



Clayton County Police Department

PROCEDURES

Subject WRITTEN DIRECTIVES		Procedure # B2	
Authorizing Signature 	Effective 02-28-2022	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 17

I. PURPOSE

The purpose of this directive is to establish a system of written directives which will provide guidelines for the preparation, distribution, and revision of the written policies, procedures, orders, rules and regulations of this Department.

II. POLICY

It shall be the policy of the Clayton County Police Department, to use its written directive system to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The written directive system shall allow quick access to individual policies, procedures, rules and regulations.

III. DEFINITIONS

General Order: A written directive of a long standing nature concerned with policy, rules and procedures affecting more than one organizational component.

Instructional Materials: Written materials used for the instruction of new employees and for in-service and specialized training. The Training Unit commander is the approval authority for training materials, in consultation with the Chief of Police and Division Commander(s).

Manual: A written directive or set of directives dealing with a particular topic, program, or organizational component of the Department. The Chief of Police is the approval authority for manuals.

Memorandum: An informal, written document that may or may not convey an order, it is generally used to clarify, inform, or inquire.

Organizational Component: A subdivision of the agency, such as a division, section, unit, or position that is established to provide a specific function.

Personnel Order: An order that announces a change in the status of personnel such as hiring, transfer, assignment, appointment and promotion.

Policy: A written directive that is a broad statement of agency principles. 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.

PowerDMS: A policy and training management software utilized by this Department to store and track receipt of Department *Policies and Procedures (P&Ps)*, *General Orders (GOs)*, *Rules and Regulations (R&Rs)*, *Instructional Materials* and other items approved by the Chief of Police.

Procedure: A written directive that is a guideline for carrying out agency activities. A procedure may be made 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.

Rules and Regulations: A set of specific guidelines to which all employees must adhere.

Special Order: An order that directly affects a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary or self-cancelling nature.

Standard Operating Procedure (SOP): A written directive that sets policies, organizational structure, or guidelines for implementing Department policies and programs. The Chief of Police is the approval authority for standard operating procedures.

Written Directive: Any written or electronic document used to guide or affect the performance or conduct of agency employees. The term includes Policies and Procedures (P&Ps), General Orders (GOs), Memorandums (MOs), Rules and Regulations (R&Rs), Personnel Orders (POs), Special Orders (SO’s) and Instructional Materials issued by employees of this Department.

IV. PROCEDURES

A. Written Directives

Written directives will be written in a clear and concise manner and any employee who does not understand or comprehend the directive or any part of

the directive will be responsible to notify their immediate supervisor for clarification.

B. Staff Meetings

Staff meetings are conducted weekly with the Chief of Police, Assistant Chief, Deputy Chief, Division Commanders and Unit Supervisors. Employees are able to solicit input and/or request changes to *Policies and Procedures (P&Ps)* if they feel it is necessary. In order to solicit input from all levels of employment, each Division Commander and Unit Supervisor will conduct periodic staff meetings with employees under their command. The same apply for these staff meetings as apply for staff meetings with the Chief of Police.

C. Responsibilities

1. The Chief of Police is responsible for the Department's written directive system which includes the authority to issue, amend, rescind, modify or approve any written directive.
2. Division Commanders and Unit Supervisors are responsible for implementing applicable Department directives within their respective commands. Division Commanders and Unit Supervisors shall draft directives for the Chief's consideration and shall format their written directives as required herein.
3. The Training Unit Commander is responsible for issuing, reviewing, and maintaining *Instructional Materials* (e.g., *Training Bulletins*, training materials, etc.) and shall coordinate training on new and revised directives, laws and ordinances.
4. The Accreditation/Policy Unit will manage the Department's written directive system to include: reviewing, formatting, maintenance and publishing of Department directives. The Accreditation/Policy Unit will manage the accessing and updating of these directives through PowerDMS (Document Management System).
5. Employees are responsible for adhering to the written directives that apply to them. Employees may refer to any directive through PowerDMS.
6. Supervisors shall ensure their subordinates receive, read, understand and comply with applicable directives.

D. General

1. Written directives shall not conflict with federal, state, local laws, accreditation standards or with the policies and procedures of the issuing authority's chain of command.
2. The format of written directives shall conform to this directive.
3. The Accreditation/Policy Unit shall prepare the final draft of Department *Policies and Procedures (P&Ps)*, *Rules and Regulations (R&Rs)* and *General Orders (GOs)*. If a directive requires extensive reformatting, the Accreditation/Policy Unit shall ask the originator to review it.
4. The Training Unit Commander or higher authority shall determine the format of *Instructional Materials*. The format shall conform to the requirements of the Georgia Peace Officer Standards and Training (POST) Council, when applicable.

E. Review Process

1. Any employee of the Department may propose changes or additions to *Policies and Procedures (P&Ps)*. The employee shall submit the proposal through their chain of command. Once the proposal is reviewed and approved through the submitting employee's chain of command the information can be submitted to the Accreditation/Policy Unit. Such proposals will be reviewed, approved or rescinded subject to the approval of the Chief of Police.
2. Division Commanders or Unit Supervisors preparing written directives shall:
 - a. Consult with employees who shall be affected by them;
 - b. Consult with outside entities, if necessary;
 - c. Have subordinates review the proposed directives;
 - d. Include the Training Unit in the review process, if such directive requires training; and
 - e. Attempt to resolve any disagreements or reservations that arise during the review process.
3. The Accreditation Manager shall coordinate the review of Department *Policies and Procedures (P&Ps)*, *General Orders (GOs)*, *Rules and Regulations (R&Rs)* and some *Instructional Materials*.

4. If a written directive requires a form or item for reference, then such form(s) or item(s) shall be attached as an appendix to the directive and included in the review process.
5. Prior to the promulgation of any written directive that applies to Department *Policies and Procedures (P&Ps)*, *General Orders (GOs)*, *Rules and Regulations (R&Rs)* and some *Instructional Materials*, such directive shall be reviewed via PowerDMS workflow by, at a minimum, the Accreditation Manager, Department's Legal Advisor for legal concerns, Office of Professional Standards (OPS) Commander, Division Commanders holding a rank of major, Deputy Chief and Assistant Chief for compliance, prior to the Chief of Police's review and signature.
 - a. Each employee involved in the review process may initiate discussions, suggest revisions and ask for clarification via PowerDMS workflow, email or written correspondence.
 - b. If significant changes are evident, the review process may be repeated.
 - c. Ultimately, each employee involved in the review process shall approve or deny the proposed written directive.
 - d. When approved by the Chief of Police, the written directive shall be posted to PowerDMS.


F. Indexing and General Format of Written Directives

1. Written directives should not conflict with any established *Policy and Procedure (P&P)* or *Rule and Regulation (R&R)* unless the purpose of the directive is to amend or rescind the previous conflicting directive.
2. Written directives should carry notations directing attention to other published directives, which are related, whenever applicable.
3. Written directives should be numbered within each subject matter series.
4. If the written directive involves a new *Policy and Procedure (P&P)*, such directive will be assigned a unique control number, before being posted to PowerDMS.
5. When directives are deleted, there might be gaps within the numbering sequence. Deleted directive numbers may be reused.
6. If a written directive rescinds or amends a previous written directive, it will be noted in the appropriate section of the directive.

7. All written directives will remain in effect unless superseded.
8. Written directives for the Clayton County Police Department will be issued in one of the following formats.


Policies and Procedures (P&Ps): *P&Ps* are written directives (e.g., operational and/or administrative policies) that relate to a specific relevant area, detailing the policy and procedure to be followed pertinent to that topic by the whole Department, or any particular Department sub-unit. Issued *P&Ps* are binding until formally rescinded or amended.

- a. *P&Ps* are signed, issued, revised or rescinded by the Chief of Police.
- b. Preceding each chapter is a cover sheet (shown below) which displays the following: subject, procedure number (letter, number), authorizing signature, effective date, annotation (new, amended or rescinds) and total pages for such procedure.

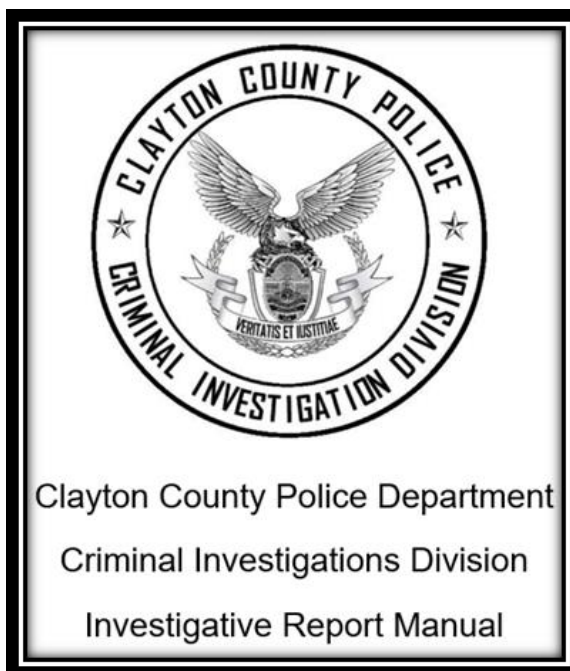
 <p>Clayton County Police Department</p> <p>PROCEDURES</p>			
Subject		Procedure #	
Authorizing Signature	Effective	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages

Rules and Regulations (R&Rs): *R&Rs* are specific written directives from which no deviation or exceptions are permitted. *R&Rs* may be developed and issued by organizational components of the Department (e.g., Academy & Training, E911 Communications, GCIC/Records & Permits, Uniform Patrol and Criminal Investigations Division, etc.) describing specific guidelines for employees assigned to such division or unit. *R&Rs* may be listed on a *Memorandum Form* or *Manual*. When such *R&Rs* are approved they become policy and supplement the *SOP Manual*.

- a. *R&Rs* may be issued only by the Chief of Police, Assistant Chief, Deputy Chief, Division Commander or Unit Supervisor. In all cases, *R&Rs* must have the prior approval of the Chief of Police.
- b. *R&Rs* may be constructed on the Department's *Memorandum Form* (shown below) and shall contain a title, date, recipient division or unit, sending supervisor (name, rank or title, employee number and initials) and the *R&Rs* that apply to the division or unit.

CLAYTON COUNTY		POLICE DEPARTMENT
<small>Kevin Roberts, Chief of Police</small>	<small>1928</small>	<small>Commitment, Honor, Integrity, Transparency and Professionalism</small>
<u>Division or Unit Rules</u>		
DATE:	January 1, 2022	
TO:	Division or Unit Personnel	
FROM:	Division Commander or Unit Supervisor's rank or title, last name, first initial, employee # <i>initials</i>	
	<ol style="list-style-type: none"> 1. <u>Chain of Command/Respect of Command</u> 2. <u>Training Approvals/Denials</u> 3. <u>Headquarters/Precincts</u> 	

- c. *Manuals* (shown below) provide guidelines for employees to follow when such employee is assigned to a specific division or unit.

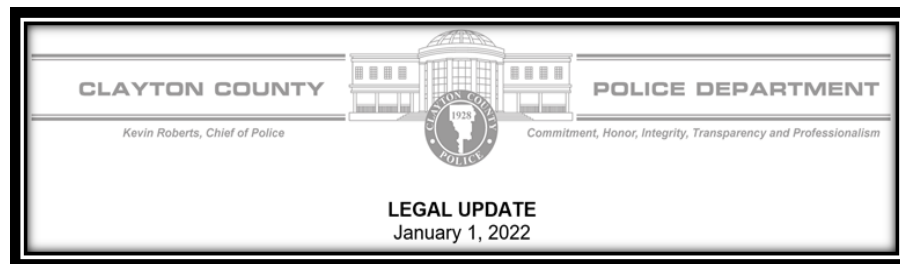


Instructional Materials: The tone and form of *Instructional Materials* (e.g., *Training Bulletins*, *Legal Updates*, etc.) are less rigid and more flexible than *General Orders (GOs)* and *Special Orders (SOs)*.

- a. *Instructional Materials* shall be issued by the respective employee upon the approval of the Chief of Police.
- b. A sample of a Department *Training Bulletin* is shown below.




- c. *Legal Updates* are prepared and distributed by the Department's Legal Advisor to employees via County email.
- d. *Legal Updates* are constructed on a Department *Letterhead Form* (shown below) and will display a dissemination date below the title and information regarding any issues, revocation, or change to a state, federal or local law, court decision, and/or Department policy.




General Orders (GOs): GOs are written directives that affect all employees describing permanent directives concerned with *P&Ps* and *R&Rs*. GOs contain information which employees are responsible for knowing or acting on. GOs may announce changes to *P&Ps*. GOs are binding until formally rescinded or amended.

- a. GOs are signed, issued, revised or rescinded by the Chief of Police.
- b. GOs (shown below) will have an assigned order number that begins with two (2) numbers to indicate the current year and followed by the next available consecutive number for such order (e.g., 22-000), issue date, effective date, subject, authorized signature, date of signature, distribution and narrative for such order.

	CLAYTON COUNTY POLICE	
	GENERAL ORDER	
		ORDER #:
	DATE ISSUED:	EFFECTIVE DATE:
	SUBJECT:	
	SIGNATURE:	DATE:
DISTRIBUTION:		

Special Orders (SOs): SOs are written directives (e.g., special events, special board assignments, etc.) that directly affect only a specific segment of the Department or a statement of *P&P* regarding a specific circumstance or event that is of a temporary or self-cancelling nature.


- a. SOs are signed, issued, revised or rescinded by the Chief of Police.
- b. SOs (shown below) will have an assigned order number that begins with two (2) numbers to indicate the current year and followed by the next available consecutive number for such order (e.g., 22-000), effective date, termination date, subject, authorized signature, date of signature, distribution and narrative for such order.

	CLAYTON COUNTY POLICE	
	SPECIAL ORDER	
		ORDER #:
	EFFECTIVE DATE :	TERMINATION DATE:
	SUBJECT:	
	SIGNATURE:	DATE:
DISTRIBUTION:		

Personnel Orders (POs): POs are written directives (e.g., employee promotions, transfers, assignments, appointments, etc.) that announce changes in the status of personnel.



- a. POs are signed, issued, revised or rescinded by the Chief of Police.

- b. POs (shown below) will have an assigned order number that begins with two (2) numbers to indicate the current year and followed by the next available consecutive number for such order (e.g., 22-000), effective date, termination date, subject, authorized signature, date of signature, distribution and narrative for such order.

		CLAYTON COUNTY POLICE PERSONNEL ORDER		ORDER #:
		EFFECTIVE DATE:	TERMINATION DATE:	
SUBJECT:				
SIGNATURE:			DATE:	
DISTRIBUTION:				

Inter-Office Memorandum (Memo): Memos are written information not warranting a formal order and are used to direct a segment or all employees in specific situations or to inform them of upcoming events.

- a. Memos issued at any level of command shall not conflict with established written directives from a higher authority.
- b. Memos may be used by any employee of the Department for formal communications.
- c. *Inter-Office Memo Forms* (shown below) shall list a date, recipient's rank or title and last name, sender's rank or title, last name, first initial, employee number and initials, subject (e.g., case number, special event, etc.) and a narrative to describe the subject.

CLAYTON COUNTY				POLICE DEPARTMENT	
Kevin Roberts, Chief of Police				Commitment, Honor, Integrity, Transparency and Professionalism	
<u>Inter-Office Memo</u>					
DATE:	January 1, 2022				
TO:	Employee's Immediate Supervisor (rank or title, last name)				
FROM:	Employee's rank or title, last name, first initial, employee #, <i>initials</i>				
SUBJECT:	e.g., Case #, IA Case #, Special Event, Prohibited Parking Areas, Emergency Situations, Explanatory Information from Employees, etc.				
NARRATIVE					

Standard Operating Procedures (SOP) Manual: The Standard Operating Procedures Manual of the Clayton County Police Department, henceforth referred to as the *SOP Manual*, is designed to give all employees a clear understanding of their boundaries for successful job performance and their roles and responsibilities.

- a. The *SOP Manual* brings together all the individual *Policies & Procedures (P&Ps)* and makes sure they are consistent. It eliminates contradictory procedures and ensures that all *P&Ps* comply with laws, regulations, and the organization's best practices.
- b. When *P&Ps* are compiled into the *SOP Manual*, it gives a broader picture of how things should run for the organization to meet its goals, provide quality service, and operate efficiently. It creates consistency in practices across the organization and improves productivity.
- c. All employees are responsible for knowing, understanding and conforming to the written directives (e.g., *Policies and Procedures (P&Ps)*, *General Orders (GOs)*, *Rules and Regulations (R&Rs)* and *Instructional Materials* contained within the *SOP Manual*. Any questions about the *SOP Manual* shall be brought to the attention of the employee's immediate supervisor.
- d. Below are lists of folders and documents for written directives that are stored under the Documents Section of the *SOP Manual*.
 - 1) *Policies and Procedures (P&Ps)* new or revised shall be properly numbered and filed inside one (1) of the eight (8) chapter folders (shown below).
 - a) Chapter A – Role, Responsibility & Authority
 - b) Chapter B – Organization, Management & Administration
 - c) Chapter C – Personnel
 - d) Chapter D – Law Enforcement Operations
 - e) Chapter E – Operations Support
 - f) Chapter F – Training
 - g) Chapter G – Auxiliary & Technical Support
 - h) Chapter H – Homeland Security
 - 2) *General Orders (GOs)* Active Folder
 - 3) Animal Control Unit Folder containing the following document:
 - a) Department's Animal Control Protocols & Updates

- 4) Reference Material Folder, containing the following items:
 - a) Bag It or Tag It – Evidence Guide for Submitting Evidence;
 - b) Division of Forensic Sciences (DOFS) Submission Form; and
 - c) Uniform Misdemeanor Citation (UMC).
 - 5) *Training Bulletin* Folder, containing the following items:
 - a) *Rapid ID Instruction Guide*;
 - b) *Training Bulletin #1*, Electronic Control Devices; and
 - c) *Training Bulletin #2*, Body Worn and In Car Cameras
 - 6) Uniform Division Rules Folder
 - 7) *General Orders (GOs)* Master Index Document
 - 8) Recruit Handbook
 - 9) SOP Master Index Document
- e. The *SOP Manual* can be accessed through PowerDMS from the Department's Intranet site or by clicking on the link (shown below).

<http://172.16.15.146/>

G. PowerDMS

1. The Accreditation/Policy Unit will issue employees a PowerDMS account so they can review and sign for written directives.
2. Employees can access PowerDMS from the Department's Intranet home page, from the FAVORITES drop-down menu (shown below).



3. All employees will have access to the *SOP Manual* by signing into PowerDMS.
 - a. Each employee has a unique User ID, which is usually the first initial of their first name and full last name with no space (e.g., jsmith). Note – Sometimes, when an employee has a common name, the user name might be followed by a number (e.g., jsmith1).
 - b. For the initial sign-in, employees will be given a temporary password (i.e., Clayton1), which employees will enter with their User ID.
 - c. After gaining access to PowerDMS, employees must change their password, and the new password will be used for future sign-in.
 - d. All passwords will be kept confidential.

H. Distribution of Written Directives

1. Due to the complexity of schedules, organizational structure of the Department and constant advancements in technology, it is necessary to communicate information electronically.
2. All employees shall check their County email once per shift for updates to written directives. Any questions that arise concerning an email correspondence should be brought to the attention of the employee's immediate supervisor.
3. *Policies and Procedures (P&Ps), General Orders (GOs), Rules and Regulations (R&Rs), and some Instructional Materials* will be distributed to employees through PowerDMS.
4. Employees will receive an email alert sent from PowerDMS to the employee's County email, to indicate they have a policy to review.
5. When an employee receives an email alert sent from PowerDMS they will access their PowerDMS account as soon as practicable.
 - a. Once signed in, the employee will take the appropriate action for any assigned documents, messages or tasks.
 - b. All employees shall be responsible for reading and acknowledging all written directives within their PowerDMS account.
 - c. PowerDMS will electronically record the signatures of employees, creating a log of activity.
 - d. Electronic signatures will serve as receipt the written directive or material was received, understood and signed by the employee.

- e. All documentation, including messages and test results, are public records, and are subject to disclosure upon appropriate request.
6. All employees will sign in to PowerDMS upon their return to work following any days off, including leave time.
7. It shall be the responsibility of supervisors to ensure that each of their subordinates are current with and have acknowledged the receipt of written directives within the *SOP Manual*. This can be accomplished by having a subordinate sign into their PowerDMS account. The supervisor can make a visual inspection of the employee's home page, to ensure all items have been acknowledged.
8. Employees will be required to sign in to PowerDMS at the direction of a supervisor. Failure to sign in to PowerDMS as required may result in disciplinary action.
9. *Special Orders (SOs)*, *Personnel Orders (POs)*, some *Instructional Materials* (i.e., *Legal Notes*), and *Memorandums (Memos)* that contain pertinent information for all employees, will be distributed through the Clayton County email system. Shift Supervisors will ensure the directives are read and explained to each subordinate under their command.
10. The Accreditation/Policy Unit shall maintain a file of all canceled and previous versions of *Policies and Procedures (P&Ps)*, and *General Orders (GOs)*. The Accreditation/Policy Unit shall maintain a file of the *Rules and Regulations (R&Rs)* and *Instructional Materials* submitted via PowerDMS workflow.
11. *Special Orders (SOs)* and *Personnel Orders (POs)* affecting all personnel will be maintained by the Administrative Assistant to the Chief of Police.
12. A copy of *Personnel Orders (POs)* will be posted in sequential order on bulletin boards throughout the Department.
13. *Special Orders (SOs)* will contain certain distribution information (i.e., Assistant Chief, Deputy Chief, Division Commanders, All Employees via email, File) depending on the nature of the directive. *Personnel Orders (POs)* will contain certain distribution information (i.e., Concerned Personnel, Assistant Chief, Deputy Chief, Division Commanders, Bulletin Board, Daily Bulletin, and Employee File) depending on the nature of the directive.
14. This directive is not intended to preclude normal Department communications for routine exchange of work-related information.

I. Written Directives that Establish Policy

When a written directive is issued and that directive is a policy statement that affects a specific employee, then the employee's supervisor(s) through the chain-of-command are responsible for seeing that such employee receives that specific directive.

J. Employee Responsibility for Written Directives

1. All employees are responsible for informing the appropriate issuing authority of any conflict or error needing correction in any written directive.
2. The employee will be responsible for adhering to the Department's written directives. Any employee who does not understand a directive will seek clarification from their immediate supervisor or chain of command.
3. Employees may be tested through PowerDMS to ensure comprehension and understanding of certain written directives. Employees who failed to successfully pass the test in the allotted number of attempts will be referred to their chain of command for additional training.
4. If, following the training, the employee does not successfully pass the test, the employee will be referred to the Training Unit for remedial training.

K. Written Directives that Do Not Establish Policy

Any written directive that is issued to any Division or Unit that does not establish policy, will be kept and maintained by the Division or Unit, however a written acknowledgement will not be required by the individual employees. A directive that does not establish policy nor affect employees within a Division or Unit will serve as a matter of information only.

L. Updating, Revising or Canceling Written Directives

1. Every Division Commander and Unit Supervisor shall ensure that all policy directives are periodically reviewed (at least on annual basis) in order to determine whether each directive is current and still in effect. If it is determined that a directive is outdated, no longer in effect or in need of change or revision, the reviewing employee shall document the cancellation, updating or revision of that directive and forward this information through their chain of command.
2. All policy directives that require updating, revising or canceling should originate with the Accreditation/ Policy Unit to ensure that all directives are

in compliance with CALEA standards. All directives will be forwarded to the Chief of Police for final approval.

3. *General Orders (GOs)* will be considered superior to all other orders, policy or written directives. GOs may amend, rescind, update, revise or cancel any other existing departmental, division or unit order.
4. Written directives are usually canceled by a revised written directive of the same type.
5. Written directives issued by a Division Commander or Unit Supervisor shall remain in effect after such individual leaves the position, until canceled by the ensuing supervisor, or until such directive expires.
6. Written directives issued by a higher authority overrules one issued by a lower authority within that chain of command.
7. Written directives with a more recent date will supersede anything similar with an older date if the same authority issues both.
8. Written directives remain effective until canceled or expired.

M. Verbal Orders

Nothing contained in this policy shall excuse an employee for failing to promptly obey a lawful order given by a superior of the Clayton County Police Department.

N. External Written Directives

1. Employees shall also be responsible for certain external written directives which shall include, but not limited to the following: federal law, state law, local law (Clayton County Code of Ordinances), County Civil Service Rules, administrative directives from the County Board of Commissioners Office, County departments and other federal and state agencies.
2. Employees shall make every effort to avoid conflict between Department directives and external directives.

O. Other Publications

In addition to the written directives already discussed in this chapter, employees are expected to regularly familiarize themselves with all other official Department publications (e.g., Daily Bulletin, Intelligence Bulletins,

BOLO's, County Announcements, Hazardous Weather Outlook, etc.) that are disseminated via County email.

P. Mission Statement and Core Values

1. It is the mission of the Clayton County Police Department to serve and protect all citizens with an emphasis on integrity, transparency and professionalism.
2. Each person who represents the Department, sworn and nonsworn, is expected to abide by the departments Core Values (Commitment, Honor, Integrity, Transparency and Professionalism).

V. CANCELLATIONS

- A. This procedure amends and supersedes the following standard operating procedure:

B2: *Written Directive & Departmental Form System*, dated October 24, 2018.