

**LAKE OF THE PINES ASSOCIATION
POLICIES & PROCEDURES**



**Public Safety Department Operational
Procedures & Training**

A. General

The Association Policies, CC&R's and By-Laws as assigned by the Board of Directors and the General Manager to Public Safety, will be enforced by the Public Safety Department.

B. Purpose

It is the purpose of the policy to establish guidelines for the formulation of operational procedures and establish a clear understanding of "What" governing document rules are to be enforced. Also, to cause to be developed methods to insure uniform and fair enforcement.

C. Operational Procedure Documentation Requirements

It is the responsibility of the Operations Manager to formulate procedures and training materials for the operation of the Public Safety Department to enforce the LOP Governing Documents, i.e., By-Laws and CC&R's where applicable, policies, rules and regulations set forth by the Board of Directors which are assigned specifically for enforcement by the Public Safety Department. The following guidelines are to be used in the formulation, maintenance and use of operational procedures and training materials.

1. Identification and Traceability

The Public Safety Standard Operating Procedure (S.O.P.) Manual" is to be organized in such a way that the Governing Document item and enforcement method is clearly identified by document name and section number, also by document number where applicable for use in reference and citations. In addition, copies of the specific policy or rule/regulation, By-Law or CC&R assigned for enforcement by Public Safety, is to be included in the back section of the manual.

2. Authorization

The Public Safety "S.O.P." manual shall be approved by the General Manager and the Board of Directors; changes, revisions or deletions must be approved before put into use or deleted.

3. Maintenance of Controlled Copies

In addition to required copies for training, one copy will be kept in the Gate Office file for duty officer reference, one copy shall be maintained in the General Manager's office or the Administration Office for reference by Board Members or by the General Manager. The master copy will be maintained in the office the Public Safety.

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