

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number LEG-007
	Subject New and Revised Regulations, Rules, and Standard Operating Procedures	
	Special Instructions Replaces HMR-034 dated March 1, 2015	Effective Date April 4, 2024

I. PURPOSE

Establish guidelines for processing, implementing and distributing Department regulations, rules, and standard operating procedures commonly referred to as Department directives.

II. POLICY

Department directives are a matter of public record and shall be used to guide the actions of the Department and its employees. All employees shall adhere to all published regulations, rules, and standard operating procedures.

III. DEFINITIONS

A. **POLICY MEMO** –A written statement, by a proper authority, of a course or method of action to be taken by personnel.

B. **STANDARD OPERATING PROCEDURE (SOP)** – Statement of methods outlining the way policies of the Department are to be accomplished. Such procedures are issued by the Superintendent and shall not conflict with any statute, regulation, rule, or Board policy.

C. **REGULATION** – Directives or orders that define principles, values, or behaviors prescribed by the Superintendent and adopted by the Board for the government of the Department.

D. **RULE** – Orders of the Superintendent which govern management and administration or prescribe the conduct and actions of Department personnel.

IV. PROCEDURE

A. Any employee may submit proposals for new or revised directives. All proposals shall be submitted, in writing, through channels, to the Legal Office for review.

B. All directives shall be reviewed biennially by the appropriate AC/S, Major Subordinate, division, or section commander to determine if they should be deleted, revised, or continued in their current form.

C. All new and existing directives shall be:

1. Reviewed for content, form, format and consistency with existing Department directives and policies by the appropriate division;

2. The draft or revised policy shall be forwarded to and reviewed by the Legal Office and if necessary returned to the applicable commander for further review;

3. Following, Legal Office approval, the policy will be routed for final approval by the appropriate Division and then submitted to the appropriate AC/S and Colonel for final review;

4. All SOPs shall become effective upon the Superintendent's approval.

5. All rules and regulations shall be approved by the Superintendent prior to being presented to the State Police Board during their next regular meeting for final review and approval.

D. Two (2) Year reviews – May be sent out three (3) months prior to or after the two (2) year due date.

E. Upon final approval, all new and revised directives shall be published on PowerDMS, which shall be used as the official source of Department directives. Prior SOPs, Rules, Regulations shall be archived in PowerDMS for retention.

F. Employees shall review and sign-off on all applicable Rules, Regulations, SOPs, and/or Directives related to their duties and responsibilities.

G. All commanders are responsible to ensure personnel under their command (permanent and TDY) review and sign-off on all policies.

H. All employees shall be responsible for complying with all published Department directives and directive memos; unless, otherwise exempted by the Superintendent.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.