

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	1.03
		Original Issue Date	Reissue/Effective Date
		10/17/17	2/1/19
<p>Order Title:</p> <p>WRITTEN POLICY SYSTEM</p>		Accreditation Standard:	Section
		POSTC 1.2.30	1
		Section Title	
		DEPARTMENT ROLE AND AUTHORITY	
<p>Rescinds:</p> <p>1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7, 1.4.8, 1.4.9, 1.4.10</p>		<p>Armando J. Perez, Chief of Police</p>	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

To establish a formal written policy system for the Bridgeport Police Department that is readily available to all employees in order to eliminate confusion or possible misunderstandings.

II. POLICY

It is the Bridgeport Police Department’s (“Department”) policy to maintain a formal Written Policy System that provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The Written Policy System allows rapid access to individual policies, procedures, rules, and regulations by a computerized and/or manual system. Pursuant to Chapter 13, Section 5 of the Municipal Code, the Chief of Police has the authority to issue, modify, and approve Policies and Procedures for the City of Bridgeport, subject to approval by the Board of Police Commissioners.

- A. Written Policies are the procedures, guidelines, orders, and rules that formulate the Department’s policy. This document establishes a written policy system to provide Bridgeport police officers with clear information and direction as to the expectations and responsibilities relating to the performance of their duties and to establish uniform standards of behavior.
- B. The nature of police service is such that it is impossible to develop a procedure, plan, or other binding policy for every situation that might arise. Therefore, commanding officers and supervisors have the duty to thoroughly supervise and review the activities of subordinates, as they must assume the ultimate responsibility for employee performance and delivery of service.

- C. Shift Supervisors and individual employees who receive General Orders, Special Orders, Personnel Orders, and Training Bulletins will be responsible to acknowledge receipt and review of these written policies.
- D. Shift Supervisors and individual employees who are issued copies of Special Orders, Personnel Orders, Rules and Regulations, and Training Bulletins will be responsible to ensure that their manuals are up to date and substitute each policy with subsequent versions issued by established authority.

III. DEFINITIONS

General Orders: Used to institute guidelines for work-related policies and procedures. The following are examples: (1) Institution of Permanent Policies or Procedures, and (2) Organizational Structure and Administrative Subdivisions.

Special Orders: Used to implement procedures or policies which are needed to achieve an objective or govern an event that is specific and short term in nature. They become self-canceling after the objective is reached, or they are converted to a permanent policy such as a General Order. The following are examples: (1) Changes in uniform and appearance guidelines for special occasions, and (2) Installation of snow chains on cruisers.

Personnel Orders: Direct any change in rank, title, or assignment of ALL employees, and temporary organizational changes. The following are examples: (1) Transfer, (2) Promotion/appointment/demotion, (3) Suspension/dismissal/retirement, (4) Military leave/leave of absence.

Training Orders: Direct employees to attend training, schools, conferences, etc. The following are examples: (1) General in-service and specialized in-service training, such as giveback days, (2) Instructors for in-service training, and (3) Attendance at specific schools or courses approved by Department Command.

Training Bulletins: Disseminate information on a topic, explore a subject matter, and clarify Departmental policy or procedure in authoritative detail. The following are examples: (1) Procedural issues, (2) Legal issues, (3) Officer safety issues, and (4) Community issues.

IV. PROCEDURES

- A. The Office of the Chief or designee will:
 - 1. Index, purge, update, and revise Policy and Procedures, Special Orders, and Training Bulletins as required;
 - 2. Facilitate the staff review of proposed policies, procedures, and directives prior to promulgation;

3. Coordinate the distribution of Policy and Procedures;
4. Track the dissemination of Policies, Procedures, and Special Orders to ensure all employees receive or have access to them; and
5. Maintain a receipt file of issued Policy, Procedures, and Special Orders.

B. Knowledge of Department Rules and Regulations

1. Department members shall familiarize themselves with the Department rules and regulations, and each member shall conform to and abide by the same.
2. The Department's rules and regulations are a basis for action and are not meant to be all-inclusive. No member of the Department will be excused from action in accordance with sound judgment merely because a situation is not covered by a rule.
3. All Department members shall read and know the contents of all official bulletins, memos, notices and other matter that are posted on the Department bulletin boards or officially distributed within the Department.
4. In case of doubt concerning the application of any rule, regulation, order or directive, the member affected shall promptly consult with his immediate superior for clarification.

C. Violation of Department Rules and Regulations

1. Officers shall not commit any acts that constitute a violation of the rules, regulations, directives, or other orders of the Department whether or not stated in the Department's manual. Rules, regulations, directives, or other orders shall be posted at area commands, in bureaus and divisions, as well as other departmental areas that are deemed appropriate.
2. Any superior officer of the Department, who observes any subordinate violating any rule or regulation and fails to take proper corrective action, shall be in violation of these rules.

D. Conformance to Department Rules and Regulations and Laws

1. All Department members shall be subject to and shall obey all rules and regulations, orders, instructions or requirements, whether mentioned in regard to a specific assignment or rank, or in the General Regulations, or emanating from a competent authority from time to time, insofar as may be applicable
2. Officers shall obey all laws of the United States, the State of Connecticut, the City of Bridgeport, as well as any other state and local jurisdiction in which an

officer may find himself. Any conviction shall be deemed prima facie evidence of a violation of this section.

E. General Orders

General Orders will be issued by the Professional Standards Division at the direction of the Chief of Police to each organizational component and employee.

1. The Professional Standards Division will be responsible for:
 - a. Maintaining an up-to-date version of the General Order Manual in a readily available location;
 - b. Advising all Department employees of the issuance of new or updated order; and
 - c. Arranging for, and insuring that, instruction is provided in the content of all newly issued General Orders, and attendance at these instruction sessions is verified and documented.
2. General Orders will be reviewed at least once every two (2) years by the Chief of Police or his/her designee(s) and revised as necessary. This does not preclude revisions on a more frequent basis should circumstances require them.

F. Special Orders

1. The Chief of Police, or designee, will issue Special Orders to each organizational component and employee.
2. The Division Commander will be responsible for:
 - a. Maintaining an up-to-date version of Special Orders affecting his/her area of responsibility in a readily available location;
 - b. Advising all employees under their command of the issuance of new or updated Special Orders that affect their operations; and
 - c. Arranging for and ensuring that instruction is provided in the content of all newly issued Special Orders affecting their operations, and that attendance at these instructional sessions is verified and documented.

G. Personnel Orders

1. Personnel Orders will be issued only at the direction of the Chief of Police.

2. The Chief's Office will:
 - a. Generate the appropriate next Personnel Order number;
 - b. Upon creation of a Personnel Order, immediately facilitate all necessary changes to the Department's human resources system, to ensure the update of the affected personnel's assignment, rank, and payroll status;
 - c. Issue and distribute the order, distributing it a minimum of five (5) days prior to its effective date, if possible; and
 - d. Maintain a master file of the signed originals.

H. Training Orders

1. Training Orders will be issued by the Commander of the Training Division with approval of the Chief of Police, or designee.
2. The Commander of the Training Division will be responsible for:
 - a. Issuing numbers for all Training Orders and maintaining a master file of all originals;
 - b. Issuing and distributing Training Orders a minimum of fifteen (15) days prior to their effective dates, if possible;
 - c. Tracking the dissemination to ensure all employees receive the Order; and
 - d. Make official notification to the employee's Commander when an employee fails to report as directed pursuant to a Training Order, for appropriate corrective action.

I. Training Bulletins

1. Training Bulletins will be issued by the Commander of the Training Division at the direction of the Chief of Police, or designee, to each organizational component and officer.
2. Any employee may contribute information, essays, articles (published/non-published) and reports or submit written requests for clarification, as potential Training Bulletin content. These submissions must be forwarded through the chain of command to the Commander of the Training Division.
3. The Commander of the Training Division, or suitable designee, will be responsible for:

- a. Issuing numbers for all Training Bulletins and maintaining a master file of all originals;
 - b. Reviewing all materials and requests for accuracy and appropriateness and prepare Training Bulletins for dissemination;
 - c. Facilitating the staff review of proposed Training Bulletins prior to issuance;
 - d. Disseminating Training Bulletins to each organizational component;
 - e. Tracking the dissemination to ensure all components receive the Training Bulletins; and
 - f. Maintaining a receipt file of issued Training Bulletins.
4. Division Commanders will be responsible for:
- a. Maintaining an up to date version of the Training Bulletin Manual in a readily available location;
 - b. Advising all employees under their command of the issuance of new or updated Training Bulletins;
 - c. Arranging for and insuring that instruction is provided in the content of all newly issued Training Bulletins, and that attendance at these instructional sessions is verified and documented; and;
 - d. Ensuring that the Training Bulletin Manual is readily available for reference to all employees under their command.

J. Written Policy System

1. Issuing Authority:

All General Orders are developed by the Chief of Police, or designee, and shall carry an authorization section for the Chief of Police to sign. Written Policies shall not be in effect, or distributed until they have been properly approved and authorized. Once official, only the Chief of Police can authorize the placement, modification, or removal of General Orders from the General Order Manual.

Prior to issuance, the proposed directive will be forwarded to relevant subject matter experts, supervisory staff, and union representatives for review and comment.

2. Authority of Other Persons to Issue Written Policy:

The Chief of Police may authorize others to issue certain written Policies, such as Special Orders, Personnel Orders and Training Orders. All such written policies shall not be in conflict with existing Department General Orders.

3. Authority and Applicability of Written Policy:

- a. Written policies are to be considered guidelines for carrying out departmental activities. Policies are generally mandatory and dictate a strict adherence to a particular course of action when the terms “shall,” “will,” and “must” are used in the policy. The word “should” strongly suggests a preferred course of action. Policies are generally advisory when the terms “may,” “can,” or “normally” are used, and imply a degree of choice.
- b. Written policies issued at any level of command shall not conflict with established policy and procedure directed by higher authority. All written policies will be stated in precise and positive terms with grammatical accuracy. When applicable, all written policies shall carry notations directing attention to any previously issued written policies that may be related to, or affected by the new written policy. A written policy which rescinds or supersedes any other written policy shall carry the identifying number of the previously issued document necessary to connect the two policies.
- c. In order to perform their duties properly, all members of the Bridgeport Police Department will thoroughly familiarize themselves with, and comply with, all written policies adopted by the Department. All Department members have a personal and professional responsibility to seek clarification from their supervisors through the chain of command on any policy not clearly understood. All members will be assumed to have knowledge of all written policies upon their effective date and will be bound by them. Those members not on duty at that time will be expected to have knowledge of, and be bound by new policies upon commencement of their next tour of duty following the issuance of the policy. Normally, written policies will be issued at least seven (7) days in advance of their effective date.

4. Dissemination and Storage of Policy:

- a. Introduction:

Procedures shall be established for the dissemination and storage of the agency written policy system, and shall address at a minimum, the following:

- (1) Dissemination of an existing, new, or revised policy;
- (2) Storage of written policies; and
- (3) Acknowledgement, indicating receipt and review of disseminated policies by affected personnel.

b. Dissemination of the Written Policy Manual:

- (1) The Bridgeport Police Department will distribute policies, procedures, and other written and media-based directives via PowerDMS software. All members of the Department are entered into the PowerDMS database and will receive email notifications when items are assigned for review in PowerDMS. Due dates will be assigned for each item distributed through PowerDMS and reports will be run and distributed to supervisors to assure compliance. Employees that fail to review and sign for items in PowerDMS may be subject to disciplinary action.
- (2) When an employee signs for an item in PowerDMS he or she is creating a digital signature, acknowledging that the item has been reviewed and understood. Employees are mandated to abide by these directives and not any older, rescinded version. If an employee has questions or concerns on a certain item, they should be clarified through their chain of command beginning with the immediate supervisor. Employees will be held accountable for all items they have signed for in PowerDMS.
- (3) Hard copies shall be posted in several conspicuous locations, and when applicable, copies shall also be provided to the respective labor organization(s).
- (4) Division Commanders shall be responsible for maintaining the accuracy and completeness of all binders that are located within their respective commands. The Professional Standards Division, or its designee, will inspect any hard copy of Departmental Written Policy Manuals once each year for completeness and validity.
- (5) The Professional Standards Division or its designee, will supervise the master files, including the historical drafts, on all written policies:

- (a) To review language consistency, clarity, and appropriateness;
- (b) Ensure that the master file contains the written policies that were superseded by the new policies in order to resolve any problem(s) where past written policies are of interest;
- (c) To ensure that the changes in the manual have been properly authorized, and approved by the Chief of Police and/or designee;
- (d) To review the Special Orders for obsolete, inconsistent, contradictory, and duplicate material; and
- (e) To oversee the publication and dissemination of all written Policy changes.

5. The Policy and Procedure System consists of the following sections:

- Section 1 – Department Role and Authority
- Section 2 – Organization and Management
- Section 3 – Rules of Conduct
- Section 4 – Disciplinary Process
- Section 5 – Patrol Functions
- Section 6 – Investigative Functions
- Section 7 – Special Operations
- Section 8 – Personnel
- Section 9 – Training
- Section 10 – Support and Technical Services

6. The Policy and Procedure System format will include a header and the following sections:

- I. Purpose
- II. Policy
- III. Definitions (if any)
- IV. Procedure