

INTRODUCTION

This Departmental Directives Manual contains Santa Fe Police Department Directives, which are the policy, procedures, rules, and regulations of the Police Department. These Directives are intended as guidance for the normal day-to-day operation of the Santa Fe Police Department.

All members of the Santa Fe Police Department shall be issued a personal copy of the Directives Manual for their reference.

DIRECTIVES MANUALS ISSUED TO DEPARTMENT MEMBERS

Each member who is issued a Directives Manual shall read all Directives in the manual. Each member of the Police Department and their immediate supervisor shall be held accountable for insuring that the member reads and understands the manual's contents. Each member who is issued a Directives Manual shall sign the receipt included with the manual and return it to their immediate supervisor. The supervisor is accountable for the return of the receipt to the Professional Standards Unit.

When assigned to an individual member, this Directives Manual is considered issued equipment and as such must be accounted for at all times. Thefts, loss, damage or destruction of this manual must be reported to the member's immediate supervisor as soon as possible.

Supervisors are also responsible for ensuring that new members to the department complete an acknowledgment form and return it to the Professional Standards Unit as part of their initial orientation to the agency.

Each supplement issued to the Directives Manual shall have its own receipt and instructions for placement in the manual. Each member is responsible for updating their issued manuals and keeping them in good condition. Each member's immediate supervisor is accountable for ensuring their subordinates' manuals are properly updated and for the return of the receipts to the Professional Standards Unit.