

P.O. 103 Written Directives

Effective From:	05-24-2018	Effective To:	Current
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C. P.O. 103 - Written Directives

1. THE WRITTEN DIRECTIVE SYSTEM

- i) The Superintendent has the sole authority to issue, modify and approve Departmental written directives.
- 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 Department written directives.
 - c) Maintain the integrity of the system by indexing, purging, updating and revising existing directives.
 - d) Maintain an electronic version of the Department's Policy and Procedural Order Manual.
 - e) Screen and have approved all directives 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 purge 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 periodically reevaluate the Policy and Procedural Order Manual to ensure Departmental practices remain consistent with approved policy. When discrepancies are identified, contact will be made with the personnel responsible for determining if revision or purging of the policy is merited.

2. DISTRIBUTION OF WRITTEN DIRECTIVES

- i) The Louisiana State Police Policy and Procedural Order Manual shall be posted in the department's Policy and Procedure management website, Power DMS. The Commander of Operational Development shall ensure that current policies and procedures are posted.
- ii) The Commander of Operational Development shall distribute written directives, through the Power DMS system, at the direction of the Superintendent.
- iii) Notice of changes to written directives shall be generated through the Power DMS system and forwarded to all personnel through departmental email.
- iv) Troop / Section Commanders shall ensure that personnel under their authority receive notice and 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- v) Written directives issued by the Superintendent shall remain valid until they are canceled, revised or repealed.

3. 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 Policy and Procedural Order Manual.
- ii) Each Troop / Section Commander shall ensure an annual evaluation of their operational manual / section policy is conducted.