

# Cobb County Police Department

## Policy 1.02

### POLICY REVIEW AND REVISION

<b>Effective Date:</b> November 1, 2017	<b>Issued By:</b> Chief M.J. Register
<b>Rescinds:</b> Policy 1.02 (June 11, 2017)	<b>Page 1 of 2</b>
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide a method and manner in which Department policy can be changed or revised. These methods should ensure timely revision and review of all policies while affording all employees opportunity for input.

#### I. POLICY REVIEW

- A. The Special Projects Unit will periodically review all Department policies for accuracy, applicability, and conformity to changes of the criminal code of Georgia.
- B. The policies shall also be subjected to review for conformance to any and all certification and accreditation standards issued by the State of Georgia and the Commission on Accreditation for Law Enforcement Agencies.

#### II. POLICY REVISION

- A. A request or suggestion for the revision, deletion, or addition to policy may be generated from any level within the Police Department and submitted through the chain of command to the Special Projects Unit for consideration. Personnel submitting requests for policy action will receive a reply when appropriate.
- B. The Special Projects Unit is responsible for drafting all proposed policy actions. Prior to promulgation, proposed policies will be reviewed as stated in this policy. Further review may be required by:
  - 1. Units affected by the policy
  - 2. Command staff
  - 3. Director of Public Safety
  - 4. Human Resources
  - 5. County Attorney’s Office

Proposed policy actions sent out for review will include a “return by” date.

- C. All policy actions must be approved by the Chief of Police prior to implementation. Upon approval by the Chief of Police, the policy action will be implemented. All policy actions will be recorded and maintained by the Special

Projects Unit.

### **III. DEPARTMENTAL FORMS**

The Department utilizes numerous forms in its day to day operations. Each component of the Department is responsible for making sure an adequate number of forms are on hand for personnel to use. Electronic forms are available on the Cobb County intranet (iCobb), and the Department's intranet system (Resource Site). Any forms not available electronically are generally available from the DPS Supply Unit.

This policy addresses the forms that are primarily used by all members of the Department in their daily operations.

#### **A. Development / Modification**

If any personnel have a need to update, amend, rescind, or create a new form, then the original form, along with the revised copy (indicating the revisions) will be sent through the chain of command to the Special Projects Unit. The Special Projects Unit will ensure that the form is not redundant, and input should be received from areas that may use the form.

#### **B. Review**

Forms will be reviewed on an as needed basis to ensure that they are current and meet the needs of the Department.

#### **C. Approval**

Final approval of all forms will rest with the Chief of Police.