



Billerica Police Department  	POLICY NUMBER ADM-17	PAGES 14	EFFECTIVE 10/1/2025
	Accreditation Standards: 12.2.1, 12.2.2, 11.4.3, 24.1.2 <p style="text-align: center;">Issuing Status</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">NEW <input type="checkbox"/> AMENDED <input checked="" type="checkbox"/> REVIEWED <input type="checkbox"/></p>		
Written Directive System			

I. General Considerations and Guidelines

A written directive system has been established in this agency in order to inform officers of what is expected of them in the performance of their duties, to provide guidance to them in performing such duties, and to establish the basis for employee accountability and the means to fairly evaluate officer and unit performance.

It is the purpose of the policy to define the structure and application of this department's written directive system (WDS) and provide officers and other employees with a better understanding of its importance, use, and applicability.

II. Policy

It is the policy of the Billerica Police Department to formally document the structure and component parts of the written directive system in a manner that will increase its utility and application and provide for continuity in its development.

III. Definitions

- A. Directive: As used generally in this policy, "directive" shall refer to Written Directives, Policies, Procedures, Rules, Regulations and other documents of guidance issued under the authority of the Chief of Police.
- B. General Orders: General Orders are permanent written orders outlining policy matters which affect the entire department. A General Order is the most authoritative written order the department issues, and may be used to amend, supersede or cancel any previous order. General Orders remain in full force and effect until amended, superseded or rescinded by the Chief of Police. General Orders may be issued by the Chief of Police.
- C. Memoranda: Memoranda are written communications (generally entitled "Memorandum" or "Memo") issued for the following purposes: (a) to issue information or instructions which do not warrant a formal order; (b) to direct the actions of subordinates in specific situations; (c) to explain or emphasize portions of previously issued orders; or (d) to inform officers of actions or policies of other agencies. Memoranda may be issued by the Chief, Deputy Chief or Lieutenant Commander.
- D. Personnel Orders: Personnel orders are those pertaining to such matters as assignments, change of duty, administrative matters relating to conditions of employment, and employee rights and benefits. Personnel Orders may be issued by the Chief, Deputy

Chief or Lieutenant Commander.

- E. Policies: Policies summarize the department's position on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance, primarily designed for use by all members of the department or by more than one operational division. Policies may be issued by the Chief, Deputy Chief or Lieutenant Commander.
- F. Procedures: Procedures build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are more detailed instructions on means and methods for carrying out the policy directive and generally draw the boundaries of permissible officer discretion in performing specific tasks or duties. Procedures may be issued by Chief, Deputy Chief or Lieutenant Commander. As a general rule Policies and Procedures will be issued as a combined document.
- G. Rules: As opposed to procedure statements that often provide officer flexibility and discretion, rules are characterized by their inflexibility. Rules define situations where no deviations from or exceptions to agency-authorized actions are permitted. Rules may be issued by the Chief of Police.
- H. Special Orders: Special Orders are temporary written orders outlining instructions covering particular situations. Special Orders are automatically canceled when their objective is achieved. Special Orders may be issued by the Chief of Police, Deputy Chief or Lieutenant Commander.
- I. Written Directives: Written directives are position statements by or authorized through the Chief that guide or direct the actions and activities of officers. Directives encompass all means by which this agency communicates instructions, orders and duty requirements to its members, to include policies, procedures, rules, regulations, general orders, special orders, memoranda, and instructional materials. Written Directives may be issued by the Chief or those designated by the Chief as described in this policy.
- J. Terms Limiting Officer Discretion: There are three categories of terms used in written directives of this agency. Personnel responsible for the development of such directives and officers who carry them out shall be aware of the limitations on officer discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.
 - 1. Judgmental: The word "may" is used to convey the utmost discretion to officers. "May" indicates that officers should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of this agency, and the general guidance provided in statements of agency policy.
 - 2. Discouraging: The words "should" or "should not" are used to convey the agency's desire for officer actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. Officers are therefore authorized, whenever reasonable, to use limited discretion to deal effectively with the situation or problem.

3. Restrictive or Prohibitive: The terms “shall” or “shall not” or “will” or “will not” impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by officers cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in policies, procedures, and rules.

IV. Procedures

A. Authority to Issue Directives

1. The Chief of Police derives authority to issue, modify, or approve agency written directives from the Town Charter. For additional information on the Chief’s authority, see the department policy on **Organization and Administration**.
2. [M.G.L. c. 31] Written Directives may be issued, revised or rescinded by the Chief with the authority granted by the Town Manager as specified in the Town Charter. That authority may be delegated as stated in this policy.
3. Written directives that do not have an expiration date of less than one year from the time of issue shall be reviewed at least tri-annually.

B. Types of Written Directives

1. General Orders
 - A. General Orders may be issued, revised or rescinded only by or under the authority of the Chief and shall be reviewed annually. General Orders shall be a separate document from other directives and formatted as follows:
 - B. Each General Order will be numbered, sequentially by year, with a descriptive title, and an effective date. All applicable General Laws will be referenced. The body of the order will detail procedures and responsibilities.
 - C. General Orders shall be issued electronically to each employee. An electronic receipt will be recorded in the house computer documenting receipt of the directive. Revisions to this directive shall be distributed in the same manner.
 - D. Employees should read a newly-received General Order prior to the end of the tour of duty when received.
 - E. A master copy of General Orders shall be maintained and obsolete versions shall be placed in an archive file and permanently maintained.¹
2. Memoranda (Memos)
 - A. Memoranda may be issued, revised or rescinded only under the authority of the Chief, Deputy Chief or Lieutenant Commander. Department memoranda shall be formatted as follows:
 - B. Memoranda will follow standard to-from form. Each Memorandum will be dated and receive a reference title. All Memoranda will be signed by the issuing authority.
 - C. Memoranda affecting all employees shall be posted on the department intranet website and notified via electronic mail. Memoranda can be distributed to specific groups only, i.e. (Lt’s, Sgt’s, Detectives, etc). It is the responsibility of each

employee to check and read new memoranda. No documentation of receipt is required.

- D. Employees should read a newly-received Memorandum prior to the end of the tour of duty when received.
- E. A master copy of Memoranda shall be maintained by the Administrative Division Commander. All Memoranda are maintained in locked cabinets under the direct control of the Chief and his secretary. Obsolete versions shall be placed in an archive file and permanently maintained.²

3. Personnel Orders

- A. Personnel Orders may be issued, revised or rescinded only under the authority of the Chief, Deputy Chief or Lieutenant Commander. They shall be formatted as follows:
- B. All Personnel Orders shall be number sequentially by year. They shall receive an effective date and an end date if appropriate. All affected employees shall be listed on the order. All Personnel Orders shall be signed by the issuing authority.
- C. Personnel Orders shall be issued to an affected employee by email copy (should be issued through electronic medium). Such receipt(s) shall be kept with the memoranda signed for by the administrative function and stored in the employees personnel file.
- D. Employees should read a newly-received Personnel Order prior to the end of the tour of duty when received.
- E. A master copy of Personnel Orders shall be maintained by the Administrative Division Commander function of the Chief's office by the Chiefs secretary in locked file cabinets. Obsolete versions shall be placed in an archive file and permanently retained.³

4. Policies and Procedures:

- A. Policies and Procedures are maintained as a single manual, separate from other directives. They may be in a printed and/or electronic format. These directives may be issued, revised or rescinded only under the authority of the Chief and shall be reviewed annually by the Administrative Division Commander.
- B. Policies and Procedures shall be indexed as follows:
 - **ADM** Administration
 - **ANI** Animal Control
 - **COM** Communications
 - **INV** Investigations
 - **IT** Information Technology
 - **OPS** Operations
 - **PRI** Prisoners

- **PRO** Property Management
- **SPE** Special Operations
- **TRA** Traffic

C. Manual Components: The department's Policy and Procedure Manual shall include the following primary components:

- 1) Purpose of the Policy Manual:
 - A. The policy manual exists as a guide for agency personnel. In this document the agency provides direction for officers in order for them to perform their duties. The policies are developed using law enforcement community wide "best practices" and procedures, with the input of the representatives of those affected by them. While the policies may restrict options available to employees in some cases, the department spells out acceptable or desired procedure which, when followed by employees, holds the department accountable for the employees' actions. Employees who follow policies and procedures may rely on the department to answer for questions which arise from those actions.
 - B. Employees should refer to this manual when questions arise as to the department's position on a topic addressed in the manual, or on how to proceed in a given situation. While the manual cannot address every set of circumstances, it will often lead the employee to a satisfactory conclusion.
- 2) Organization of the Manual: An organizational description identifies the primary component parts of the manual, such as department organization, administration, field services, support services, investigations, and the manner in which individual and complementary series of policy statements are grouped and numbered.
- 3) Table of Contents: Topics covered in the manual and their location in the document is listed sequentially.
- 4) Department's Source of Legal Authority: This is the statutory authority granting police powers to the department from municipal and/or state government.
- 5) Agency Mission and Values Statement: This department's overall mission statement and the values adopted by the department form the foundation for policy, procedures, rules and other written directives. See department policy on **Authority and Responsibilities**.
- 6) Policy and Procedure Statements: Are individual statements of department policy and accompanying procedures with regard to duties, responsibilities, and tasks of department officers and civilian personnel. Each policy and procedure statement will contain the following information:
 - A. General Considerations and Guidelines: General Considerations and Guidelines provides a statement of the issues likely to confront officers and the reasons for the adoption of the policy and procedure. The policy will be introduced by a brief statement concerning what the policy is about and

- what it is attempting to relate.
- B. Definitions: New or unfamiliar terms or words will be defined. This includes new, uncommon, or unusual terms, expressions, and phrases, including words or phrases used in law or not generally used in the police profession.
 - C. Policy: The policy statement identifies a problem, need or issue and provides guiding principles for exercising judgment. Rather than providing officers with precise guidance as found in procedures, the policy statement establishes the rationale and overall approach to a problem, situation, issue or concern. As such, it often draws upon the agency's philosophy and values to provide direction.
 - D. Procedures: Procedures will be included in each policy statement to the degree necessary to provide officers with sufficient guidance to carry out the policy in accordance with agency requirements and desires. Procedures provide a method for performing an operation or means for proceeding on a course of action. Policies and Procedures shall be issued to each employee.
 - E. Name of the Department: Policy statements will identify the issuing agency on each page of the document.
 - F. Type of Directive: Directives will be designated as policies, procedures, rules, or special orders.
 - G. Subject: Policies, procedures, and rules will be identified by the topic or issue under consideration.
 - H. Policy Number: The policy number is the decimal or other number identifying the sequential placement of the policy in the manual.
 - I. Effective Date: The effective date indicates the date the policy will be placed in force.
 - J. Approval: The signature or initials of the Chief or other designated departmental executive indicate final approval of the policy.
 - K. Reference: Links are provided to related department policies, procedures and rules that relate to or have bearing on the understanding and use of the present policy (e.g., "motor vehicle search" referenced to "obtaining search warrants").
 - L. Accreditation Standard: Reference is given to the relevant standard defined by the Massachusetts Police Accreditation Commission that deals with this policy topic or issue.
 - M. Number of Pages: The total number of pages contained in the policy statement or rule is indicated.
- 7) Topical Index: The topical index shows the subjects, topics, and issues addressed in the manual, organized in alphabetical order by key-word(s).
 - 8) Authorized Forms: An index to and samples of all forms authorized for use by

this department are provided.

- D. An electronic receipt shall be signed by the employee documenting receipt of the directive, and filed in the employee's personnel file by the administrative section. Revisions to this directive shall be distributed in the same manner.
- E. Employees should read a newly-received policy and/or procedure prior to the end of the tour of duty when received.
- F. A master copy of Policies and Procedures shall be maintained by the accreditation manager. Obsolete versions shall be placed in an archive file and permanently retained.⁴

G. Policy/Procedure Development and Revision

- 1) Department members who identify a need for a new policy or policy revision shall advise the Chief of Police in writing (memo, e-mail, etc.), identifying the topic and briefly explaining the need for development or revision. The need for new policies will be determined by the Chief of Police.
- 2) The Chief may assign the task of preparing the policy and/or procedure to an individual employee, a committee of employees, an outside vendor or obtain a prepared policy from an outside source.
- 3) A draft shall be reviewed by the Chief and or the Deputy Chief who shall consider at a minimum:
 - A. The legality of the policy/procedure as presented;
 - B. Any potential conflict with existing written directives;
 - C. The applicability of the policy/procedure to the agency mission; and
 - D. The practicality of the policy/procedure for agency personnel.
- 4) The committee, if assigned, shall make their recommendations to the Chief, who shall make a final determination as to the content of the policy.

5. Rules and Regulations

- A. Rules may be issued, revised or rescinded only under the authority of the Chief and shall be reviewed annually. Department rules shall be a separate document from other directives and indexed as follows:
 - A. Introduction
 - B. Definitions
 - C. Professional Responsibilities
 - D. Conflict of Interest
 - E. Orders
 - F. Required Conduct
 - G. Prohibited Conduct
 - H. Uniforms and appearance
 - I. Department Property and Equipment

- J. Accountability and Discipline
- K. Commendations
- L. Supplementary Negotiated Conditions

- B. Rules and regulations shall be issued electronically to each employee and available on the Departments intranet website. Revisions to this directive shall be distributed in the same manner.
- C. Employees should read a newly-received rule or regulation prior to the end of the tour of duty when received.
- D. A master copy of Rules and Regulations shall be maintained by the administrative section of the Chief's Office. Obsolete versions shall be placed in an archive file and permanently maintained.⁵

6. Special Orders:

- A. Special Orders may be issued, revised or rescinded only under the authority of the Chief, Deputy Chief or Lieutenant Commander. They shall be formatted as follows:
- B. Special Orders shall be numbered sequentially by year, have an effective date and end date. Shall have a descriptive title. Will reference all applicable General Laws and contain procedures and responsibilities within the body of the order.
- C. Special Orders shall be issued to an affected employee by email.
- D. Employees should read a newly-received Special Order prior to the end of the tour of duty when received.
- E. A master copy of Special Orders shall be maintained by the administrative section of the Chief's Office. Obsolete versions shall be placed in an archive file and permanently maintained.⁶

C. Dissemination of Written Directives

- 1. The following methods may be used to disseminate written directives to employees. The method used will be dictated by the type of written directive distributed as indicated in Section 4.B.
 - A. PowerDMS – The Billerica Police Department utilizes PowerDMS, an electronic policy system that will require personnel to electronically sign policies and procedures. When a department policy is revised, personnel will be notified by the system to review changes and acknowledge receipt of issuance. The PowerDMS system is the preferred method to distribute written directives.
 - B. E-Mail: E-mailed directives will require the employee to respond to the sender to acknowledge receipt and indicate they have read and understand the directive.
 - C. Computer file storage: All written directives shall be posted in the department's network server in respective file folders by the IT Manager.

- D. Verbally: At Roll Call: A written directive authorized to be distributed verbally shall be read at roll call. Verbal distribution may augment other distribution methods. The OIC should document all employees in attendance during roll call, and have employees sign the attendance sheet as proof of acknowledgement and receipt of the new written directive. A hard/electronic copy of the new written directive will be provided to any employee that requests it after roll call.
- E. Hard copy (printed) posted: Hard copies of written directives will be posted in the Roll Call Room and OIC's office. Expired directives must be removed by the OIC. An up-to date Department Manual will also be maintained by the Accreditation Manager, a copy of which will be kept in the accreditation managers office.
- F. Archive hard copy storage: The Administrative Division Commander shall maintain the original copies of all written directives in locked file cabinets.

D. Familiarization with Written Directive

- 1. Notwithstanding the above, employees are responsible for checking the department's computer storage, bulletin boards or other areas where directives are posted to familiarize themselves with all written directives.
- 2. Employees are responsible for complying with each directive that has been issued, whether or not it was read at roll call. This includes directives that may have been issued during their absence from duty.

E. Updating and Purging

- 1. When a negotiated labor agreement is ratified by all parties, the Chief shall cause:
 - A. A written, signed copy of the labor agreement to be obtained.
 - B. A review and amendment of all written directives and procedures to coincide with the terms of the labor agreement.
- 2. The Deputy Chief will be responsible for dissemination of information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.
- 3. Written directives shall be reviewed according to the following schedule. Following review, unneeded written directives shall be purged. Written directives requiring revisions shall be revised and reissued according to agency policy. Historical records of modified or purged written directives shall be maintained by the Accreditation Manager. The review shall be documented on a form approved for such purpose.

Responsibility of	Written Directive	Purpose of Review
<ul style="list-style-type: none"> • Chief of Police • Division Commanders 	Written Orders	To determine if the order should be modified, rescinded or included in Policies & Procedures or Rules & Regulations or Job Descriptions
<ul style="list-style-type: none"> • Agency Personnel per Appendix A 	Policies & Procedures	To ensure that they reflect the best practices for

		accomplishment of organizational and divisional activities, duties and responsibilities
<ul style="list-style-type: none"> • Chief of Police • Division Commanders 	Rules & Regulations	To ensure that they reflect the best practices for accomplishment of organizational and divisional activities, duties and responsibilities
<ul style="list-style-type: none"> • Chief of Police • Division Commanders 	Job Descriptions	To ensure that they reflect the best practices for accomplishment of organizational and divisional activities, duties and responsibilities

F. Accreditation/Certification

1. An accreditation manager and assistant accreditation manager shall be designated by the Chief of Police. This is a very specialized position and requires familiarization with the accreditation process, department policies and practices. For further information see the department policy on **Training and Career Development**.
2. The accreditation manager will review new directives or changes to existing directives for compliance with accreditation standards and practices.
3. The accreditation manager shall establish a system to identify reports, reviews, and other activities mandated by accreditation standards and to ensure that they are accomplished.

Appendix A

Assigned Position	Assigned Policy & Procedure	
Chief of Police	SPE-01	Critical Incident Planning
	SPE-03	Homeland Security
Deputy Chief	ADM-01	Internal Affairs
	ADM-02	Sexual Harassment
	ADM-03	Police Media Relations
	ADM-05	Death or Injury Notification
	ADM-11	Disciplinary Procedures
	ADM-12	Authority and Responsibility
	ADM-13	Line of Duty Deaths and Serious Injuries
	ADM-15	Use of Cell Phones
	ADM-17	Written Directive System
	ADM-20	Incident Reporting
	ADM-25	Employee Early Intervention System

	ADM-26 INV-15 INV-20 INV-21 OPS-07 OPS-19 OPS-20 OPS-22 PRI-02 SPE-02 SPE-04 SPE-05	Off Duty Employment Domestic Violence Involving Police Employees Officer Involved Deadly Force Incidents Investigative Special Operations Stop & Frisk & Threshold Inquiries Off-Duty Police Powers Canine Operations Consular Notification Holding Facility Special Event Planning Hostage Negotiations Protection of VIPs
Lieutenant Commander Administration	ADM-06 ADM-07 ADM-14 ADM-16 ADM-18 ADM-19 ADM-22 ADM-23 ADM-24 ADM-27 SPE-07 SPE-08 TRA-03	Authorized Weapons Criminal Record Offender Information Training and Career Development Special and Intermittent Police Officers Recruitment and Selection Budget and Finance Police Vehicles Records Management Records Requests Promotions Strikes and Labor Disputes Amber Alert System Motor Vehicle Inventory
Accreditation Manager	ADM-21 ADM-29 ADM-31	Organization Police Identification Accreditation Maintenance
Traffic Supervisor	TRA-01 TRA-02 TRA-04 TRA-05 TRA-06	Traffic Enforcement Traffic Collisions Impaired Operators Parking Enforcement Towing and Abandoned Vehicles
Lieutenant Commander Operations	ADM-04 ADM-08 ADM-09 ADM-10 ADM-20 ADM-28 ADM-30 ADM-35 ADM-36 ADM-37 ADM-38 ADM-40	Victim Witness Assistance Response to Calls Biased Based Policing Body Armor Incident Reporting Uniforms, Clothing and Individual Equipment Physical Protection Traffic Control Military Reintegration and Deployment Internship Program Ride Along Paramedics

	ADM-41	School Resource Officers
	ADM-42	Light Duty
	ADM-43	Body Worn Camera Program
	COM-10	Security, Use and Maintenance
	COM-11	Equipment and Support
	COM-12	Uniforms for Telecommunicators
	INV-19	Dealing with the Hearing Impaired
	OPS-01	Use of Force
	OPS-04	Vehicular Pursuit
	OPS-05	Preliminary Investigations
	OPS-06	Interviewing Victims and Witnesses
	OPS-11	Arrests
	OPS-12	Eyewitness Identification
	OPS-13	Interviewing Suspects and Arrestees
	OPS-15	Handling Juveniles
	OPS-16	Handling the Mentally Ill
	OPS-17	Elder Abuse & Neglect
	OPS-21	Baby Safe Haven
	OPS-23	Interagency Mutual-Aid
	OPS-24	Public Recording of Law Enforcement Activity
	PRI-01	Transporting Detainees
	PRI-03	Detainee Processing
	PRI-04	Detaining Prisoners
	PRI-05	Temporary Holding Facilities
	PRI-06	Protective Custody
	SPE-06	Special Operations
	TRA-03	Motor Vehicle Inventory
Criminal Investigations Section Commander	ADM-31	Civil Fingerprinting For Licenses
	ADM-39	Prescription Drug Disposal Program
	INV-01	Follow Up Investigations
	INV-02	Use of Confidential Informants
	INV-03	Vice Drugs and Organized Crime
	INV-04	Criminal Intel
	INV-05	Domestic Violence
	INV-06	Bias Crimes
	INV-07	Sexual Assaults
	INV-08	Missing Persons
	INV-09	Dead Bodies
	INV-10	Breaking and Entering
	INV-11	Commercial Robberies
	INV-12	Motor Vehicle Theft
	INV-13	Structure Fires
	INV-14	Vehicle Fires
	INV-16	Identity Theft
	INV-17	Electronic Recording Of Interrogations
	INV-18	Child Abuse

	INV-22 OPS-08 OPS-09 OPS-18 PRO-01 PRO-02	ALPR Search and Seizure Search Warrant & Affidavits Executing Search Warrants Collection and Preservation of Evidence Property and Evidence Control
Communications Manager	COM-01 COM-02 COM-03 COM-04 COM-05 COM-06 COM-07 COM-08 COM-09 COM-11 COM-12 COM-13 PDS-1 PDS-2 PDS-3 PDS-4 PDS-5 PDS-6 PDS-7 PDS-8 PDS-9 PDS-10 PDS-11 PDS-12	Policy and Procedure Manual Introduction General Policies and Job Descriptions Radio Communications 911 and Telephone Communications Computer Aided Dispatch (CAD) Law Enforcement Dispatch Medical Dispatch CodeRED Social Networking Equipment and Support Uniforms for Telecommunicators Dispatching Co-Response Clinicians Priority Dispatch System Certification of Emergency Dispatch Continuing Dispatch Education Process Roles Compliance and Performance Management Maintaining Current Standards Local Response Assignment Plan Overriding ProQA Software Final Coding Results Combined Incidents Duplicate Callers for Same Event Emergency Rule Language Translation Quality Improvement Process Roles and Responsibilities
Prosecutor	OPS-10 OPS-14	Legal Process Testifying in Court
Training Supervisor	OPS-1 OPS-2 ADM-06 OPS-25 OPS-26	Use of Force Use of Force Reporting Authorized Weapons Baton Oleo-Resin Capsicum Spray
Technology Manager	IT-01 IT-02 IT-03	Computers and Data Security Use of Mobile Data Terminals DCJIS/CJIS Policy

¹ Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.

² Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.

³ Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.

⁴ Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.

⁵ Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.

⁶ Secretary of the Commonwealth, Public Records Division, Billerica Police Department Records Disposal Schedule, DS-14-81, Rev. 2-96, Procedural Rules Series 14.43.