



## *Agenda Briefing*

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**Date of Meeting:** Jan 4 2022

**Responsible Department:** Police Department

**Presenter:** Chief Sean Wright

**Briefing Prepared By:** Chief Sean Wright

**Strategic Focus Area:** Public Safety

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**General Information / Subject:**

1-Resolution for the new Police Department Policy and Procedural Manual

2-New Policy and Procedure Manual

**Executive Summary / Background:**

Updating the policy and procedural manual for the police department. New statutory requirements and best practices included in the update.

**All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.**

**Funding / Fiscal Information:**

**Account Number:** 200-5030

**Amount Budgeted:** \$ 13,000

**Amount Requested / Required:** \$13,000

**Funding Source (if not budgeted):**

Existing item that is budgeted in general fund annually. No new expenditures.

**Supporting Materials Attached:**       **Yes**                       **No**

**Prior Action / Review by Council, Boards, Commissions:**

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**Staff Recommendation:**

Chief recommends accept and continue policy system

**APPROVED BY:  
(as appropriate)**

*Sean A Wright*

12 / 27 / 2021

\_\_\_\_\_  
Preparer or Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

*Alun W. Thomas*

12 / 27 / 2021

\_\_\_\_\_  
City Secretary

For Agenda Processing, by Deputy City  
Secretary Alun Thomas

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer/Asst. Dir. PW

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community and Visitor Relations Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Director

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Emergency Services Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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## Document History



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**12 / 27 / 2021**  
09:49:13 UTC-6

Sent for signature to Chief Sean Wright (swright@seabrooktx.gov) and Alun Thomas (athomas@seabrooktx.gov) from athomas@seabrooktx.gov  
IP: 165.254.153.10



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**12 / 27 / 2021**  
09:52:14 UTC-6

Viewed by Chief Sean Wright (swright@seabrooktx.gov)  
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**12 / 27 / 2021**  
10:07:05 UTC-6

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**12 / 27 / 2021**  
10:54:39 UTC-6

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**12 / 27 / 2021**  
10:55:40 UTC-6

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The document has been completed.