

WRITTEN DIRECTIVES

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PURPOSE

To identify authorities, establish formats and definitions for written directives and to provide proper preparation, indexing and distribution so that all members of the Village of Sleepy Hollow Police Department are kept informed of orders, instructions, information and revised policy and procedures.

POLICY

It is the policy of the Sleepy Hollow Police Department to ensure that all members receive and understand the individual policies, procedures, rules, regulations and written orders which govern the performance of their duties. Furthermore, it shall be the ultimate responsibility of the Chief of Police to cause such policies, procedures and regulations to be written, to oversee a dynamic review of such information and issue updates and amendments when necessary. All Written directives will be reviewed at least once during the five year period of accreditation