

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-034
	Subject New and Revised Regulations, Rules, and Standard Operating Procedures	
	Special Instructions Replaces CIU-005 dated August 10, 2011	Effective Date March 1, 2015

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. **STANDARD OPERATING PROCEDURE (SOP)** – A statement of methods that outlines the implementation of a Department policy. SOPs are issued by the authority of the Superintendent.

B. **REGULATION** – A directive that defines required principles, values, or behaviors that are issued by the Superintendent subject to the approval of the State Police Board.

C. **RULE** – A directive that defines a course of action to be taken that is issued by the Superintendent, subject to the approval of the State Police Board. Those rules that affect persons other than active employees are promulgated in the Indiana Administrative Code.

D. **DIRECTIVE (POLICY) MEMO** – An order (in memo form) issued by proper authority, and therefore, a general reference to any regulation, rule, or standard operating procedure.

IV. PROCEDURE

A. Any employee may submit proposals for new or revised directives. All proposals shall be submitted, in writing, through channels, to the appropriate major subordinate commander (MSC) or assistant chief of staff (AC/S) for review.

B. All directives shall be reviewed biennially by the appropriate AC/S, MSC, 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 SOP Management (SOPM) Officer;

2. Upon approval and as needed, a draft policy may be forwarded to and reviewed by the Legal Office, the Primary Staff, and if necessary returned to the applicable commander for further review;
3. Upon approval, the draft shall be forwarded to the Superintendent for review; and
4. Upon the Superintendent's approval:
 - a. All SOPs shall become effective, and
 - b. All rules and regulations shall be prepared and presented to the State Police Board during their regular meeting for final review and approval.
- D. When required, the Legal Office shall be responsible for overseeing and conducting the Promulgation process for the revision of rules or regulations that directly affect persons outside the agency.
- E. Two (2) Year reviews – May be sent out three (3) months prior to or after the two (2) year due date.
- F. Upon final approval, all new and revised directives shall be published on SharePoint (Directives and Manuals section) which shall be used as the official source of Department directives.
- G. All commanders are responsible to ensure personnel under their command (permanent and TDY) are made aware of new or revised directives as they are published.
- H. All employees who have supervisory responsibilities shall have electronic access to the Directives Manual. Paper copies should not be maintained.
- I. All employees shall be responsible for complying with all published Department directives and directive memos; unless, otherwise exempted by the Superintendent.
- J. Final publication of all rules, regulations, and SOPs shall be done in a PDF format. All requests for copies, from outside of law enforcement, shall also be fulfilled using the PDF format.
- K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.