

DEPARTMENT GENERAL ORDER 98-17

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 82-1
SOP 300.01.00/300.01.01
300.01.02/300.01.03
300.01.04

DATE: September 3, 1998

WRITTEN DIRECTIVE SYSTEM

I. PURPOSE.

A written directive system is intended to define the various types of written directives utilized by the Police Department, and to establish the policy and procedures to be followed in the preparation, organization, and distribution of such written communications.

All official written directives of the Clayton Police Department will be classified into one of the following categories:

- A. Department General Orders
- B. Department Special Orders
- C. Department Personnel Orders
- D. Department Memoranda
- E. Department Manuals
- F. Department Contingency Plans
- G. Bureau or Division Orders
- H. Information Bulletins

II. DEFINITIONS.

- A. Written Directive System - Eight (8) basic modes of written communication utilized for the presentation of policies, procedures, and general information to various work elements and personnel.
- B. Department General Orders - Standing written directives with department-wide-applicability. All General Orders are effective until amended or replaced.
- C. Department Special Orders - Written directives which apply to isolated events or incidents, or are otherwise temporary in nature.
- D. Department Personnel Orders - Written directives which announce changes in official status, assignments, and other personnel issues.
- E. Department Memoranda - Written directives which contain information, suggestions, notices, or announcements of general interest to department employees. These directives are issued with specific and limited intent and duration.
- F. Department Manuals - Issued to prescribe policies, rules, regulations, and procedures relating to routine and emergency department operations.
- G. Department Contingency Plans - Issued to prescribe department policy and procedures relating to specific events.
- H. Bureau or Division Orders - Standing written directives which are applicable to
an individual bureau or division. All Bureau or Division Orders are effective until amended or replaced.
- I. Information Bulletins - Issued as a means for dissemination of information or instructions which do not warrant a formal order.

III. ISSUING AUTHORITY.

A. As the chief executive officer of the department, the Chief of Police shall be vested with full and complete authority to issue, modify, or approve all written directives applicable to the agency as a whole.

B. The Commander of the Investigations and Support Bureau, the Commander of the Field Operations Bureau, and subordinate Platoon and Division Commanders shall have the authority to issue Bureau and Division Orders,

and

various informational bulletins. However, Platoon and Division Commanders shall seek prior approval of their respective Bureau Commander prior to the distribution of a component or unit order. Informational bulletins, except those intended for outside distribution, may be drafted and released by subordinate commanders as circumstances require.

IV. DIRECTIVE FORMAT.

A. General/Special/Personnel Orders

1). Heading

The heading section will contain the order designation and number, issuing authority, date of issue, title of order, and prior order revisions or cancellations.

2). Body

The content of department orders will be organized by section in a manner established to clearly convey the meaning of the order to affected personnel. Section/paragraph designators shall be as follows:

I., II., III., IV., V., etc.

A., B., C., D., E., AA., etc.

1), 2), 3), 4), 5), etc.

a., b., c., d., e., aa., etc.

1., 2., 3., 4., 5., etc.

3). Closing

The closing section will contain the signature of approving authority, and a listing of those CALEA standards applicable to the written directive.

B. Department Memoranda

1). Heading

The heading will be the same as that utilized in paragraph A with the exception of prior order revisions and/or cancellations.

2). Body

Text will be formatted as appropriate.

3). Closing

Same as that utilized in paragraph A with the exception of the CALEA reference.

C. Department Manuals and Plans

Manuals and plans shall be formatted in any manner acceptable to the issuing authority, such as will best convey an understanding of the material to affected employees.

D. Bureau and Division Orders

Orders issued by Bureau Commanders shall follow the same format as that stipulated for department orders. However, the closing will not contain any reference to CALEA standards.

E. Information Bulletins

Patrol Information Bulletins, Confidential Crime Bulletins, etc. may be formatted in any manner acceptable to the issuing authority as long as the presentation of the material is easily understood by its target audience.

V. INDEXING AND REVISION OF DIRECTIVES.

Concurrent with the start of each new calendar year, Department and Bureau Orders shall be consecutively numbered from one to infinity, with a prefix consisting of the last two digits of the appropriate year (Ex: 98-1, 99-3, 00-5).

A numerical index will be maintained in each master directive file, where individual orders shall be listed in accordance with the numerical and calendar sequence in which the directive was issued.

A. Revision of Directives

The revision of existing directives may be accomplished via one of two

methods:

- 1). For those directives which require minor revisions, appropriate text may be added, deleted, or altered within the context of the existing directive, and then same reissued with an “a” following the standard numerical designation (Ex. 98-5a).
- 2). For those directives which require major revision, a new number shall be drawn and an updated version of the directive issued to appropriate personnel. The updated version of the directive shall clearly state that same rescinds or amends a prior directive, with the original version to be removed from the master file and entered into the archives.

The index number of directives which have been replaced or revised shall also be deleted from the index listing.

B. Manual Indices

issuing Policy and procedural manuals shall have index systems adopted by the authority which are deemed suitable to present the information in a readily understandable fashion.

Review and revision of directives contained in agency manuals shall occur on an annual basis. Obsolete directives shall be replaced with updated versions, with rescinded entries to be deleted and destroyed.

VI. DIRECTIVE TOPICS.

The various types of agency directives are intended to address a variety of specific topics, but shall generally fall into one of three broad categories: 1. statements of department policy, 2. rules and regulations, and 3. operational procedures.

A. Statements of Department Policy

Written directives that are a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity. Rather, policy statements provide a framework for the subsequent development of procedures and department rules and regulations.

B. Rules and Regulations

A set of specific guidelines to which all employees must adhere.

C. Operational Procedures

Written directives that provide guidelines for carrying out agency activities.

A

procedure may be made mandatory in tone through the use of “shall” rather than “should”, or “must” rather than “may.” However, procedures may provide for some latitude and/or discretion in the performance of the activity so addressed.

VII. DEVELOPMENT AND REVIEW OF DIRECTIVES.

A. Draft Review

Prior to dissemination, draft copies of written directives shall be submitted to various members of the department’s command and supervisory staff for review and comment. Additions, deletions, and/or revisions will then be made in accordance with appropriate recommendations.

B. CALEA Compliance

Draft copies of written directives will be reviewed to determine if the contents of new or amended directives will negatively impact compliance with CALEA standards.

C. Inter-Bureau Conflict

a Draft copies of department written directives will be reviewed to determine if conflict exists with bureau or division orders. Written directives issued at the department level shall take precedence over those written at component levels and the latter shall be amended accordingly.

D. Chief’s Review

written The Chief of Police shall review the final draft copies of all department directives and initiate such additions, deletions and/or revisions deemed appropriate. His signature on such documents will constitute approval for distribution.

E. Annual Review

Written directives shall be reviewed on an annual basis to determine whether existing directives should be canceled, revised, or continued in their present form. Special reviews of existing written directives may be conducted as a

result of the following:

- 1). Policy Failure
- 2). Litigation
- 3). New Legislation
- 4). New Technology or Techniques

VIII. DISTRIBUTION OF DIRECTIVES.

Hard copies of written directives will generally be distributed in the following manner:

- 1). Original to master file - 1 copy
- 2). Bureau Commanders - 2 copies
- 3). Lieutenants - 4 copies
- 4). CALEA file - 1 copy
- 5). Sergeants - 6 copies
- 6). Parking Cont. Supervisor - 1 copy
- 7). Data Analyst - 1 copy
- 8). Communications Unit - 1 copy
- 9). Criminal Investigations Division - 1 copy

Total: 18 copies.

However, should circumstances dictate wider distribution, the appropriate number of copies shall be made and issued.

In the event officers or other department employees prefer a copy of a written directive for their own personal reference file, they are authorized to duplicate same.

IX. ACKNOWLEDGEMENT OF DIRECTIVES.

Each component unit of the department shall maintain a file of "Written Directive Acknowledgment Forms" (Refer attachment). Upon receipt of new or revised written directives, each supervisor shall review the directive with their subordinate personnel and require assigned employees to sign and date the acknowledgment form. Command rank and civilian personnel are also required to sign and date an acknowledgment form following review of the material.

Separate acknowledgment forms shall be utilized for each written directive; however, the forms are only required to be used for Department General Orders, Department Special Orders which may impact agency operations as a whole, and various departmental contingency plans. Manuals shall be accompanied by a separate receipt form.

Each employee's signature on the "Written Directive Acknowledgment Form" not only signifies receipt of the written directive, but responsibility for knowledge of its contents and the duty to address any need for clarification to a supervisor.

Supervisors will maintain the folders containing completed directive acknowledgment forms for a period of one calendar year, commencing on January 1st. At the end of this time, completed acknowledgment forms shall be forwarded to the Office of the Chief of Police where they shall be permanently filed.

X. DIRECTIVE STORAGE.

Upon final approval of any department-wide order, the original signed copy shall be retained by the Office of the Chief of Police to be integrated into a master directive file. This shall contain general orders, special orders, personnel orders, and memoranda in separate binders, and be readily accessible to department personnel. An index listing the topic and number of each individual directive will be included with each file.

The issuing authority of individual bureau orders shall forward the original signed copy of same to the Office of the Chief of Police. These will be entered into a separate master file in much the same manner as department-wide orders. An index listing the topic and number of each individual directive will be included with each file.

Original contingency planning documents and manuals shall be retained by the Office of the Chief of Police. These may be maintained in hard-copy or electronic form, or both.

A. Archival Storage

At the time a written directive in the form of a department order is rescinded or amended, the obsolete directive shall be removed from the master directive file and entered into an archival file. The purpose of such file shall be to illustrate historical continuity of specific directives, and shall be maintained and periodically updated by administrative personnel assigned to the Office of the Chief of Police.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM:dld

CALEA Reference: 12.2.1/12.2.2