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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish a format for written procedures and guidelines directed downward through the chain of command and to provide for proper preparation, indexing and distribution so that all personnel concerned are kept informed of new and revised guidelines and procedures.

II. DEFINITIONS

- A. Directive: Any written document used to guide or affect the performance or conduct of Department personnel.
- B. General Order (GO): A written directive issued by the Chief of Police prescribing general policy, responsibilities, procedures, and methods related to departmental operations.
- C. Standard Operating Procedure (SOP): A written directive which is a guideline for performing Departmental activities in particular organizational areas and is a means of achieving uniformity in the correct performance of tasks.
- D. Training Material: Any media used to provide instruction or periodic guidance on procedural or legal issues.
- E. Memorandum: A communication from a manager or supervisor to members under their direct area of responsibility to issue instructions, or to direct the actions of subordinates in specific situations or circumstances. A memorandum may also be used as a temporary directive issued by the Chief of Police that overrides a previously distributed written directive or establishes a previously unaddressed policy. It is a means of quickly advising members of new or revised policy or procedure and is in force until expiration or until a written directive is processed and distributed.

III. POLICY

- A. Issuing Authorities
 - 1. The Kinston Police Department's Policy and Procedures will be prepared, approved and issued by the Chief of Police or their designee.
- B. Policy and Procedures will be issued to all personnel by hard copy or through electronic access.
 - 1. The Department will have printed copies of the Kinston Police Department Policy and Procedure Manual located in the following areas:
 - a. Captain's Office

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- b. Training Office
 - c. Sergeant's Office
 - d. Narcotic's Office
 - e. Investigation's Supervisor
 - f. Professional Standards Office
 - g. Records Supervisor
- C. The Kinston Police Department Policy and Procedure Manual provides guidance and direction for the organization. Policy and Procedures apply to all personnel of the department, regardless of segment assignment or position classification or level, in these areas covered.
- D. The Kinston Police Department reserves the authority to modify, revoke, suspend, interpret, terminate, or change any or all of the Policy and Procedures specified in this Manual or procedures pursuant to its authority, in whole or in part at any time.
- E. Each individual will be held responsible for knowledge of and compliance with the contents contained in this Policy and Procedure Manual. However, this does not relieve supervisory personnel of supervisory accountability.