

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**



Director: James R. Piazza II

Chief: Edward P. Ackley

**Saratoga County SPCA
Law Enforcement Incorporation**

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**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**

CHIEF'S PREFACE:

This is the first edition of policies and procedures manual for the Saratoga County SPCA Law Enforcement Incorporation.

This manual shall supersede the previous verbal and field practices of all staff. This manual is intended primarily as a reference document for employees of the agency. In addition, this manual will be made available to the public and to local law enforcement agencies, emergency services, and fire departments.

This manual will be distributed to all department employees. A printed hard copy of the manual will be issued as needed and maintained in headquarters. Revisions or updates to the manual will be distributed to all employees as needed. Revisions or updates will occur annually or upon need due to event, incident, or noticed improvement.

Any employee who has a question about manual revision and/or content should contact the chief for explanation and clarification. Being aware of and understanding updates to the manual is an employee's responsibility.

The content of this manual has received extensive review from the administrative division. The manual has also been reviewed by legal and technical outside sources. The manual has been approved for implementation by the director and chief.

APPROVAL

This manual has been reviewed and approved:

Effective as of the 2nd day of September, 2023 and approved for distribution and implementation.

The next page, Page 3, is a letter for members to acknowledge receipt of SCSPCA Law Enforcement manual. This letter will be signed during initial hire and each year during annual recertification.



Director

James R. Piazza II



Chief

Edward P. Ackley

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**Policies and Procedures
Acknowledgement Letter**

Employee:

F. Name:	L. Name:
D.O.B.:	Date:

I, _____, a certified peace/police Investigator, who is employed by the Saratoga County SPCA Law Enforcement Incorporation, have read the policies and procedures provided.

This is an initial certification. **Initials:** _____

This is an annual recertification. **Initials:** _____

I accept receipt of the policies and procedures and acknowledge full responsibility of my own actions if found in violation of published directive.

Signature

Chief of SCSPCA Law Enforcement Receipt and Review

Date: _____

The following acknowledgement from _____ will be placed into members training file.

Chief, Signature

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