P.O. 103 Written Directives			
Effective From:	7-20-2026	Effective To:	Current

P.O. 103 – Written Directives

1. POLICY
   i) It is the policy of the Louisiana State Police to maintain a standardized written directive system.
2. PURPOSE
   i) To establish clear definitions, authority, guidelines, and responsibilities for the creation, approval, distribution, and archiving of written directives.
3. DEFINITIONS
   i) Archive – To store a directive for long-term retention while removing it from active use.
   ii) Index – The method used to name and organize directives so they can be easily found and referenced.
   iii) Operational Memo – A written communication issued to provide immediate notification, guidance, or directives, or to address other topics of general interest to Department personnel.
   iv) Policy and Procedure Management System – The official electronic platform used to create, approve, publish, track, and archive written directives and related documents.
   v) Procedural Order – A directive issued by the Superintendent that establishes mandatory policies, standards, requirements, processes, or methods governing the performance of duties, the conduct of operations, or the administration of programs.
   vi) Troop/Section Manual – A compilation of localized procedures, guidelines, and reference materials specific to a troop, section, or unit. The manual may establish requirements that are more restrictive than those contained in procedural orders, but not less restrictive.
   vii) Written Directive – Any formal, authorized document issued by the Superintendent or under authority delegated by the Superintendent that establishes policy, procedure, rules, or guidance for organizational operations.
4. THE WRITTEN DIRECTIVE SYSTEM
   i) The Superintendent has the sole authority to issue, modify, and approve Departmental Procedural Orders. Supplemental directives, such as Operational Memos, troop-level manuals, or section-specific procedures, may be issued by individuals acting under authority delegated by the Superintendent to those in their command; however, these supplemental directives shall not supersede, amend, or conflict with Departmental written directives unless specifically approved by the Superintendent.
   ii) It shall be the responsibility of the Research Unit to:
      a) Act as the official custodian of the system.
      b) Oversee the administration of the Department's written directives.
      c) Maintain the integrity of the system by indexing, purging, archiving, updating, and revising existing directives.
      d) Maintain an electronic version of the Department's policies and procedures.
      e) Screen and have all directives approved prior to their implementation and distribution.
      f) Advise the Superintendent, staff, and field units on matters of policy formulation.
   iii) All proposals for new written directives, revisions to current written directives, or to archive a current written directive shall be forwarded through the officer's chain-of-command to the Commander of Operational Development for review. The Commander of Operational Development shall forward the proposal up the chain-of-command for approval prior to implementation.
   iv) The Research Unit will annually reevaluate policies and procedures to ensure Departmental practices remain consistent with approved written directives. When discrepancies are

identified, contact will be made with the personnel responsible for determining if revision or archiving of the written directive is merited.

5. DISTRIBUTION OF WRITTEN DIRECTIVES
   i) The Louisiana State Police policies and procedures shall be published in the Department's Policy and Procedure management system. The Commander of Operational Development shall ensure that current policies and procedures are published.
   ii) The Commander of Operational Development shall distribute written directives, through the policy and procedure management system, at the direction of the Superintendent.
   iii) Notice of changes to written directives shall be generated through the policy and procedure management system and forwarded to all personnel through departmental email.
   iv) Troop/Section Commanders shall ensure that personnel under their authority acknowledge receipt of all new or revised written directives.
   v) Written directives issued by the Superintendent shall remain valid until they are canceled, revised, or repealed.
6. OPERATIONAL MANUAL/SECTION POLICY
   i) Each Troop/Section Commander shall ensure a section-specific operational manual/section policy is completed. The operational manual/section policy should cover any additional and specific policies under their command. However, it shall not supersede the LSP Policies and Procedural Orders.
   ii) Each Troop/Section Commander shall ensure an annual evaluation of their operational manual/section policy is conducted.
7. PROCEDURAL ORDER FORMATTING
   i) All Procedural Orders shall be prepared using Times New Roman font, size 12, with single line spacing throughout the document. Consistent formatting shall be maintained to ensure readability, uniformity, and professional presentation.
   ii) All sections and paragraphs within the Procedural Order shall follow the standardized indentation and numbering structure outlined below. This format shall be applied consistently throughout the entire document:

> *P.O. 000 – Title of Policy*
> 1. TITLE OF SECTION
> i) First Topic
> a) Guidelines for that topic
> 1) List within those guidelines
> (a) Further breakdown

8. INDEXING AND ARCHIVING WRITTEN DIRECTIVES
   i) Procedural Orders are indexed using a numeric system that groups directives by major functional area. The first digit(s) identify the section, and the remaining digits identify the specific procedural order.
   ii) Operational Memos are grouped by the year in which they are issued. They are then indexed using a numeric system in which the prefix identifies the issuing authority (e.g., HQ-1), and the remaining digits identify the specific memo.
   iii) All Departmental Written Directives shall be archived electronically within the Department's Policy and Procedure management system to ensure secure storage, version control, and long-term accessibility. Archived directives are retained in accordance with established records retention requirements and remain available for reference, audit, and accreditation purposes.
   iv) Supplemental written directives issued at the troop or section level shall be archived within that troop or section.