

Policy Deviation

207.1 PURPOSE

Departmental policies are intended to provide guidelines and procedures on the philosophy and direction of the Department as outlined in these policies. Generally, these policies are the standard operating procedures of the Department. Policies do not exist for every situation encountered by employees nor are they applicable to every operation or situation.

207.2 DEVIATION

An employee may deviate from established policies, guidelines and directives only after advising and receiving authorization from a supervisor.

Supervisor Responsibility - Supervisors authorizing deviations are accountable for their decisions and judgments. Supervisors authorizing deviation from established Directives and polices shall provide a documented explanation via e-mail to his/her Division Commander detailing their rationale for authorizing the deviation. This explanation shall include reasons for the deviation and the circumstances surrounding the deviation. The supervisor can also make recommendations for a directive change if necessary.