

OFFICE OF THE CHIEF OF POLICE

MEMORANDUM NO. 1

JANUARY 10, 1989

SUBJECT: DISTRIBUTION OF THE REVISED HUMAN RELATIONS HANDBOOK TO ALL SWORN, CIVILIAN AND VOLUNTEER EMPLOYEES

I am pleased to announce the issuance of the Department's Human Relations Handbook. I firmly believe that the basic principles of human relations do not change and are founded on mutual respect and understanding among all people. The law enforcement endeavor always has and always shall be based upon the principle that the police are an inherent part of the public they serve, therefore, respect and understanding for others must be the hallmarks of police service.

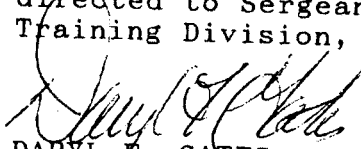
This handbook was prepared for all personnel of this Department as a guide for people interacting with people in the everyday encounters of our chosen occupation. I encourage you to take advantage of the suggestions in this handbook toward developing a spirit of public trust and enhancing the professional image of the Department.

Each sworn, civilian and volunteer employee will be issued a copy of the handbook. A predetermined number of handbooks will be issued to each Department entity based upon the most updated table of organization and deployment report. Crisis Intervention Unit (CIU), Training Division, will distribute the handbooks from the Supply Room, Training Division, Monday, January 30 through Friday, February 3, 1989, between 0800-1200 hours and 1300-1500 hours.

Commanding officers and officers-in-charge shall designate a representative(s) from within their command to report to Training Division during the distribution period to pick up and sign for the manuals allocated for their Area/Division.

Commanding officers and officers-in-charge shall issue a copy of the handbook to each employee under their command. Each employee shall sign a divisional roster which will serve to acknowledge receipt of the handbook. A copy of this signed roster shall be forwarded to CIU, Training Division no later than April 1, 1989. Thereafter, commanding officers and officers-in-charge shall review their rosters each month until all personnel under their command have been issued a Human Relations Handbook. CIU will be responsible for the audit of all divisional rosters to ensure that all personnel receive a copy of the handbook.

Questions concerning Human Relations Handbook issuance should be directed to Sergeant Bob Medkeff, Crisis Intervention Unit, Training Division, at extension 53151.


DARYL F. GATES
Chief of Police

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