

Foreword

The primary goal of the General Manual is to convey standard operating procedures that allow for a clear and complete understanding of individual responsibilities under a wide variety of circumstances. Since no manual could conceivably cover every situation, this manual simply presents a broad spectrum of procedures essential to the enhancement of officer safety, effective execution and coordination of tasks and functions, uniform delivery of services, and ultimately, organizational effectiveness.

The procedures exhibited in this manual are not intended to restrict initiative or discretion, rather to complement them, by delivering clear expectations with regards to each individual's basic responsibilities.

This manual serves as a dynamic guide and instructional tool, which, through revisions and additions of procedures, will deliver the latest improvements and enhancements to an already professional organization, as well as provide a very necessary bond between Bureaus, Divisions, Sections, Units, Shifts and Offices.

The real challenge presented here deals with the individual and collective discipline required of all Departmental members in the application of and adherence to these procedures. This is a challenge I am confident will be met with the traditional excellence that has characterized the members of the San Antonio Police Department.

The General Manual is, and shall be, a composite of policies, procedures, rules and regulations pertaining to or affecting more than one (1) Bureau, Division, Section, Unit, Shift or Office, as established within this manual.

Should any section, subsection, phrase, clause, or item contained in any procedure of this General Manual be found illegal or otherwise incorrect or inapplicable, such finding shall not affect the validity of the remaining portions of any procedure.

Procedures in this General Manual shall remain in effect until revised by the issuance of a General Order.

The General Manual is published and issued under the authority of the Chief of Police and has the effect of an order.

**WILLIAM P. MCMANUS
CHIEF OF POLICE**