



Your Company's Name

- Your Company's Address
- Your Company's Phone No.
- Your Company's Fax
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- Your Company's Website

Effective Date:
Revision Date:



Paste Your Logo Above

Introduction

As an employee of the Company it is your responsibility to read and become familiar with these Standard Operating Guidelines.

The President/CEO has the authority to amend or revoke any Standard Operating Guideline and to create any additional Standard Operating Guidelines from time to time, as the circumstances for the good of the Company may require.

Employees subject to these Standard Operating Guidelines must understand that, no set Standard Operating Guideline can be established which will completely cover all cases arising in the discharge of their duties. Necessarily, some matters must be left to the intelligence and discretion of the individual.

However, it must be understood if discretion is used in a reckless or unreasonable manner, which is determined to be detrimental to the image of the Company or its Clients and which sound public opinion recognizes as injurious to the ability of the Company to serve its Clients, that individual who violates or attempts to violate these Standard Operating Guidelines will be subject to Disciplinary Action, up to and including Termination from the Company.

(Note: This SOP includes a Prohibited Use of Firearms section (07-0026); please remove this section from the index list and document body if you allow your officers to carry firearms)

Code of Ethics

In recognition of the significant contribution of the Company to Crime Prevention and Reduction, as an Officer, I pledge:

To accept the responsibilities and fulfill the obligation of my role: protecting life and property; preventing and reducing crimes against the Company and its Clients; upholding the law; and respecting the constitutional rights of persons.

To conduct myself with honesty and integrity and to adhere to the highest moral principles in the performance of my assigned duties.

To be faithful, diligent, and dependable in discharging my duties, and to uphold at all times the laws, policies, and procedures that protect the rights of others.

To observe the precepts of truth, accuracy, and prudence, without allowing personal feelings, prejudices, animosities, or friendships to influence my judgments.

To report to my Immediate Supervisor, without hesitation, any violation of the law or the Company's or its Clients regulations

To respect and protect the confidential and privileged information of the Company or its Clients beyond the term of my employment, except where their interests are contrary to law or to this Code of Ethics.

To cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction.

To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of the Company.

To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon me, the Company, and its Clients.

To strive continually to improve my performance by seeking training and educational opportunities that will better prepare me for my duties and responsibilities.

As a Supervisor of the Company and its Employees, I pledge:

To recognize that my principal responsibilities are, in the service of the Company and its Clients, to protect life and property as well as to prevent and reduce crime against the Company, industry, or other organizations and institutions; and in the public interest, to uphold the law and to respect the constitutional rights of all persons.

To be guided by a sense of integrity, honor, justice, and morality in the conduct of business; in all personnel matters; in relationships with government agencies, the Company, and its Clients; and in responsibilities to the general public.

To strive faithfully to render services of the highest quality and to work continuously to improve my knowledge and skills and thereby improve the overall effectiveness of the Company.

To uphold the trust of the Company, its Clients, and the public by performing my functions within the law, not ordering or condoning violations of law; and ensuring that all personnel conduct their assigned duties lawfully and with proper regard for the rights of others.

To respect the reputation and practice of others in the industry, but to expose to the proper authorities any conduct that is unethical or unlawful.

To apply uniform and equitable standards of employment in recruiting and selecting personnel regardless of any protected status, and in providing salaries commensurate with job responsibilities and with training, education, and experience.

To cooperate with recognized and responsible law enforcement and other criminal justice agencies; to comply with state licensing and registration laws and other statutory requirements that pertain to the Company.

To respect and protect the confidential and privileged information of the Company and its Clients beyond the term of my employment, except where their interests are contrary to law or to this Code of Ethics.

To maintain a professional posture in all business relationships with the Company and its Clients, with others in the industry, and with members of other professions; and to insist that all personnel adhere to the highest standards of professional conduct.

To encourage the professional advancement of all personnel by assisting them to acquire appropriate industry knowledge, education, and training.

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07-0001 General Rules & Regulations***PURPOSE***

The purpose of this Standard Operating Guideline is to establish the General Rules & Regulations of the Company.

STANDARD OPERATING GUIDELINE

It is the Standard Operating Guideline of the Company to have employees become familiar with the following Company Rules & Regulations. The procedures below give a definitive course of action for all employees to follow.

PROCEDURE***A. GENERAL COMPANY RULES***

01. All employees shall follow the Chain of Command. Those employees who have attained Administrative, Managerial, and/or Supervisory Positions are entitled to the respect and cooperation from all employees of the Company.
02. All employees shall treat each other and the public with respect.
03. Duties and responsibilities of each position as established will remain in effect. Position titles and duties may be changed only through the authorization of the President/CEO.
04. Employees shall keep all Company and/or Client Owned Vehicles, Equipment, and Facilities clean and in proper order at all times.
05. Any employee injured while on duty will notify their Immediate Supervisor or Senior Officer In Charge as soon as possible.
06. Employees may not borrow any Company and/or Client Owned Vehicles and/or Equipment without prior approval from their Immediate Supervisor.

07. Employees may not make a purchase on behalf of the Company and/or Client without prior approval from their Immediate Supervisor.
08. All employees shall take appropriate action to aid a fellow employee exposed to danger.
09. Employees shall not terminate or walk away from an assigned duty, post, or position unless properly relieved.
10. Employees shall not possess Company and/or Client Owned Equipment not assigned to oneself.
11. All employees shall give full attention to their duty performance. Failure to give suitable attention will be considered Neglect of Duty. Examples include, but are not necessarily limited to the following:
 - A. Failure to take appropriate action regarding any occasion deserving attention from the Company;
 - B. Unnecessary absence from one's assignment while on duty;
 - C. Failure to perform duties or failure to comply with all Standard Operating Guidelines, Rules, Regulations, General and Special Orders, Written or Verbal Orders.
12. All employees shall report in writing a fellow employee's violation of a Law, Standard Operating Guideline, Rule, Regulation, General and Special Order, and Written or Verbal Order. All such violations shall be reported to the proper Chain of Command.
13. Insubordination which shall include, but not necessarily be limited to the following:
 - A. Any failure or deliberate refusal to obey a lawful order given by an Immediate Supervisor or Senior Officer In Charge;
 - B. Any disrespectful, mutinous, insolent, abusive language or action toward any employee in or out of their presence.
14. Employees in violation of these General Rules & Regulations will be subject to Disciplinary Action, up to and including Termination from the Company.