



PALM BEACH GARDENS POLICE DEPARTMENT

"COMMITTED TO PROFESSIONAL EXCELLENCE"

STEPHEN J. STEPP, CHIEF OF POLICE

A Message from the Chief of Police

The purpose of these policies, procedures, rules and regulations is to provide written statements that assist us in performing our duties by providing parameters for discretionary action and performance. They provide direction that guides us as we strive to provide the highest level of service possible to our community. They define how we work towards achieving our goals and objectives, and, ultimately, accomplish the mission of the Department. As such, they are living documents subject to change as our working environment and needs change.

You will notice new information being added to this manual. This includes the City's Mission Statement, the Department's Slogan and Motto, the Department's Value Statements, and a re-issue of the Department's Mission Statement. These documents should be our guiding lights as we work with the policies, procedures, rules and regulations. They define our reason for being, what it is we wish to accomplish, and the things that are important to us.

I encourage and empower each member of the Department to provide input into the way in which we perform our duties, and to suggest changes when appropriate to the directives that guide those duties.

A handwritten signature in black ink, appearing to read "Stephen J. Stepp".

Stephen J. Stepp
Chief of Police



A State and Nationally Accredited Law Enforcement Agency

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PALM BEACH GARDENS POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

INTRODUCTION

The policies, procedures, rules, regulations, and programs outlined in this manual are meant to properly regulate the minimum expectations of each member/employee assigned to a position of responsibility, delegated or otherwise, by the authority of the Chief of Police.

This manual is department-issued equipment and will be the care and maintenance responsibility of each member/employee authorized to receive such manual. This manual shall be promulgated by the government of the Department for the purpose of providing direction and references to all members/employees within their assigned position and function.

The Department recognizes these written directives greatly affect and influence every member/employee, thereby creating an obligation for each to participate in the development and implementation of this manual.

There should be a sincere effort on the part of each member/employee of this department to become thoroughly familiar with this manual's contents, as it will be the "standard operating procedure" of this department by position assignment, responsibility, authority, and function.

It is the responsibility of the member to whom this manual is issued to maintain and keep current, all issued additions, supplements and information sources. Members receiving additions and/or supplements from time to time will acknowledge receipt of each addition or supplement, read, and place them in the designated section of the manual.

This manual remains the property of this department and is subject to review and inspection by a superior officer at anytime upon notice.