

# Santa Clara Police Department

SCPD Policy Manual

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## CHIEF'S INTRODUCTION

### STATEMENT FROM THE CHIEF OF POLICE

TO THE MEMBERS OF THE SANTA CLARA POLICE DEPARTMENT:

It is my honor to unveil this latest edition of the Santa Clara Police Department Operations Manual. The Santa Clara Police Department Operations Manual is meant to be a source for the policies and procedures that guide our service to the Santa Clara community. It illustrates our organizational structure and can guide our decisions. It is written to provide every employee of the department with a foundation for their actions, decision-making, and professional image.

We are proud to have had the assistance and expertise of the Lexipol company that has assisted us in developing this new manual. Lexipol was founded in 2003 by attorneys and former law enforcement officers with extensive experience in risk management. Lexipol has developed state-specific law enforcement policy manuals backed by daily training to reinforce policy understanding and use. You can rest assured that our policies will be continuously monitored for changes to federal and state laws and that policy updates will be provided as needed. The goal of this manual is to enhance the safety and effectiveness of the men and women who serve and protect Santa Clara.

Included in this Manual are our department's Mission Statement, Values Statement, Unified Expectations and the Law Enforcement Code of Ethics. These documents provide an excellent framework, however, there is no manual that can address each and every situation. At all times, employees must use common sense and good judgment, based on their training and experience to resolve issues.

All personnel are expected to know their job assignments and the applicable laws and manual sections, to ensure that his or her work conforms to the manual's requirements. Employees are directed to review this manual on a regular basis to stay current on its contents and to identify sections in need of modification or clarification.

Use this manual to continue our mission of always providing quality police service to the public. Working together, and in partnership with the community, we will identify and resolve problems utilizing all available resources. We will perform this service professionally and with integrity.

All previous policies and procedures, and orders in conflict with policies and procedures contained in this Operations Manual, are hereby revoked.

Issued: November 2018

By the authority of: Michael J. Sellers, Chief of Police