

A. PURPOSE. To establish a system of written directives outlining the responsibilities and tasks of Department employees to ensure professional police service to the community

B. CLASSES OF WRITTEN DIRECTIVES

1. *Manual of Procedures*. Composed of rules directing the general conduct of employees, as well as conduct during specific circumstances, situations, and activities. Such procedures shall be issued and implemented only at the Department level by the Chief of Police or designee. The Manual of Procedures shall be made available to all employees via the Document Management System (DMS).
2. *General Orders*. Composed of directives concerning policy, rules, and/or procedures affecting more than one department unit. Such orders shall be issued and implemented only at the Department level by the Chief of Police or designee. General Orders shall be maintained and distributed via the Document Management System (DMS).
3. *Memorandums*. Issued for informational purposes. Memorandums are used to disseminate information of interest or concern to Department employees.
  - a. Memorandums may be issued at all levels of command and shall be distributed only to the units and employees affected by it.
  - b. Memorandums and/or emails not directly related to City or Police Department business shall not be sent to “all personnel” type distribution lists (i.e. all sworn, 1 Monroe center, etc...) without prior approval of your Unit Commander.
  - c. All employees shall check their assigned email accounts at the beginning of every shift or as soon as practical. (E-mail can be uploaded and reviewed in patrol vehicles and is therefore not to cause a delay in getting into service for patrol personnel.)
  - d. Police memorandums regarding job assignments shall contain a description of the assignment and its duties. Job descriptions and duties shall be reviewed and updated as needed, and at least every four years, by the appropriate Unit Commander in coordination with the Office of Research & Planning.

4. *Personnel Orders*. Direct specific personnel actions, i.e., assignments, transfers, commendations, promotions, demotions, awards, etc. They shall only be issued by the Chief of Police or designee. Personnel Orders shall be distributed to affected employees and their Unit Commander.
5. *Unit Standard Operating Procedures*. Issued by the Unit Commanders that effect the operations or personnel of their specific unit. Issuing commanders are responsible for ensuring that their directives do not conflict with directives from a higher level of command.
6. *Instructional Material*. Includes training memos, material and guidelines designed to help develop employee skill and job performance. These directives may be developed by any Unit and issued with the approval of the Chief of Police or designee.
7. *City of Grand Rapids Rules, Regulations, and Administrative Orders*. Issued by the City of Grand Rapids to direct the general conduct of city employees. These directives are issued by the city through the City Manager, City Commission, or other appropriate entity.

## C. CONTROL OF WRITTEN DIRECTIVES

1. Master File. The Office of the Chief of Police will issue identifying numbers and maintain a master file of all Department-level written directives and General Orders in the DMS.
2. Distribution and Receipt
  - a. Distribution and receipt will be achieved using the DMS.
  - b. Each employee shall electronically sign for written directives, acknowledging receipt in the DMS.
3. Administrative Bulletin Boards
  - a. Designated administrative bulletin boards are located outside the Patrol Squad Room, in the Detective Unit, and in the Records Unit.
  - b. Material will be posted and removed only by designated personnel.

- c. All employees shall be responsible for reading and complying with all information and direction contained on the designated bulletin board in their area.
4. Confidential Documents. Manual of Conduct, Manual of Procedures, and other written directives which describe police operating methods are confidential documents. They may only be released to persons outside this Department with express prior approval of the Chief of Police or designee.

#### **D. RETENTION AND REVIEW**

1. Amendment. All directives shall remain in effect until rescinded or amended by another directive of the same class or higher, or until expired as indicated in the directive itself.
2. Employee Retention of Directives. All employees shall maintain their profile in the DMS to access and acknowledge written directives. Written directives will be periodically updated and distributed to all employees using the DMS.