that policy.

106.3.2 DEFINITIONS

The words, terms, and abbreviations listed in Appendix A have the meanings indicated, unless it is apparent from the content that they have a different meaning.

106.3.3 FORMATTING

The policy manual will be organized by chapters according to subject matter. The policies within a chapter will be numbered with a 3-digit or 4-digit number, beginning with the number of the chapter. Sections and subsections of each policy will be designated by a sequential number which follows the policy number. (Example: This policy is in Chapter 1, and is Policy 106. Sections of this policy are numbered 106.[section #], and subsections are numbered 106.[section number].[subsection

number].)

106.3.4 UPDATING OF MANUAL

The Office of Professional Standards (OPS) will be responsible to identify policies which need updating because of changes in law, police practices, or other reasons, and to prepare updates for consideration by the Chief of Police and Senior Staff. The OPS will be responsible to ensure that each policy is reviewed at least every 5 years to ensure its currency and accuracy.

106.3.5 DISTRIBUTION OF MANUAL

A computerized version of the Policy Manual will be maintained on the department CeShare site and made available on the Department network for access by all employees. This computerized version will be the definitive version of the Policy Manual. The computerized version will be limited to viewing and printing of specific sections. No changes will be made to the electronic version without authorization from the Chief of Police.

To ensure security of confidential policies, those policies designated as “confidential” may be copied to portable media (e.g., USB drives) only if the device is password-protected or its confidential contents encrypted in a manner approved by a Division Manager or the Chief of Police.

106.4 MANUAL ACCEPTANCE

As a condition of employment all employees are required to read and obtain necessary clarification of this department’s policies. All employees will be required to sign a Statement of Receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its contents.

106.4.1 REVISIONS TO POLICIES

All employees are responsible for keeping abreast of all Policy Manual revisions. The Office of Professional Standards will notify all employees of Policy Manual revisions by electronic mail, including links to the electronic document. Each employee is expected to review these revisions in a timely manner and seek clarification from a supervisor as needed.

Each unit commander/manager will ensure that employees under his or her command are aware of any Policy Manual revisions.

**Chris Skinner
Chief of Police**