

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 100 - Organization	
	Directive: 110.01 - Written Directive System	
Authorized by: Chief Brandon Zuidema		Effective Date: February 5, 2019
CALEA Standards: 12.2.1, 12.2.2 (6th Edition)		Last Revision: October 1, 2015

110.1.1 - Purpose

The purpose of this directive is to establish policy and procedure for the development, dissemination, and adherence to written directives.

110.1.2 – Policy (12.2.1)

It is the policy of this Department to establish and maintain a structured program of written directives to provide Department members the guidance necessary to ensure a high degree of planned, consistent, and accountable police services. Only the Chief of Police has the authority to issue, modify, and approve all written directives within the Department. The Chief of Police may appoint other personnel to develop modify, or issue directives. However, no directive shall be implemented until approved by the Chief of Police.

The personnel of a police agency need and deserve guidance to perform efficiently and effectively. Providing this direction, through the development and utilization of policy, is an important management tool in the administration of the Police Department. Policy cannot be relied upon as a substitute for managerial responsibility. However, policy statements that are relevant, properly formulated, and sufficiently communicated can help ensure consistency of action and clarify the role of the Department.

Development of policy for the many varied issues confronting police personnel will provide the guidance necessary to accomplish that task. Achieving consistency in thought and action of Department members reduces arbitrariness but does not eliminate the discretion necessary to resolve the variety of situations that will be encountered.

The requisite administration and guidance can best be established and communicated through a formal directive system of written policies, rules, and procedures. This system is not intended to be all-inclusive; the absence of a particular directive does not excuse any member for inadequate performance or unbecoming conduct.

110.1.3 - Definitions

- A. Department Memorandum or email - provides Department personnel with material which is considered informational in nature and does not require a special order or directive.
- B. Directive - contains policy and procedures which the Department has established in order to operate efficiently.
- C. Policy - general statements guiding the organization toward attainment of its goals.
- D. Procedures - specific statements of methods of guiding employees towards the attainment of goals. Procedures describe expected methods of operation and generally permit some flexibility within certain constraints.

- E. Rules of Conduct - prohibit specific behavior and require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible and apply equally to all persons.
- F. Shall – for the purposes of the Department’s program of written directives, “shall” is intended to have the same meaning as “must” or “will”; any use of this term creates an obligation to act (or not act if “shall not”) as outlined in the directive.
- G. Special Order - provides timely dissemination of policy and procedural changes. Special orders automatically cancel after sixty (60) days unless their nature is non-expiring. The purpose of special orders is to provide timely release of policy changes and expire upon the necessary formal policy change occurring. Special orders may also be issued to alert officers concerning limited duration special assignments and other changes within the organization that are considered more than for merely informational purposes.
- H. Training Memorandum - contains information on new equipment, safety precautions, clarification or explanation of legal documents, and other information intended to enhance organizational effectiveness.

110.1.4 - Written Directive System (12.2.1)

- A. The Department’s Written Directive System provides policies and procedures for carrying out Department activities. Dissemination of existing, new, or newly revised directives to all affected personnel will be completed through a computerized documentation system.
- B. The Written Directive System contains the following chapters:
 - 1. Organization (100) - Consists of the Department’s organizational structure, the Department’s goals and objectives, a discussion of the need for policy, and discussion of the Written Directive System.
 - 2. Administrative (200) - Contains an explanation of the authority granted to the Department, the Department’s mission statement and values, and the Law Enforcement Code of Ethics. This chapter provides guidelines for the general management of the Department and outlines the authority and responsibilities of the various positions within the Department.
 - 3. Personnel Management (300) - Provides direction in the area of administration and personnel management. Examples of policy topics in this chapter are internal affairs procedures, the Department’s disciplinary system, and grievance procedures.
 - 4. Equipment/Uniforms (400) - Contains information related to the issuance and use of Department equipment, uniforms, and vehicles.
 - 5. Evidence Control/Records (500) - Contains an explanation of the Department’s acquired and in-custody property and evidence, property submission, the service of legal process, and the agency’s records management system.
 - 6. Rules of Conduct (600) - Contains the rules and regulations governing the performance and behavior of Department personnel.
 - 7. Arrest/Detention/Use of Force (700) - Contains policies and procedures outlining the use of force by Department personnel, response to mass arrest situations, and Department firearms training and qualification.

8. Operational Policies (800) - Written directives that establish the course of action and the procedures to be followed in specified areas of policing. Examples of policy topics in this chapter are Criminal Investigation, Emergency Response, and Vehicle Pursuit.
9. Special Orders (900) - Directives affecting only a segment of the Department or a statement of policy or procedure regarding a specific circumstance or event, usually temporary in nature.

110.1.5 - Numbering Sequence

Each directive is given a concise title and unique number containing the chapter designation for the purpose of maintaining the directive in the system.

110.1.6 – Distribution (12.2.2)

- A. Each member of the Department has access to a copy of the directives. The directives are available on the officer's computer through the PowerDMS software application. A back-up of all department directives is also stored on the server. Directives of a sensitive nature may be withheld from some members, depending upon assignment.
- B. Written acknowledgement of new directives may occur in any of the following ways;
 1. Through an electronic signature provided by each employee via the PowerDMS software,
 2. Through a "Statement of Understanding" signed by each employee upon distribution of a new or revised directive,
 3. Through utilization of confirmed delivery on the Department's e-mail system,
 4. Through staff meeting notes sent via e-mail to all sworn staff members. The notes would indicate that the policy was both provided to as well as reviewed with all supervisors such that they may address with subordinates during roll call training, or
 5. Each employee may be required to take a test to ensure understanding of new or revised directives.
- C. It is the responsibility of each employee to become knowledgeable of these directives and to seek further clarification when needed. Immediately upon returning from an absence, and each day while on-duty, members will become familiar with recently issued communications and directives.

110.1.7 - Development of Directives, Rules of Conduct, and Special Orders (12.2.1; 12.2.2)

All written directives, rules of conduct, and special orders are issued by, or at the direction of, the Chief of Police. These directives are developed as follows:

- A. Any proposal which affects policy or procedure will be forwarded through the chain-of-command to the Chief of Police. The Chief and the Accreditation Specialist will work with the originator to provide general assistance in drafting the directive.
- B. Draft directives will be circulated to the command staff and other appropriate employees for review and feedback.
- C. Once circulated, the draft will be discussed at a Department staff meeting to develop a final version of the directive.

- D. Upon final approval of the Chief of Police, the new directive will be issued to, signed off by, and tested on (when appropriate) by all Department personnel through the agency's electronic directives management system.
- E. Necessary training will be provided to affected personnel for all new and revised directives.

110.1.8 - Revising, Indexing, Purging, and Updating Directives (12.2.1)

- A. Written directives are subject to review and revision and are under constant examination to provide the members of the Department continuous direction.
 - 1. All department directives are reviewed by the command staff on at least a triennial basis. The Accreditation Specialist coordinates scheduled directive reviews.
 - 2. The Chief of Police may elect to require more frequent review of selected directives.
 - 3. The Chief of Police may elect to have other Department personnel review specific directives based on the individual employee's knowledge or assignment.
 - 4. The responsibility for final approval of any changes rests with the Chief of Police.
- B. The process for reviewing, revising, purging, and updating directives is as follows;
 - 1. The Department command staff and other personnel identified by the Chief of Police will conduct such reviews.
 - 2. When changes or additions to an existing directive are approved, the Accreditation Specialist is responsible for updating the electronic version of the directive.
 - 3. Changes are indexed by effective date and last revision date as indicated in the directive header.
 - 4. Outdated policies, rules, and directives shall be removed from employee access by the Accreditation Specialist and archived in PowerDMS.
- C. In the event no changes are made to a directive as the result of the review process, the original directive will stand and the effective date will remain the same. The Accreditation Specialist maintains documentation of the review.

110.1.9 - Memoranda/Email

Memoranda provide material to Department personnel which is considered informational in nature and does not require a special order or directive. In most cases this is completed via e-mail. Employees have the capability of producing hard copies when they deem it necessary. Any member having the need to convey or seek information may issue informational Departmental memoranda.

110.1.10 - Training Memoranda

The Administration Lieutenant, or his/her designee, is responsible for the coordination and/or development and distribution of training materials. In most cases this will be completed via e-mail. Employees have the capability to produce hard copies when they deem it necessary. Prior to issuance, all Training Memoranda is reviewed and approved by the Administration Lieutenant.

110.1.11 – Format (12.2.1)

- A. Directives are prepared in the following format;

1. Heading: Numerical assignment with a chapter designation,
 2. Title of directive with an identifying numerical assignment,
 3. Effective date of the current version of the policy,
 4. Last revision date,
 5. Purpose,
 6. Policy,
 7. Definitions, if any, and
 8. Procedure.
- B. Special Orders are prepared in the following format;
1. Headings,
 2. To,
 3. From,
 4. Subject,
 5. Distribution,
 6. Effective Date, and
 7. Body of Special Order.
- C. Memoranda, both informational and training, will be prepared in the following format using the official Department memorandum template (GPD form 110.1-A);
1. Headings,
 2. To,
 3. From,
 4. Date,
 5. Subject, and
 6. Body of Memorandum.

110.1.12 - Disclaimer

All directives issued within this Department are for internal use only, and do not expand or otherwise increase an officer's civil or criminal liability. It should not be construed as the creation of a higher standard of safety or care in an evidential sense, with respect to third party claims. Violations of directives, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.