

WEST PALM BEACH POLICE DEPARTMENT

I-17 WRITTEN DIRECTIVE SYSTEM

EFFECTIVE: 09/15/2005

CALEA Standards: 12.2.1, 12.2.2

CFA Standards: 3.01, 3.02

I. POLICY: Written directives are to be followed while conducting the delivery of law enforcement services and accomplishing departmental goals and objectives. This policy establishes a format for the development, review, revision, distribution and maintenance of the written directive system. The Chief of Police is the final authority to issue, modify or rescind a written directive. All members of the Department are issued Standard Operating Procedure Manuals containing written policies, procedures, forms, and rules and regulations applicable to their job classification and assignment. All members will familiarize themselves with the written documentation that pertains to their respective assignment.

II. DEFINITIONS:

A. Standard Operating Procedure - (S.O.P.) A written directive which is a guide for carrying out agency objectives. Sometimes procedures allow latitude and discretion in carrying out the activity (Appendix A).

B. Policy Statement - A broad statement of principles of the Department for the attainment of various goals and objectives.

C. Addendum - will modify a specific written directive (Appendix B).

D. Rules and Regulations - A specific directive from which no deviations or exceptions are permitted (Appendix C).

E. Special Order - Statements of policy or procedure regarding a specific circumstance or event that may be of a temporary nature (Appendix D).

F. Emergency Order - A written directive by a Lieutenant or above addressing a matter requiring immediate attention. It is effective until revised or replaced by the Chief of Police as an S.O.P. (Appendix E).

G. Personnel Order - A written document issued by the Chief of Police or designee announcing a change in status of departmental personnel (Personnel assignments, promotions, demotions, transfers, and changes in classification).

H. Bureau or Division Procedure - A written directive stating methods and/or procedures to be followed by bureau and division personnel. The issuing authority is responsible for updating and revising, as necessary. This procedure is created and maintained within the division and without effect on outside bureaus or divisions (Appendix F).

I. Department Memorandum - A written communication that contains information used to clarify, inform or inquire. Addendums, not memorandums, will be used to note changes in policy (Appendix H).

J. Written Directive - Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, emergency orders, and addendums.

K. Training Bulletin/Legal Bulletin - A document that provides information regarding changes in laws, court decisions and revised or new legislation relating to laws that affect law enforcement.

L. Job Task Analysis - A book containing employee classifications and the duties and responsibilities of each person within a job classification, originated and maintained by the Human Resources Department.

M. Chiefs' Administrative Order - A written document issued by the Chief of Police or designee that could contain information, guidance, direction, support or affect the performance or conduct of agency employees. It is effective until revised or replaced by an S.O.P. (Appendix I).

III. STANDARD OPERATING PROCEDURES AND MANUAL:

A. The Standard Operating Procedure manual will be indexed in the following manner:

1. The Table of Contents contains all the components of the manual, listing them by order of insertion or policy number.
2. The Introduction may contain a message from the Chief, Departmental Philosophy and the Department's Mission Statement.
3. Rules and Regulations are identified by subject matter addressed. Each subject is numbered sequentially. Each Rule and/or Regulation, which is written in narrative form, is placed in the subject area it pertains to and given a two-digit number with a dash in between the two numbers. The first number is the number of the subject matter heading and the second is the sequential order of the Rule or Regulation under that particular heading (Example 5-1).
4. The Standard Operating Procedure Manual is organized into chapters. The chapters contain policies that are similar or related.
 - a. Written directives are organized by procedure number.
 - b. The identification number of the originator(s) is noted in the signature box.
 - c. An authorization signature of the Chief of Police will be affixed to all Standard Operating Procedures.
5. The Index will be organized in alphabetical order.
6. The Appendix is the supplemental material that affects the policy and is attached at the end of a policy. Forms to be used in performing tasks associated with a particular SOP are contained in the appendix of the SOP.

B. To ensure accountability for Department manuals, each manual will be assigned an individual number, that number will be the individual identification number. Each member will sign a written receipt for his or her assigned manual.

C. Individual employees receiving a new or revised directive(s) through the on-line policy system can print the directive for inclusion in their manual and place the directive in the appropriate section should the member choose to do so.

D. All members are required to have a sound working knowledge of the S.O.P. manual. Each member is responsible for seeking clarification of an S.O.P., if it is not fully understood, from their immediate supervisor.

IV. WRITTEN DIRECTIVES:

A. Standard Operating Procedures, Rules and Regulations, and Special Orders will be issued by the Chief of Police or any one of the three Assistant Chiefs in his or her absence.

B. Bureau or Division Procedures will be originated by the Bureau or Division Commander or his or her designee.

1. An authorization signature of the Bureau Commander, Division Commander or Administrator will be affixed to Bureau Directives designated for distribution only to those persons under his or her command authority or supervision.

C. The Policy and Procedure Officer (P.P.O.) is responsible for disseminating written directives to all affected police personnel through the on-line policy system.

D. Department Memorandums may be prepared by any member of the police department subject to approval by his or her immediate supervisor. Addendums, not memorandums will be used to note changes in policy.

1. Memorandums will be written in the prescribed format, affixed with an effective and cancel date, if applicable.

E. The Staff Services Division will coordinate the issuing of Training and Legal Bulletins and procedures related to personnel.

1. Training and Legal Bulletins will be written in a format approved by the Staff Services Division.

F. To eliminate duplication of effort and create effective police planning, the P.P.O. will be notified by memo anytime a policy or written directive is being developed or revised.

G. Historical copies of old manuals will be maintained by:

1. The PPO.
2. The Internal Affairs Unit.

V. PROCEDURES FOR DOCUMENTING, REVISING, REVIEWING AND DISTRIBUTING POLICIES AND DIRECTIVES:

A. Any member of the Department identifying the need for a new directive or to revise or update an existing directive will submit the proposed directive(s) or change(s) with all pertinent information through the chain of command to the P.P.O.

B. The P.P.O. will evaluate the proposal for functional intent and effectiveness. If it is determined that a new directive is needed or an existing one needs revising, the P.P.O. will:

1. Prepare a draft of the proposed directive or addendum,
2. Distribute copies of the draft to the Bureau and Division Commander(s) affected by the proposed directive and any other personnel designated by the Chief of Police for their review, and
3. Set a return date for the draft, allowing adequate time for staff review and feed-back.

C. Bureau and Division Commanders may elect to involve other personnel who are directly affected by the proposed directive or addendum in the review process.

D. When all drafts are returned, the P.P.O. will, if necessary, prepare amended drafts that include suggested changes submitted during the review process. Such drafts will be redistributed to affected staff officers for final comments.

E. The P.P.O. will then submit the proposal to the Chief of Police for his or her approval and signature.

F. Upon approval by the Chief of Police, the P.P.O. will issue a copy of the directive or addendum through the on-line policy system to all police personnel.

1. When a new policy or procedure is issued, the word "New" will appear in the signature box.
2. When a change, revision or correction is made to a policy the change, revision or correction will be noted in the signature box at the end of the policy.

G. Upon receiving the copies of the new directive through the on-line policy system, the Bureau or Division Commander will be responsible for ensuring that all personnel under their command logged in on-line and signed for the policy.

1. The member will then print the directive and insert it in his or her assigned manual.
2. The P.P.O will notify agency members that a policy was issued through the on-line policy system via e-mail. In addition it is every member's responsibility to log on to the on-line policy system at least once a week to ensure that they have signed for their policies.

H. Written directives will be reviewed as necessary for purposes of updating or revising. Written directives are not self-canceling unless specifically stated in the directive. Each directive is in effect until it is amended, superseded, rescinded, or abrogated by law or court decision.

I. Written directives will be maintained by the P.P.O. until they are revised. The outdated directives will be maintained in a historical file.

J. The issuing authority of the following types of written directives will provide a draft or a copy of the written directive to the P.P.O., who will revise drafts into the proper final format, issue the directive a number, obtain signatures as needed, maintain a copy in the file, and distribute it appropriately:

1. Special Orders,
2. Personnel Orders,
 - a. Intra-bureau personnel actions will be signed by the appropriate Bureau Commander.
 - b. Inter-bureau transfers will be signed by the Chief of Police or designee.
3. Emergency Orders,
4. Training Bulletin/Legal Bulletin, and
5. Bureau or Division Procedure.

K. Emergency Orders will be issued to the receiving parties by the issuing authority without a number. A copy will be provided to the P.P.O. and the Chief of Police or designee as soon as practical, but no later than the next duty day, who will issue the order a number and maintain a copy in a file.

1. The P.P.O. will review the emergency order for applicability to the existing S.O.P.
2. Emergency orders and any applicable S.O.P. will be delivered by the P.P.O. as soon as practical to the Chief of Police or designee for immediate action to formalize or rescind the order.
3. The Chief of Police may rescind the emergency order, amend the existing S.O.P., or convert the emergency order to a new S.O.P.

L. All forms for formatting written directives will be obtained from the P.P.O.

VI. FORMAT FOR WRITTEN DIRECTIVES:

A. Policies, Administrative and Division Procedures will be written in narrative outline form (See appropriate Appendix).

B. Any task contained in a written directive with a designated position or job title directed to perform the task will be copied to the appropriate Job Title Task File (JTTF) (Appendix H).

1. The JTTF for each position or job title will be issued to the individual(s) affected as a quick reference to procedural tasks to be accomplished.

2. Tasks for positions contained in procedures directed to specific components need not be recopied to the JTTF. Example: Tasks of SWAT Squad Leaders in the SWAT procedure, Traffic Sergeants in the Traffic procedures, etc..

VII. REFERENCE:

- Rules and Regulations, Sections 1, 2, 6, & 11.

Delsa R. Bush, Chief of Police

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History: SOP # changed to I-17 on 01/01/2005
Old SOP #: 3.01, 5.050.001
Revision Dates: 07/01/98, 12/15/98, 12/15/1999, 02/01/2001, 01/01/2005, 09/15/2005

Job Title Task Files: Bureau and Division Commanders, Policy and Procedure Officer