



<u>DATE OF ISSUE</u>	<u>EFFECTIVE DATE</u>	<u>POLICY #</u>
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# ANY TOWN POLICE DEPARTMENT

**GENERAL ORDER:** Written Directive System

**DISTRIBUTION:** All employees

**Subject:** General Management

**Index as:** Written Directives

**Accreditation Standards:** 12.1.2, 12.2.2,

**Cross Reference:** Rules & Regulations

**Replaces:**

## I. PURPOSE

The purpose of this policy is to provide guidelines for routine departmental operations. This policy is to provide personnel with a clear understanding of the constraints and expectations relating to the performance of their assigned duties. Additionally, this policy shall establish guidelines for the proper preparation, indexing, and distribution of the department policies, rules and regulations.

## II. POLICY

It is the policy of the Any Town Police Department to establish a system of management through written directives for effective and efficient communication to all its employees. This written directive system shall consist of a department *Policy and Procedure Manual*, containing all currently effective General Orders issued by the Police Chief, as well as Rules and Regulations, job descriptions and any Special/Personnel Order(s) issued by the Chief.

## III. PROCEDURE

### A. Authority

1. The Chief of Police is vested with the authority to issue, approve, modify, or rescind departmental General and Special Orders.

2. The Chief of Police may designate in certain emergency or critical situations involving personnel of different functions engaged in a single operation “acting authority.
3. Directives may be issued by a Superior officer so designated by the Chief of Police in his absence or in exceptional circumstances.

#### **B. Dissemination of Directives**

1. The office of the Chief of Police is responsible for publication and distribution of existing, new, or newly- revised written directives to the affected personnel once signed as effective by the Chief.

#### **C. Review of Proposed Policy**

1. Prior to promulgation, all permanent directives concerned with policy, rules, and procedures will be subject to review by the Chief of Police and the following when feasible:
  - a. Administrative support staff.
  - b. Appropriate division heads.
  - c. President of the Fraternal Order of Police.
2. Any persons within the department having suggestions for updating a current policy or recommendations for improvement on the information contained within the policy are to forward their recommendations in writing to the office of the Chief of Police.

#### **D. Description of Written Directives-** Directives will be in outline format including the type of order, title, directive number, and date issued.

1. Rules and Regulations- The statutes or laws of the department. They are rigid, inflexible, and definite. They will be followed by all sworn personnel. Disciplinary sanctions will be applied for violations of the Rules and Regulations of the department. Rules and Regulations shall be contained within Section II of Any Town Police Department Policy and Procedure Manual.
2. General Orders- Are pre-approved and signed by the Chief of Police and are applicable to all personnel. General Orders are permanent orders and establish basic departmental policy and procedures.

- a. Policies are flexible guidelines for the employee and provide generally accepted performance methods and a framework within which to make decisions.
  - b. Procedures are normally accepted step-by-step instructions for describing ways of accomplishing tasks and are used for training new employees or retraining members of the department in new or revised methods.
  - c. General Orders will be reviewed by the Chief or designee, at least annually and will be purged, updated and/or revised as necessary (due to new laws, legal updates, insurance company guidelines etc.).
3. Special Orders- Are policies and procedures that address specific situations. They are usually temporary and self-canceling.
  4. Memorandums- Interoffice correspondence, training bulletins, etc. are published primarily to inform and secondarily to direct. These may be issued by any appropriate commanding officer.
    - a. All division commanders are responsible for retaining all administrative correspondence relating to their division.
  5. The intent of such words as “will”, “must”, “should”, and “shall” in any written directive is to be considered as an order and mandate(s) a particular directive and/or action. Words such as “may”, “can”, or “normally” are less directive and imply a degree of choice within the confines of the order.

#### **E. Any Town Police Department Manuals**

1. Manuals will include the rules and regulations, policies and procedures and all special orders still in effect.
2. Copies of the department manual will be kept in the following locations:
  - a. Patrol Captains’ Office.
  - b. Detective Supervisor’s Office.
  - c. The Police Chief’s Office.
  - d. Communications Area.
3. Memoranda applicable to a division are to be maintained by the Officer-in-Charge of the division.

4. Each sworn employee of the Any Town Police Department will be issued a Any Town Police Department and Policies and Procedures Manual CD, which contain all the correspondence as noted in Section III, D.
  - a. New and/or revised General Orders will be issued to each employee.
  - b. Each officer will be responsible for the correct filing of new orders, changes, or additions, removal of superseded materials, and maintenance of their copy of the manual.

## **F. Classification and Indexing System**

### **a. General Orders**

#### ***Classification***

1. General Orders address matters of policy and procedure and are issued for an infinite period of time.
2. General Orders will be issued according to subject matter and assigned to a chapter as follows:
  - a. Section 100 – Administration
  - b. Section 200 - Human Resources
  - c. Section 300 - Law Enforcement Operations
  - d. Section 400 - Support Operations
  - e. Section 500 - Community Relations and Services
  - f. Rules & Regulations
  - g. Job Descriptions

### **b. Indexing System**

1. The chapter numbers and order number will identify policies. The order is further divided into subsections that more narrowly define the chapter  
  
(e.g.: Policy number 500.02 would be found in Section 500, the .02 of the sequence numbering indicates the second policy within that section.)
2. General Orders will be listed in a Table of Contents by directive numbers within its assigned category.

### **c. Special Orders**

#### ***Classification***

1. Special Orders address matters of policy and/or procedure for special situations or particular events and are self-canceling.

2. Special Orders may be issued for appropriate matters or tactical concerns in areas such as:

- a. Major public events
- b. Emergency situations
- c. Special tactical plans

3. Special Orders will often refer to existing General Orders for guidance.

***d. Indexing System***

1. Special Orders will be numbered by year, followed by the appropriate sequence number. Example: 05-01, 05-02, etc.
2. Special Orders will be indexed in sequence according to the assigned number.

***e. Compliance and Responsibility***

1. In order to perform their duties, all employees of the Any Town Police Department will familiarize themselves thoroughly with, and comply with, General Orders and other written directives adopted by this agency.
2. Each employee will read the written directives and memoranda.
3. Each employee has a personal responsibility to seek clarification from supervisors or from the Chief of Police, through the chain of command, on any directive not clearly understood.
4. Within ten (10) days after the issuance of a new or revised General Order, the Officer-in-Charge of each Division will provide written documentation, acknowledging receipt of the directive by the affected personnel within the division, to the Office of the Chief.

***f. Written Directive Manuals and Storage***

1. Upon appointment, each sworn department employee shall be issued a Any Town Police department Policy and Procedure Manual in either hard copy or electronic media. Sworn employees will be required to sign a certification sheet acknowledging receipt of the manual and the General Orders contained therein.
2. Each Policy and Procedure Manual is the property of the department, and should be treated in the same manner as other department property.
3. Employees are responsible for the maintenance and upkeep of their issued manual, and should report any loss or other problem to a supervisor.

g. **Provisions**

Orders and memoranda within the department's written directive system shall be purged, updated, or revised as needed.

By order of:

*John Jones*

Chief John Jones