

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 8

May 23, 2017

**SUBJECT:** MAINTAINING AND UPDATING FUNCTIONAL MANUALS – REVISED; MENTAL EVALUATION MANUAL – DEACTIVATED; AND, OVERTIME MANUAL AND AUDIT GUIDE – DEACTIVATED

**PURPOSE:** This Order deactivates obsolete functional manuals to conform with current Department practices.

**PROCEDURE:**

- I. MAINTAINING AND UPDATING FUNCTIONAL MANUALS – REVISED.**  
Attached is the revised Department Manual Section 0/082, *Maintaining and Updating Functional Manuals*.
- II. MENTAL EVALUATION MANUAL – DEACTIVATED.** Sections 3/278 and 3/278.10, *Mental Evaluation Manual*, has been deleted from the Department Manual.
- III. OVERTIME MANUAL AND AUDIT GUIDE – DEACTIVATED.** Section 3/708.05, *Overtime Manual and Audit Guide*, has been deleted from the Department Manual.

**AMENDMENT:** This Order amends Section 0/082; and deletes Sections 3/278, 3/278.10, and 3/708.05 from the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION “D”

**DEPARTMENT MANUAL  
VOLUME 0  
Revised by Administrative Order No. 8, 2017**

**082. MAINTAINING AND UPDATING FUNCTIONAL MANUALS.** Within the Department, there are a number of functional manuals which establish a centralized reference document for various specialties. These functional manuals, such as the Detective Operations Manual and *the* Manual of Juvenile Procedures, are maintained by the command having functional responsibility for the manual's subject matter.

The bureau commanding officer of the entity having responsibility for a functional manual shall be responsible for approving updates, maintaining, and distributing those functional manuals. Updates shall be completed as necessary to ensure a current reference on the subject matter is available to Department personnel. The Chief of Police must approve establishment of new manuals, but once approved, bureau commanding officers are responsible for approving functional manual amendments.