
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.3.3</b>	
Subject:		Distribution:
<b>Township Administrative Policies</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 06-50</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

This policy is intended to ensure that the Human Resources Policy and Procedure Manual is properly disseminated to all Police Department personnel.

## **POLICY**

The Human Resources Policy and Procedure Manual which contains copies of all Township Administrative Policies will be issued to all employees. The manual is a supplement to the Police Department Manual and employees are required to be familiar with the content and are responsible to update and maintain the manual in a neat and orderly manner.

This policy is a supplement to Policy 3.1.1, Written Orders. All requirements pertaining to the Police Manual are extended equally to the Human Resources Policy and Procedure Manual.

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