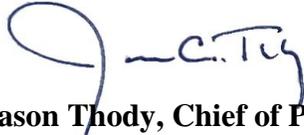


	HARTFORD POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
		ALL PERSONNEL	1.03
		Original Issue Date	Reissue/Effective Date
		8/31/2016	3/9/2020
Order Title: WRITTEN POLICY SYSTEM	Accreditation Standard:	Section	
	POSTC: 1.5.1, 1.5.5	1	
		Section Title DEPARTMENT ROLE AND AUTHORITY	
Rescinds: G.O. 1-25 (2000)	 Jason Thody, Chief of Police		

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 Hartford Police Department that is readily available to all employees in order to eliminate confusion or possible misunderstandings.

II. POLICY

It is the policy of the Hartford Police Department (“Department”) 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.

- 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 Hartford 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, Field Directives, and Training Bulletins will be responsible for acknowledging receipt and review of these written policies.



- D. Shift Supervisors and individual employees who are issued copies of Field Directives, Rules and Regulations, and Training Bulletins will be responsible for insuring 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.

Field Directives: 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, Field Directives 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 Field Directives to ensure all employees receive or have access to them; and
5. Maintain a receipt file of issued Policies, Procedures, and Field Directives.

B. General Orders

General Orders will be issued by the Commander of Planning and Accreditation at the direction of the Chief of Police to each organizational component and employee.

1. The Commander of Planning and Accreditation 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 orders; and
 - c. Arranging for, and ensuring that, instruction is provided in the content of all newly issued General Orders which contain high liability or high frequency topics, and attendance at these instruction sessions is verified and documented.
2. General Orders will be reviewed at least once every two years by the Chief of Police and his/her designee(s) and revised as necessary. This does not preclude revisions on a more frequent basis should circumstances require them.

C. Field Directives

1. The Chief of Police, or designee, will issue directives to each organizational component and employee.
2. Division Commanders will be responsible for:
 - a. Maintaining an up-to-date version of Field Directives 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 Field Directives that affect their operations; and



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- c. Arranging for and ensuring that newly issued field directives are distributed and documented.

D. Personnel Orders

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

E. Training Orders

1. Training Orders will be issued by the Commander of the Hartford Police Academy with approval of the Chief of Police, or designee.
2. The Commander of the Police Academy 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 employees Commander when an employee fails to report as directed pursuant to a Training Order, for appropriate corrective action.



F. Training Bulletins

1. Training Bulletins will be issued by the Commander of the Hartford Police Academy 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 Hartford Police Academy.
3. The Commander of the Hartford Police Academy, 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 ensuring 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.

G. 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.

2. Authority of Other Persons to Issue Written Policy:

The Chief of Police may authorize others to issue certain written Policies, such as Field Directives, 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 Hartford



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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 Hartford 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



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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 Commander of Planning and Accreditation, or designee, will inspect any hard copy of Departmental Written Policy Manuals once each year for completeness and validity.
- (5) The Commander of Planning and Accreditation, or 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 Field Directives for obsolete, inconsistent, contradictory, and duplicate material; and
 - (e) To oversee the publication and dissemination of all written Policy changes.