
City of Stanley
Police Department

Policies & Procedures Manual

Community Code Service

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Introduction

THIS DEPARTMENT Policies and Procedures Manual is issued, or made available, by the City of Stanley Police Department to all Department members at the time of employment to provide a source of guidance. This Manual is designed to be an operational guide for Department personnel, serving as a source of guidance in providing fair and impartial law enforcement services to all citizens served by this Department. The policies as set forth herein are intended as guidelines for the members of the Department to assist them in fulfilling the objectives of the Department in an efficient and professional manner. The language and meaning in this Manual are to be construed as general orders binding on all members of the Department except where unforeseen circumstances necessarily indicates that deviation by a member acting in good faith will be in the best interest of the Department.

The formulation of policy, regulations and procedures should be considered a continuous process in which all materials are subject to review and revision. As materials are developed or revised, they will be issued to all members of the Department for inclusion in this Manual. The contents of this Manual are not intended to suppress initiative or impair resourcefulness. Officers are encouraged to advise their immediate supervisors and other command personnel when a procedure no longer fits "the street situation" so that it may be re-examined.

This Department Policies and Procedures Manual is being issued to each member of the Department to become a part of his/her official property. It is to be returned to the Department upon his/her separation from the Department regardless of the reason of separation. Each officer has a duty to keep his/her Manual up to date so that it may be utilized daily. Each officer is responsible for the safekeeping and condition of his/her Manual until it is returned to the Department.

These policies are intended for the use and guidance of employees of this Department and not as statements superseding the laws of the State of Wisconsin. Officers are expected to use judgement in handling situations. When the officer's judgement causes him/her to act inconsistently with any of these directives, he/she may expect to have to explain and/or defend his/her actions. When the officer acts otherwise, he/she will be subject to administrative sanctions and other disciplinary actions. If an officer is in doubt in a situation, acting consistently with guidelines will be the best course. The individual officer should recognize that his/her Manual is an important source of material for promotional examinations. Violation of these rules, policies and regulations by an employee may constitute grounds for disciplinary action.

An employee should seek an interpretation or explanation from his/her immediate supervisor whenever the employee has any doubt as to the meaning or intent of a rule or regulation.

These regulations, policies and procedures supersede all previous orders, rules, regulations, policies, procedures and memorandums that might conflict with their meaning and intent. These rules and regulations apply to both off- and on-duty Departmental employees according to the circumstance. The regulations are not intended to limit the rights of employees but rather to define those rights so that the Department can achieve its objectives in an orderly manner.

Chief of Police Lance Weiland
Police Department
City of Stanley

Foreword

THE City of Stanley Police Department Policies and Procedures Manual has been designed to aid and assist Department members in the performance of their official duties. The purpose of this Manual is to document and establish Departmental procedure for the delivery of law enforcement services. The Manual will serve to structure and legitimize the discretion that has been successfully used by this Department for many years. It is hoped the Manual will be an aid to inexperienced officers and an instrument from which experienced officers can benefit.

This Manual cannot substitute for sound legal advice in specific situations, but it can provide Department members with basic information that will assist them in meeting the challenges that law enforcement officers face on a daily basis. These policies, procedures and regulations are understood to form the basis for administrative complaints and actions only. In no way should they be construed as restricting an employee's rights in a criminal or third-party civil action. The application of these directives are understood to involve a looser evidentiary standard and thus result in finding inadmissible in a court of law.

I would like to thank the members of the Department and officials of the City of Stanley for their strong support for this project and for the many significant contributions made by individual officers and officials.

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USE OF INDEX: This index is designed for user ease. To locate information found in this Manual, formulate a specific question. The key words in that question then become guides for using the index. In the event you do not locate the desired information on your first attempt, the following checklist may help.

- (1) Cross references, when needed, are always located at the beginning of entries. Have you overlooked any?
- (2) Frequently initial questions are too general. Reformulating a more specific question may help.
- (3) Reference to the term "person" shall mean natural persons, corporations, partnerships, associations, bodies politic or any other entity which is capable of being involved in a legal proceeding. All words and phrases in this Manual shall be construed according to their plain meaning in common usage. However, words or phrases with a technical or special meaning shall be understood and construed according to that technical or special meaning if such is the intent of this Manual.

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