

EAST RANGE POLICE DEPARTMENT

POLICY MANUAL

REV 03/10/2025

POLICY
100

I. PURPOSE AND SCOPE

The manual of the East Range Police Department is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules and guidelines of this department. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

II. DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the East Range Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the East Range Public Safety Board, City of Aurora, City of Hoyt Lakes, their officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The East Range Police Department reserves the right to revise any policy content, in whole or in part.

III. REQUEST FOR CHANGES

All Department employees suggesting revision of the contents of the Policy Manual shall forward their written suggestions to the Chief of Police who will consider the recommendation and forward it to the East Range Public Safety Board.

IV. MANUAL ACCEPTANCE AND ACKNOWLEDGEMENT

As a condition of employment, all employees are required to read and obtain necessary clarification of policies. All employees are required to acknowledge that they have received a copy or have been provided access to the Policy Manual, and understand that they are responsible to read and become familiar with its contents.

V. REVISIONS TO POLICIES

All employees are responsible for keeping abreast of all Policy Manual revisions. Employees will be provided copies of new policies and policy revisions by Chief of Police or designee.

Each crew supervisor will ensure that employees under his/her command are aware of any Policy Manual revisions.

VI. REFERENCES AND REVISIONS

a. REFERENCES

- i. Duluth Policy Manual – Policy 102

b. REVISIONS

- i. 03/10/2025– Initial Policy – ERPSB Approved Date