


Fort Collins Police Services

Policy Manual

	POLICY	106
	TITLE	Written Directive System

106.1 PURPOSE AND SCOPE

The written directive system of Fort Collins Police Services consists of five types of written directives that guide and direct affected personnel in the operation of the Agency and the conduct required of all employees. The five types of documents in the written directive system are:

- (a) Fort Collins Police Services Policy Manual
- (b) Special Directives
- (c) Personnel Directives
- (d) Standard Operating Procedures (SOPs)
- (e) Training Manuals/Bulletins

All provisions in the written directive system shall be considered rules and regulations, to the extent they apply to all Agency personnel.

106.1.1 COLLECTIVE BARGAINING AGREEMENT

In the event of an inconsistency or conflict between the provisions of any Agency directive and the provisions of the current and binding Collective Bargaining Agreement, the Collective Bargaining Agreements shall take precedence related to the bargaining unit only.

106.2 AUTHORITY

The Chief of Police is the ultimate authority for the content and adoption of Agency written directives and will ensure compliance with all applicable federal, state, and local laws. The Chief of Police also has the ultimate authority to issue, modify, or approve Agency written directives.

106.3 WRITTEN DIRECTIVE SYSTEM COMPONENTS

The subsections below describe the individual components of the written directive system. The written directive system shall be maintained, disseminated, acknowledged, revised, and reviewed as outlined in this policy.

106.3.1 POLICY MANUAL

- (a) The Policy Manual of Fort Collins Police Services is established and referred to as the Policy Manual or Manual. The Policy Manual is a statement of the current policies, rules, and guidelines of this Agency. All employees are to conform to the provisions of this Policy Manual.

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- (b) The Chief of Police has the ultimate authority to issue all policies included in the Policy Manual.
- (c) Prior and existing Policy Manuals, orders, and regulations that conflict with this Policy Manual are rescinded. Portions of existing manuals, procedures, directives, and other regulations not included herein shall remain in effect if they do not conflict with the provisions of this Policy Manual.
- (d) Except where otherwise expressly stated, the provisions in this Policy Manual are considered guidelines. Law enforcement's work is not always predictable, and circumstances may arise that warrant departure from these guidelines. The Policy Manual should be viewed from an objective standard, considering the sound discretion entrusted to the employees of this Agency under the circumstances reasonably available at the time of any incident.
- (e) The Fort Collins Police Services Policy Manual is not intended to create an employment contract or any employment rights to entitlements. The policies within this Manual are for the internal use of Fort Collins Police Services. They shall not create a higher standard or duty of care for civil or criminal liability against the City, its officials, or employees. Violations of any policy provision within this Manual shall form the basis for department administrative action, training, or discipline. Fort Collins Police Services reserves the right to revise any policy content, in whole or in part.
- (f) Employees are responsible for keeping abreast of all Policy Manual revisions, and each supervisor will ensure that employees under his/her command are aware of all Policy Manual revisions. The Policy Manual Administrator will send modifications to the Manual or the SOP Manual to all Agency employees for acknowledgment.
- (g) Employees suggesting a revision of the Policy Manual contents shall forward their written suggestions through their chain of command to their deputy/assistant chief or director, who will consider the recommendations and deliver them to Executive Staff for review.
- (h) The Executive Staff shall review recommendations regarding proposed changes to the Policy Manual.

106.3.2 SPECIAL DIRECTIVES

The Chief of Police is authorized to issue Special Directives, which modify the Policy Manual or SOP Manual provisions to which they pertain. Special Directives shall remain in effect until they are permanently incorporated into the Policy/SOP Manual, expire, or are no longer considered for adoption.

106.3.3 PERSONNEL DIRECTIVES

The Chief of Police is authorized to issue Personnel Directives. Personnel Directives notify department employees of pending or recently enacted personnel changes or additions such as promotions, re-assignments, or new employees' hiring.

106.3.4 STANDARD OPERATING PROCEDURES

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- (a) Agency divisions, teams, or special units may establish Standard Operating Procedures (SOPs), which are narrow in focus and provide procedural direction to individual workgroups.
- (b) Employees suggesting a revision of SOPs shall forward their written suggestions to the supervisor most directly responsible for the workgroup(s) regulated by the SOP. The supervisor will consider the recommendations and deliver them to their deputy/assistant chief or director.
- (c) Updates to SOPs may occur as needs arise. The Executive Staff must approve SOP changes.

106.3.5 TRAINING MANUALS/BULLETINS

The Fort Collins Police Services Personnel and Training Sergeant is authorized to issue manuals/bulletins to assist department personnel in the performance of their duties. Training manuals/bulletins will be reviewed and approved by the appropriate deputy/assistant chief or director before being issued.

106.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual unless it is apparent from the content that they have a different meaning:

Adult – Any person 18 years of age or older.

CCR – Code of Colorado Regulations.

CRF – Code of Federal Regulations.

City – The City of Fort Collins.

Civilian – Employees and volunteers who are not certified law enforcement officers.

Agency/FCPS – Fort Collins Police Services.

DMV – The Colorado Department of Revenue Division of Motor Vehicles.

Employee/personnel – Any person employed by the Agency.

Executive Staff – The Chief of Police, Deputy Chief, assistant chiefs, and director. The Chief of Police may appoint any person to the Executive Staff at his/her discretion.

Juvenile – Any person under the age of 18 years.

Manual – The Fort Collins Police Services Policy Manual.

May – Indicates a permissive, discretionary, or conditional action.

Member – Any person employed or working for Fort Collins Police Services, including full-time certified officers, reserve officers, civilian employees, and volunteers.

Officer – POST-certified employees, regardless of rank, of the Fort Collins Police Services.

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On-duty – A member's status during the period when he/she is engaged in the performance of his/her assigned duties.

Order – A written or verbal instruction issued by a superior.

Peace Officer – An employee required to be certified by POST according to CRS § 16-2.5-101 et seq. The term includes certified full-time and reserve peace officers who perform the duties of a peace officer.

Rank – The title of the classification held by an officer.

Shall or Will – Indicates a mandatory action.

Should – Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor – A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other agency members, directing other members' work, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical but requires independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead, or senior worker) given responsibility for the direction of others' work without regard to a formal job title, rank, or compensation.

When there is only one agency member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC – United States Code

106.5 WRITTEN DIRECTIVE FORMATS

The format for training manuals and bulletins varies. The Personnel and Training Sergeant and approving deputy/assistant chief or director will ensure they are well written and easy to understand before being used.

106.6 INDEXING, PURGING AND REVISING WRITTEN DIRECTIVES

The individual components of the written directive system shall be indexed, purged, and revised as follows:

(a) Policy Manual, Special Directives and Personnel Directives

1. **Indexing:** The Chief of Police shall appoint a Policy Manual Administrator (PMA) to serve as the Policy Manual, Special Directives, and Personnel Directives custodian. The PMA shall store the current versions of the Policy Manual, Special Directives, and Personnel Directives, as well as archived copies of previous versions, in electronic format. The PMA is responsible for indexing each version of the Policy Manual, Special Directives, and Personnel Directives by adoption date or policy number.

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2. **Purging:** Each version of the Policy Manual, Special Directives, and Personnel Directives, along with the original records of each approved by the Chief of Police, shall be permanently retained following the Colorado Municipal Records Retention Schedule; Section 100.080(H).
3. **Revising:** The Professional Standards Unit (PSU) Lieutenant shall be responsible for editing the Policy Manual and presenting the edits to the Executive Staff for approval. To ensure that the Policy Manual is relevant and up to date, the PSU Lieutenant shall review the standards released by CALEA and prepare revisions for review and approval by the Chief of Police when appropriate.
4. The Chief of Police revises Special and Personnel Directives.

(b) Standard Operating Procedures (SOPs)

1. **Indexing:** The PMA shall serve as the custodian of the SOP Manual and shall be responsible for indexing each version of the SOPs in an electronic format according to the adoption date. The PMA is responsible for indexing individual SOPs approved by a deputy/assistant chief or director in electronic form, by procedure number.
2. **Purging:** SOPs are permanently retained per the Colorado Municipal Records Retention Schedule, Section 100.080(H).
3. **Revising:** The supervisor most directly responsible for the individual work component addressed in an SOP shall make appropriate revisions to the SOP and present the amended document to the applicable deputy/assistant chief or director for approval.

(c) Training Manuals/Bulletins:

1. **Indexing:** The Personnel and Training Unit Sergeant shall serve as the custodian of Agency training manuals/bulletins and shall be responsible for indexing each version of the training manuals/bulletins in an electronic format according to adoption date. The Personnel and Training Unit Sergeant is responsible for indexing individual training documents approved by the deputy/assistant chief or director and their approval signature in electronic form, according to date.
2. **Purging:** Training manuals/bulletins are retained for a minimum of five years per Colorado Municipal Records Retention Schedule; Section 100.080(H). After five years, the purging of such documents shall be at the discretion of the responsible deputy/assistant chief or director.
3. **Revising:** The Personnel and Training Sergeant shall be responsible for making appropriate revisions of training manuals/bulletins and presenting the amended documents to the applicable deputy/assistant chief or director for approval.

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106.7 DISSEMINATION, STORAGE, AND ACKNOWLEDGEMENT OF WRITTEN DIRECTIVES

(a) Policy Manual

1. Dissemination: The PMA transmits the FCPS Policy Manual to Agency personnel via PowerDMS (powerdms.com/ui/logi.aspx). The PMA sends Policy Manual revisions and updates to Agency personnel via PowerDMS. Agency personnel may view, download, and print the most current version of the Policy Manual via PowerDMS. Employees may access it from their Agency-issued or personal cell phones via the PowerDMS app.
2. Storage: The Policy Manual is stored in PowerDMS. Archived copies of previous versions are on the Fort Collins Police Services "S Drive" under "Police-Common," "POLICY Manual." The public may view, download, and print the current FCPS Policy Manual by accessing the Agency web page at fcgov.com/police.
3. Acknowledgement: Agency employees shall acknowledge in PowerDMS that they have read and understood all policies and their updates. Agency personnel shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

(b) Standard Operating Procedures

1. Dissemination: The PMA transmits the SOP Manual to Agency personnel via PowerDMS. The PMA sends revisions and updates to Agency personnel via PowerDMS. Agency personnel may view, download, and print the most current version of the SOP Manual via PowerDMS. Employees may also access it from their Agency-issued or personal cell phones via the PowerDMS app.
2. Storage: The SOP Manual is stored in PowerDMS. Previous versions are stored in electronic format on the FCPS "S Drive" under "Police-Common," "Standard Operating Procedures."
3. Acknowledgement: Agency employees shall acknowledge in PowerDMS that they have read and understood all SOPs and their updates. Agency personnel shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

(c) Special and Personnel Directives:

1. Dissemination: Special and Personnel Directives are disseminated to Agency employees via PowerDMS.
2. Storage: Electronic versions of Special Directives are stored in PowerDMS.

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3. Acknowledgement: Agency employees shall acknowledge in PowerDMS that they have read and understood all Special Directives and their updates. Agency personnel shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

(d) Training Manuals/Bulletins:

1. Training manuals/bulletins are disseminated to affected Agency personnel via PowerDMS.
2. Storage: Training documents are stored on the FCPS "S Drive" for viewing, downloading, and printing.
3. Acknowledgement: Affected Agency personnel shall acknowledge they have read and understand issued training documents by designated means (i.e., by written signature or electronic mechanism.)

106.8 PERIODIC REVIEW OF WRITTEN DIRECTIVES

The Chief of Police will ensure that all Agency policies, directives, and SOPs are reviewed and updated annually to ensure they conform to the Agency's actual operation and comply with Colorado law.

106.8.1 DECONFLICTION OF WRITTEN POLICIES, DIRECTIVES, AND SOPS

New, proposed, and revised policies, directives, and SOPs shall be reviewed before being issued to ensure they do not contradict or conflict with other existing department written directives, applicable law, or the Collective Bargaining Agreement. The responsibility for conducting the review shall be as follows:

1. Policy Manual – by the Policy Manual Administrator
2. Special and Personnel Directives – By the Chief of Police or Executive Staff
3. Standard Operating Procedures – by the supervisor most directly responsible for the individual workgroup(s) regulated by the SOP
4. Training Manuals/Bulletins – by the Personnel and Training Unit Sergeant