

WRITTEN DIRECTIVES

1. **PURPOSE:** To establish a formal written directives system.
2. **POLICY:** The Department will provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. This will be accomplished through primary and in-service training, supervision, and issuance of written directives.
3. **SCOPE:** This written directive is applicable to all personnel.
4. **RESPONSIBILITIES**
 - A. **CHIEF OF POLICE - CHIEF EXECUTIVE OFFICER:** Only the Chief of Police has the authority to issue, modify, approve, or rescind formal written directives as defined herein; except that the Chief's designee may act in this capacity in the CEO's absence.
 - B. **ACCREDITATION MANAGER:** The Accreditation Manager shall be responsible for reviewing proposed written directives for compliance with federal and state law, municipal ordinances, and accreditation standards. He or she will also be responsible for managing the Written Directives System, as described herein. The employee assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed.
 - D. **AGENCY PERSONNEL:** All employees will comply with this written directive and will be responsible for reviewing and signing for written directives.
 - C. **HARD COPY MANUAL RECIPIENTS:** All Written Directives Manual recipients will maintain and update the manuals assigned to their division/unit as new directives are received.
5. **FORMAT:** Written directives will follow a standardized format.
 - A. **HEADER:** Written directives will be published with a header that includes, at a minimum:
 1. Department name and the words "Written Directive";
 2. Directive number;
 3. Subject;
 4. Effective date;
 5. New/Rescinds/Amends block;
 6. Approval Signature; and
 7. References, if any.

B. TITLE: The directive title will follow the header.

C. BODY OF DIRECTIVE

1. CONFIDENTIAL: If needed, this statement is placed immediately below the title of a written directive to restrict its dissemination for tactical or other reasons.
2. PURPOSE: This is a short statement designed to summarize the purpose of the document.
3. POLICY: These are broad statements of philosophy or principle in a given area. Statements of policy are attitude forming, intended to provide guidance to an employee in the performance of departmental activities. Statements of policy also serve to provide a foundation for developing effective procedures and rules.
4. SCOPE: This section defines to whom the directive is applicable.
5. RESPONSIBILITY: This section defines specific or general responsibilities related to the directive.
6. DEFINITIONS: Any definitions needed to clarify procedural issues are included in this section, generally located between the responsibility section and the procedures section.
7. OTHER: Other format items may be used (e.g., "FORMAT" as used in this directive) to serve a specific purpose for a particular directive. Where these are used, they will be placed in logical order, generally between the policy statement and the procedures section.
8. PROCEDURES: Procedures define a method of performing a given operation. They are more specific than policy, yet less restrictive than rules. Statements of procedures are usually characterized by words such as "shall", "will", and "must" rather than "may" or "should."
9. RULES AND REGULATIONS: Rules and regulations are specific and mandate a standard of conduct, where there is no discretion and a specific infraction generally results in disciplinary action.

D. EXTENSIONS: Format of, and authority to amend, extensions to the written directives system will be established for each extension in a manner appropriate to the type of document and purpose.

6. DEFINITIONS: The following terms are provided to clarify other aspects of the written directive system.

A. STAFF: This term refers to personnel in established command level policymaking positions.

B. WRITTEN DIRECTIVE MANUAL: This term refers hard copy written directive manuals and the electronic written directives application.

7. PROCEDURES

- A. **WRITTEN DIRECTIVE, GENERALLY:** A written directive is any written document, issued by competent authority, used to guide or affect the performance or conduct of agency employees. The term “written directive” includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.
1. **IN THIS CONTEXT:** For purposes of this directive, the term refers ONLY to those directives formally adopted by the Chief of Police and included within the Written Directives Manual OR formally adopted as an extension of the Written Directives Manual.
 2. **EXTENSIONS:** To be considered an “extension” of the Written Directives, a document must have been formally adopted via an existing directive contained in the Written Directives Manual. Such extensions include publications such as the City of Huntsville Personnel Policies and Procedures Manual and manuals containing procedures specific to a particular organizational component. All such extensions must be approved by the Chief of Police and an official copy must be issued to the Accreditation Manager.
- B. **HARD COPY WRITTEN DIRECTIVES MANUAL:** Hard copy manuals are indexed, paper copy collections of all formal written directives promulgated by this agency.
1. **FRONT MATTER OF THE MANUAL:**
 - a. **TABLE OF CONTENTS:** All directives published by this agency will be numbered and located in the Directives Manual by their logical relationship to a particular section in the established table of contents.
 - b. **INDEXING:** Directives are indexed alphabetically, by section number, and in the computerized system by key word or phrase.
 2. **LOCATIONS:** Hard copies of the Written Directives Manual are available for review by any employee at the following locations:
 - a. Accreditation Office
 - b. Special Operations Division
 - c. Records Division
 3. **MAINTENANCE:** Hard copy manuals will be maintained by the division/unit supervisor. Hard copy Directives Manual will be updated with new and newly revised directives as they are disseminated.
 4. **INSPECTION:** Directives Manuals may be periodically inspected to ensure proper maintenance.
 - a. The date, time, and place of inspection will be announced a minimum of twenty-four hours in advance.
 - b. All inspections will be documented on the Written Directives Manual Inspection Record form (202.2 F1).

- c. The Inspection Record form will be kept at the front of each manual for the life of the manual.
- C. ELECTRONIC WRITTEN DIRECTIVES: The Accreditation Office will issue all fulltime employees an account to electronically access, review, and sign for written directives. This electronic application contains all written directives promulgated by this agency (excluding extensions). Directives can be accessed by employees from any department computer terminal with this application. This application is also available on the Huntsville Police Department Intranet.
- D. DEVELOPMENT OF NEW DIRECTIVES
 - 1. SUBMISSION: ALL proposed written directives shall be submitted to the Accreditation Manager, via chain of command, in the approved word processing format. The Accreditation Manager will determine if the proposed directive will be forwarded to the Written Directive Committee.
 - 2. INITIAL REVIEW: The Accreditation Manager will review the proposed directive for content, format, and accreditation standards implications. This does not relieve Commanders of their responsibility to review a subordinate's work.
 - 3. STAFF REVIEW: The Accreditation Manager will initiate the Staff Review process. Copies of the proposed directive will be disseminated to staff members for mandatory review and comment. This generally involves reviewing the draft, documenting comments, and returning both within a specified time frame.
 - a. SCOPE: Staff Review will generally involve all staff members; however, when necessary or appropriate, staff reviews can be limited to those staff members directly concerned with the directive.
 - b. LINE LEVEL INPUT: Staff members shall actively involve their subordinates in the review process. Employees wishing to comment may submit their input via chain of command or forward it directly to the Accreditation Staff.
 - c. OUTSIDE ENTITIES: Input will be solicited from other entities within city government when issues outside the normal range of operations of the Police Department are addressed in a proposed directive.
 - 4. FINALIZATION: When all Staff Review comments have been returned, the Accreditation Manager will coordinate finalization of the directive and forward a formatted original to the Chief of Police for review.
- E. REVIEWS OF EXISTING DIRECTIVES: Any Department member can request review and revision of a written directive. The request should be forwarded, via chain of command, to the Accreditation Manager. It should include details of what changes are needed and why. The Accreditation Manager will review the directive and initiate changes as necessary or may submit it to the written directive Review Committee. Review requests can result in a

range of actions from taking no action to amending or rescinding a directive, as appropriate. Amending or rescinding a directive requires approval by the Chief of Police. Directives will be reviewed as follows.

1. Directives carrying an automatic review and revision requirement will be reviewed as specified.
 2. The Accreditation Manager will initiate a review of any or all directives as needed.
 - a. The procedure will generally follow that for staff review of a new directive.
 - b. The choice of limited or full staff review, for revisions, will be at the discretion of the Accreditation Manager, depending on the nature and extent of the changes. The Accreditation Manager will also review directives at the direction of the Chief of Police.
 - c. The Accreditation Manager will archive all amended or rescinded directives.
- F. **RESCINDING DIRECTIVES:** Directives will be rescinded via a memorandum from the Chief of Police giving notice the directive is no longer in effect and instructing personnel with hard copy manuals to remove it from their manuals.
- G. **APPROVAL BY CHIEF OF POLICE:** The Chief of Police will approve all new and revised directives with a signature on the header, and then forward it to the Accreditation Manager for dissemination.
- H. **DISSEMINATION:** The Accreditation Manager will utilize the electronic directive written directive system to disseminate all new and revised directives. Employees shall be required to acknowledge their receipt and understanding of each disseminated directive using the electronic system within 30 days of the dissemination date.
1. **TRAINING AND DOCUMENTATION OF RECEIPT:** Supervisors shall provide any necessary clarification and familiarization. Supervisors are responsible for ensuring their subordinates acknowledge their receipt and understanding of each disseminated directive using the electronic system.
 2. **DISSEMINATION FORMAT:** New or newly-amended directives shall be disseminated to all affected personnel electronically. Hard copies will be sent to the division/unit supervisor each location outlined in this directive.
 3. **NEW EMPLOYEES:** Supervisors will ensure that all new personnel are thoroughly briefed on the written directives system during orientation and training. Supervisors will also ensure that the employee's training includes directives applicable to his or her position.
- I. **CHANGE NOTICES:** Quarterly or as needed, the Accreditation Manager will produce a change notice listing all directives issued or rescinded since the last change notice. Personnel responsible for hard copy manuals will ensure their manuals have been updated consistent with the change notice. The change notice may include other information, such as training bulletins issued during that time

J. **WRITTEN DIRECTIVES ARCHIVES:** The Accreditation Manager will maintain archives for all individual directives. The archives will include, as appropriate:

1. Original proposed drafts;
2. Staff Review material;
3. Revised copies, if needed, of the original draft;
4. Correspondence related to a new or revised directive, including but not limited to emails, Blue Teams, etc.;
5. The original signed directive; and
6. Written directive dissemination records signed and dated, for all directives disseminated prior to the installation of the electronic dissemination system.

K. **PROOF OF COMPLIANCE:** No directive without substance shall be adopted by this agency. Directives must be supported by documentation and/or an identifiable action(s) that would serve to prove compliance with the intent of the directive. A sampling of all proofs of compliance shall be submitted to the Accreditation Manager upon request.

8. **WRITTEN DIRECTIVE REVIEW COMMITTEE:** The Written Directive Review Committee should review all written directives annually.

A. **COMPOSITION:**

1. **CHAIRMAN:** The committee chairman will be appointed by the Chief of Police or his designee.
2. **COMMITTEE MEMBERS:** The committee shall be comprised of the Accreditation Manager and three (3) Lieutenants who shall be appointed by the Chief of Police or his designee.
3. **SUBJECT MATTER EXPERTS:** Subject matter experts may be asked to attend when deemed appropriate by any committee member.
4. **OTHER:** The Chief of Police or designee may include additional personnel as deemed necessary.

B. **APPOINTMENTS:** Supervisors assigned to the Written Directive Review Committee may typically serve on the committee for one year. The goal will be to effectively utilize available Lieutenants by circulating them onto the committee in a staggered time frame. This time limit is subject to change at the discretion of the Chief of Police.

C. **MEETINGS**

1. The Written Directive Review Committee should meet twice monthly, or as scheduled

by the committee chairman to review directives.

2. Prior to each meeting, the Chairman will send an email notification to all department employees advising the following:
 - a. Date, time, and location of each meeting; and
 - b. A list of directives scheduled for review to solicit input regarding the directives on the list.

NOTE: All input must be submitted through email or Blue Team to the Accreditation Manager for documentation purposes.

3. If a Committee Member is unable to attend the meeting, he/she will notify the other members of the committee. The Committee Member will also advise which designee is expected to attend in his/her absence. The designee must be a ranking member.
- D. REPORTING: The Chairman of the Written Directive Review Committee will forward all items discussed, decision, and committee recommendations to the Accreditation Manager for the approval procedures outlined in this directive.
- E. INTENT: The intent of the Written Directive Committee is to provide an assurance of review of department policies. All requests for review, command staff review, revision, update, clarification, rescinding, or creation of a policy will continue to be sent to the Accreditation Manager.