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We write and revise other types of manuals as well.

# Policy and Procedure Manual

## (Your Name) Police Department



Your logo or patch can go here.

Other covers will have a line with "Officer" under it. We can also delete the name and put Chief of Police in a larger font.

### (Name of Chief)

Chief of Police

### Master Manual

Serial Number

This manual is the "Master." All others will be issued serial numbers for control purposes.

### (Your Name) Police Department

(address)

(address)

USA

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Your department name on all pages.

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Numbering is corrected at the end of the writing process.

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**Searching**  
Electronic searches can be made on key words and/or your statute reference. Point, click, go. Simple, fast, and very useful.

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The chapters and subjects in this manual are for illustration only. Naturally the material varies from one department to another. Also, the sub-paragraphs are not shown in this illustration but are of course in the final manual.

All paragraphing in the document is in a decimal format.

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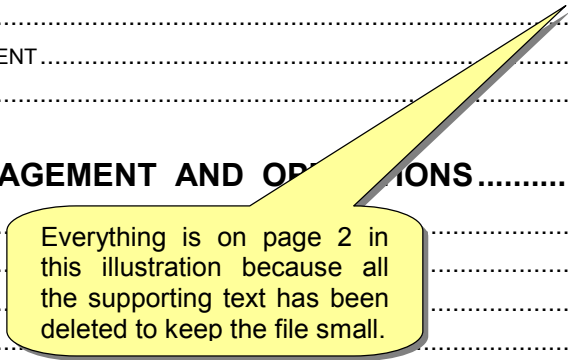
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**The chapters and major subjects in this Table of Contents are to illustrate the scope and organization of a typical manual produced by The Service Bureau with your help and input.** The minor subject listings are not shown.

This manual could be made into several separate manuals or volumes if there were a great deal of text detail. **No additional charge** either. Our pricing is page related and not manual related. More pages mean lower per page pricing.

## 6 CHAPTER 6 - NEWS RELEASE

Some sample text is shown here to illustrate a general layout. Notice the change bar in the right margin below.

### 6.6 POLICY

Dissemination of information to the public and media can at times be a very delicate task to handle. In order to avoid confusion and to promote the department in a positive manner, responsibility for media relations must be assigned to one officer. Guidelines in releasing information to the citizens are also necessary to protect the public interest.

### 6.7 PROCEDURE

Notice how the paragraphs are decimalized. Makes it easy to find and reference material.

#### 6.7.1 RELEASE OF RECORDS

##### 6.7.1.1 Weekly News Release

A weekly news release will be prepared for dissemination to the media.

1. The Officer in Charge will fax the release on Monday of each week to the designated media. The individual faxing the release will check the boxes on the appropriate form, (appendix 1), indicating that those media representatives have received the release.
2. If the media chooses to personally pick-up the release, the dispatcher will record the name of the person, time and date which the release was picked up, on the News Release Record.
3. Any release provided telephonically, must be noted on the cover page each time the release is read to the reporter.
4. At the end of each week, the news release and the completed form will be submitted to the Chief's Secretary.

In the event the officer in charge of news releases is unable to be present on the regularly scheduled work days or during off duty hours, it is his/her responsibility to arrange for another officer to cover the assignment.

##### 6.7.1.2 News Release Guidelines

Revised or additional material is marked by a change bar in the margin. **Only these 2 lines on this page changed, not the whole section, AND we know where in this section.** Easy to find.

All information released will be subject to the following guidelines.

1. All juvenile arrests and investigations involving juvenile names will not be open for review by news reporters or private citizens. The facts of the investigation and case will be verbally provided to the reporters or citizens seeking the information by the commander in charge of records.
2. At no time will the names and addresses of juveniles be released.
3. Cases involving **adult arrests and investigations**, other than juveniles, will be commented on by the commander in charge of records within the following guidelines.

**When something changes, a page is revised. We control / track by a new rev # & date.** The manual holder inserts just this one page, not all the pages associated with this subject as in other formats.

## A Quiz for YOU !!

1. Can we meet your **QUALITY** standards ??
2. Want to save police **TIME** spent on documents ?
3. Would eliminating the **COST** of PC software / upgrades and the associated training / learning curve issues be of value ??
4. Do you have additional questions ??
5. Can **THE SERVICE BUREAU** help you in your work ??

**If so, call or e-mail your service request now !!**



**Your Office !!**



**Our Office.**

## The Service Bureau

25307 Oakhurst Drive  
Spring, TX, 77386-1424, USA

24 hrs: 281-362-0357  
Fax: 281-362-8642  
E-mail: [info@tsbureau.com](mailto:info@tsbureau.com)  
Web: [www.tsbureau.com](http://www.tsbureau.com)

End of this illustration. We hope we were helpful and did not take too much of your time.