A. Purpose

To establish a system of written directives to provide a consistent format for written policies, orders, rules and regulations, and to provide for the proper formulation and dissemination to all effected police personnel of new or revised policies and procedures.

B. Policy

It is the policy of the Department of Public Safety to utilize a written directive system that provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The Director of Public Safety has the ultimate authority to issue, modify, and approve written directives (CALEA 12.2.1.b). The Written Directive System shall reflect and specify the values of the Department and support the Department’s value and mission statements. (CALEA 12.2.1.a)

1. Definitions

**Written Directive** - Any written document used to guide or affect performance or conduct of agency employees. The term includes documents that are commonly referred to as policies, procedures, rules, regulations, operations plans, general orders, special orders, memorandums, and instructional material.

**Manual** - Contains a comprehensive listing of the policies, duties, responsibilities, procedures, rules, and regulations for the Department of Public Safety. Manuals are maintained in both “Hard Copy” and computerized forms.
Policy - A written directive that is a broad statement of agency principle. 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 but rather provide a framework for development of procedures and rules and regulations. (CALEA 12.2.1.f)

Procedure - A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should”, or “must” rather than “may”. Procedures sometimes allow some latitude and discretion in carrying out an activity. (CALEA 12.2.1.h)

General Orders - A term used by some agencies to describe permanent directives concerned with policy, rules, and procedures effecting more than one organizational component.

Personal Orders - An announcement of changes in the status of personnel, such as a transfer or promotion.

Special Orders - Special orders are restricted orders issued by the Director or his designee. Special orders pertain to specific circumstances or situations and are temporary in nature.

Memorandums - Used to transmit information and do not reflect Divisional policy. Memorandums may be issued by any member of the Division, provided they concern matters within the employee’s span of control and provided they do not rise to the level of agency policy, procedures, rules, regulations, or written directives. (CALEA 12.2.1.b and .c)

Written Communications - Used to transmit information outside the Department requiring a signature. Any communications requiring the use of Letter Head will be signed by the Director or his designate.

2. Written Directives

a. Only the Director of the Department of Public Safety, or his designee, is authorized to issue, or approve agency policy, procedures, rules or regulations. Memorandums may be issued by any member of the Department provided that the memorandum provides information within the employees’ span of control and provided that they do not rise to the level of agency policy, procedures, rules, regulations or written directives. (CALEA 12.2.1.b and .c)

b. The written directive format shall include an appropriate subject heading
and shall contain a purpose. A template of each type of Written Directive utilized and authorized by the Department is provided. Each directive will be dated and signed. (CALEA 12.2.1.d)

c. The Policy and Procedure Manual and the Operations Plans Manual will contain all operational procedures providing all methods for specific components where members are responsible for carrying out agency activities. Operational procedures include the patrol function, criminal investigations, drug enforcement, emergency operations, etc. (CALEA 12.2.1.f and .h)

d. The Accreditation Manager is the responsible authority for indexing, purging, updating, and revising directives, as necessary. All written directives are indexed numerically. Policies and Procedures and Operations Plans are assigned permanent numbers (while in effect), while all other written directives are numbered sequentially by year. All written Directives are purged when they are no longer necessary, have been superseded by another directive, or when they have been incorporated into a Policy and Procedure. All written directives are reviewed, updated, purged, and/or revised as needed. An annual review of all written directives is conducted by the Accreditation Manager and the Patrol Commander. The Office of Professional Standards will document this annual review in a written report to the Director. Any modified or revised directives will be submitted through the Patrol Commander to the Director for final approval. (CALEA 12.2.1.e)

e. Proposed policies and procedures will be circulated to the effected supervisors/personnel prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law. Supervisors/personnel are encouraged to offer comments prior to final policy submission to the Director. (CALEA 12.2.1.i)

f. The Policy Manual will contain all the agency’s policies, rules, and regulations. (CALEA 12.2.1.g)

3. Dissemination of Written Directives

a. Existing, new, or newly revised directives will be disseminated to the effected personnel either in hard copy form or through a computerized documentation system backed up with accessible hard copies. All new employees will have access to a copy of the Public Safety Department’s Policies and Procedures Manual via the Department’s computer system, and a hard copy is available in the Accreditation Manager’s office. (CALEA 12.2.2.a)
b. Within a reasonable period after issuance, employee receipt and review of disseminated directives will be documented. *(CALEA 12.2.2.c)*

c. All written directives will be stored in the Policy and Procedure Manual. One hard copy of the manual will be maintained by the Accreditation Manager. A computerized version can be accessed on all Department computer terminals (view only). Computerized versions are updated instantaneously as changes are made. *(CALEA 12.2.2.b)*