

Cobb County Police Department

Policy 1.01

POLICY MANUAL, WRITTEN DIRECTIVES, AND ELECTRONIC COMMUNICATIONS

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 1.01 (November 1, 2017)	Page 1 of 5
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 implement the Policy Manual and other documents which define or regulate the activities of employees of the Cobb County Police Department.

I. POLICY MANUAL

Every employee is responsible for reading and understanding the policies, procedures, directives, memos, SOP’s, and other communications disseminated from the Chief’s Office or through the chain of command. Should a question arise about any such order, the employee’s supervisor should be contacted as soon as possible for clarification.

- A. The Special Projects Unit shall maintain a master Policy Manual on the Department’s intranet system that is accessible to every employee. Additionally:
 - 1. Policy Manual books will be provided at work areas for each organizational component of the Department (e.g. precincts, Crimes Against Children, etc.).
 - 2. Upon request, an employee may be issued a copy of the Policy Manual in printed or electronic format.
 - 3. New employees will be issued a Policy Manual during initial training.
- B. Any revision, deletion, or addition to the manual will be distributed to Department personnel in electronic format. This master Policy Manual will be updated immediately when the Chief of Police authorizes a new or revised policy. Any discrepancy between policies will be interpreted in favor of the master Policy Manual on the Department’s intranet system (Resource Site).
 - 1. All revisions to the Policy Manual will carry a revision date. The most current date will be considered the valid policy. When revisions are made, the policy that is rescinded will be indicated by the date of that policy.
 - 2. It is the employee’s responsibility to maintain policy updates.
 - 3. Unit commanders are responsible for updating Policy Manual books within

their organizational components. Each policy will be placed in ascending numerical order within the manual.

4. Supervisors will conduct roll-call training with all subordinates on all new or revised policies.
 5. All Policy Manuals and CD-ROMs are the property of the Cobb County Police Department. When a new manual or CD-ROM is issued, the old manual or CD-ROMs should be destroyed or returned to the Special Projects Unit for destruction.
- C. Each affected employee shall acknowledge receipt and review of his Policy Manual and for all new, revised, or rescinded policies. The acknowledgement may be in the form of a written Acknowledgement Receipt form, or by electronic sign-off. When a written Acknowledgement Receipt form is utilized, supervisors shall ensure that employees sign the Acknowledgment Receipt. Supervisors shall then forward the Acknowledgement Receipt sheet to the Department of Public Safety Personnel Unit.
- D. Each policy shall be formatted to include the following:
1. Cobb County Police Department header;
 2. Unique policy number;
 3. Policy title;
 4. Effective date of the policy;
 5. Policy number which is being replaced (if any);
 6. Name of issuing person;
 7. Gender clarity statement;
 8. Description of the purpose of the policy;
 9. Definitions as necessary which apply to the policy;
 10. Policy statement.

II. TYPES OF WRITTEN DIRECTIVES

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Policy Manual

The Policy Manual provides guidance to employees of the Cobb County Police Department for the performance of their duties. Policies are promulgated by the Chief of Police.

B. Code of Conduct

The Code of Conduct is a list of rules governing the personal and professional conduct of all Cobb County Police Department employees. Code of Conduct rules are promulgated by the Director of Public Safety.

C. Code of Ethics

The Law Enforcement Code of Ethics applies to all sworn officers who shall abide by these ethics and maintain the highest standard of conduct, both on and off duty. The Non-Sworn Code of Ethics applies to all non-sworn employees who shall abide by these ethics and maintain the highest standard of conduct, both on and off duty.

D. Law Enforcement Oath of Honor

The Law Enforcement Oath of Honor applies to all Cobb County Police Department employees, who shall abide by this Oath and maintain the highest ethical standards.

E. Oath of Office

All officers of the Cobb County Police Department will be required, before assuming sworn status, to take the State of Georgia required Oath of Office. This oath shall be administered by the Chief of Police or his appointed designee. All sworn officers shall be expected to abide by their stated Oath of Office.

F. Mission Statement

All personnel of the Cobb County Police Department shall be issued a copy of the Mission Statement for this Department. This statement will be issued as part of the Policy Manual.

G. Cobb County Department of Public Safety Policies

DPS issues policies and procedures which affect all personnel in the various departments. These policies will be distributed by DPS, when appropriate. The Special Projects Unit will maintain these policies on the Department's intranet system (Resource Site).

H. Cobb County Policies

Cobb County Human Resources issues policies and procedures which affect personnel in the various departments of the County. These policies will be distributed by HR when appropriate. They are maintained on the County intranet system (iCobb).

I. Standard Operating Procedures (SOP)

1. Standard Operating Procedures are rules and guidelines for the day-to-day activities of personnel in specific job assignments or for personnel during unusual circumstances. Personnel are responsible for knowing and following the Standard Operating Procedures of their respective units.

Commanders of units and precincts have the authority to develop Standard Operating Procedures. The Standard Operating Procedure will be reviewed by the appropriate Deputy Chief and the Special Projects Unit to ensure that there are no conflicts with the Policy Manual, Accreditation Standards, or State Certification Standards. **All SOPs will receive final approval by the Chief of Police prior to implementation.**

2. Standard Operating Procedures will be formatted in similar form as the Policy Manual. All Standard Operating Procedures will note the issuing employee, the effective date, if there are any Standard Operating Procedures being rescinded, and the approval date by the Chief of Police.
3. Once the Chief of Police has approved the Standard Operating Procedure, he will forward the original SOP to the Special Projects Unit. The Special Projects Unit will assign the SOP a unique number and coordinate publishing and distribution. (NOTE: The Special Projects Unit will maintain the original signed master copy of all Departmental SOPs.)
4. The Special Projects Unit will ensure that a copy of the Standard Operating Procedure is archived for future reference.

J. Memorandum Orders

Memorandum Orders are issued as temporary additions or modifications to policies, procedures, or specific orders which provide operational guidance to employees and may subject an employee to disciplinary action if not obeyed.

1. Memorandum Orders may be issued from any supervisory level within a chain of command and will be adhered to by all serving under that chain of command. The issuing authority will maintain the order at the unit level according to subject matter and date of issue.
2. Memorandum Orders that modify an existing policy or SOP must be issued by the Chief of Police.
3. All written memorandums will be formatted in accordance with the approved memo format of the Department, and disseminated to all affected personnel with acknowledgment of receipt.
4. Except for employee assignment orders and training orders, Memorandum Orders will remain in effect for a period of no more than one calendar year. Memorandum Orders will note the effective date of the order, and (when applicable) the date the order is to be rescinded.
5. A copy of any issued Memorandum Order will be forwarded to the Special Projects Unit to be archived.

K. Verbal Orders

Nothing contained in this policy will excuse an employee for failing to promptly obey a lawful verbal order given by a superior of the Cobb County Police Department.

L. Electronic Communications

Employees are required to check their e-mail once per shift. However, the Department recognizes that from time to time workload demands may prohibit the employee from checking his e-mail during his shift. In such instances the employee should check his e-mail as soon as practical.

1. An employee shall contact his supervisor for clarification when a question arises concerning an e-mail.
2. Prior to sending an e-mail to a large distribution group (i.e.: police sworn, police non-sworn, DPS, or other similar group) an employee must have approval from the Deputy Chief of his bureau, or the Major/Captain of his unit if there is no Deputy Chief (e.g. – Training/MCS/IA/etc.).

III. DUPLICATION

Employees may duplicate policies, SOPs, and memorandums for personal use in their Departmental duties. Any request for duplication or release to the public should be directed to the Police Records Custodian.