



# ***ANY TOWN POLICE DEPARTMENT***

*100 Main Street, Any Town, RI 01234*

<b>ORDER</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>	<b>ISSUING DATE</b>
<b>GENERAL</b>	<b>AUGUST 1, 2009</b>	<b>120.01</b>	<b>SEPTEMBER 2002</b>
<b>SUBJECT TITLE</b>		<b>SUBJECT AREA</b>	
<b>WRITTEN DIRECTIVE SYSTEM</b>		<b>GENERAL MANAGEMENT</b>	
<b>CALEA REFERENCE</b>		<b>PREVIOUSLY ISSUED DATES</b>	
<b>12.2.1, 12.2.2</b>		<b>09/02, 9/05, 08/09</b>	
<b>DISTRIBUTION</b>	<b>REVIEW DATE</b>		<b>PAGES</b>
<b>ALL</b>	<b>AS NECESSARY</b>		<b>4</b>

## **WRITTEN DIRECTIVES**

### **I. PURPOSE**

To provide guidelines for routine departmental operations.

To establish 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 employees.

### **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 Deputy Chief may issue directives in the absence of the Chief or in exceptional circumstances.

## **B. Dissemination of Directives**

1. The Planning and Training Officer 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.
2. The revised policies will be issued to each employee and a paper copy will be left in their mailbox. New policies will require a signature demonstrating receipt.
3. Employees are required to check their interdepartmental e-mail at least once during each tour of duty.

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

1. Prior to promulgation all new permanent directives concerned with policy, rules, and procedures will be subject to review by the Chief of Police and the following when feasible:
  - a. Deputy Chief
  - b. Division Commanders

## **D. Description of Written Directive-** 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 complied with by sworn and non-sworn personnel. Disciplinary sanctions will be applied for violations of the rules and regulations of the department.
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 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 a particular directive and to mandate a particular action. Words such as “may”, “can”, or “normally” are less directive and imply a degree of choice within the confines of the order.

#### **E. 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 Supervisor’s Office
  - b. Detective Commander’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 Rules and Regulations and Policies and Procedures Manual.
  - 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**

##### *General Orders*

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. Chapter 1- Administration
  - b. Chapter 2- Human Resources
  - c. Chapter 3- Law Enforcement Operations
  - d. Chapter 4- Support Operations
  - e. Chapter 5- Community Relations and Services
3. The Chapter numbers and order number will identify policies. The order is further divided into subsections that more narrowly define the chapter (ex. Policy number 500.03 would be found in chapter 5, section 00, and order 3).

### *Special Orders*

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 be numbered by year, followed by the appropriate sequence number. Example: 01-01, 01-02, etc.

### **G. 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.

By Order of:

*John Jones*

---

John Jones  
Chief of Police