



**Chapter:** Department Policies, Procedures, and Directives  
**Subject:** 01-01 - Written Directive System  
**Effective:** October 11, 2023  
**Supersedes:** Official Order 01-01, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** To establish the written directive system for the Michigan State Police and to establish certain member responsibilities.

#### 01-01-1 PREAMBLE AND AUTHORITY

Public Act 59 of 1935, as amended, vests with the Director of the Department of State Police the obligation and authority to establish rules and regulations for the direction, control, discipline, and conduct of members of the department, and for the efficient operation of the department. By virtue of that authority and in accordance with Civil Service Rules and Regulations, the department's rules and regulations are prescribed and established through the system of written directives described in this Order and shall govern the administration of the department and the conduct of its members.

These rules and regulations shall be followed except under circumstances or in situations deemed by the Director to be in the best interest of the department to do otherwise.

These rules and regulations are intended for the guidance of members so they may be informed of the operations of their department, their responsibilities, and the code of ethics they are expected to observe. Therefore, each member is directed to read and become familiar with these rules and regulations.

In establishing such rules and regulations, it is impossible to anticipate every possible situation; however, the lack of a rule or regulation shall not lessen the requirement that personal conduct shall be at all times well within the bounds of propriety and that discretion and good judgment shall be exercised in the performance of duty.

Members may be subject to discipline for violation of any of these rules and regulations or other directive lawfully issued by department authorities.

Members must remember to fulfill the trust that has been placed in them to serve the people well and faithfully. It is both our privilege and obligation to carry on the fine traditions that have won esteem and prestige for the Michigan Department of State Police and have made the organization a symbol of service.

#### 01-01-2 RESPONSIBILITIES OF COMMANDERS

In accordance with the general responsibilities of commanders as outlined in the rules and regulations, commanders are responsible for ensuring that members of their command read and have an opportunity to request explanation of these rules and regulations.

**01-01-3 RESPONSIBILITIES OF MEMBERS**

- A. Members have the responsibility of knowing and understanding these rules and regulations. It is the responsibility of members to obtain the assistance of their immediate supervisor in the interpretation of any section that is not thoroughly understood.
- B. Members shall comply with all written directives described in this Order, as well as all lawful directives issued by department authorities, unless superseded by applicable Civil Service rule or collective bargaining agreement.
- C. Members who transfer from one work unit to another are responsible for knowing and complying with the work unit policies and procedures of their new work unit.
- D. Members shall review Official Correspondence each workday to ensure they are aware of new or revised written directives and other posted matters. When new or revised written directives are posted, members shall review them and successfully complete any related comprehension tests.

**01-01-4 SYSTEM OF WRITTEN DIRECTIVES**

As described in the preamble, the department's rules and regulations shall be embodied in a formal written directive system. The department's written directive system shall consist of Official Orders, Procedure Manuals, work unit policies and procedures, and temporary department policies.

- A. Official Orders
  - (1) Official Orders document all permanent department policies. An Official Order may also include mandatory procedures related to the subject of the Order.
  - (2) Official Orders shall be published in a format developed by the Transparency and Accountability Division and approved by the Director.
  - (3) Official Orders are valid from the date of publication until rescinded or revised.
- B. Procedure Manuals
  - (1) Procedure Manuals document operational procedures or guidelines to be followed by members in carrying out tasks or processes. The following shall be published in a Procedure Manual:
    - a. Permanent department-wide procedures that support or supplement Official Orders.
    - b. Operational procedures established by a work unit that are intended to be adhered to by members outside of that work unit.
    - c. Internal department procedures and processes having a direct impact on external persons or organizations doing business with the department.
    - d. Training manuals developed by the department.
    - e. Department or work unit procedures designed or intended for publication outside the department.
  - (2) Procedure Manuals shall be published in a format developed by the Transparency and Accountability Division and approved by the Director.

- (3) Procedure Manuals are valid from the date of publication until rescinded or revised.
- (4) Documents or publications intended solely as reference material are not required to be published as a Procedure Manual.

C. Work Unit Policies and Procedures

- (1) Work unit policies and procedures are policies, procedures, and rules that are promulgated and published by a commander of a bureau, office, district, division, section, or post, and that govern only members of the promulgating commander's work unit.
- (2) Work unit policies and procedures shall not conflict with department written directives, Civil Service Rules, or collective bargaining agreements.
- (3) Work unit policies and procedures shall be approved by the promulgating commander's supervisor prior to publication.
- (4) Work unit policies and procedures shall be published using Memorandum Stationary, UD-040, unless an alternate format has been approved by the bureau commander.
- (5) Work unit policies and procedures shall be valid from the date of publication until rescinded or revised. Such policies and procedures shall remain in effect after a change in command unless rescinded or revised by the new commander.
- (6) This section shall not be construed as requiring a work unit commander to publish any policy or procedure not otherwise required by a department written directive, nor shall it be construed as limiting a commander's authority to direct members of their worksites without a published policy or procedure.

D. Temporary Department Policies

- (1) Temporary department policies are those policies and procedures that require publication on short notice or that are not permanent.
- (2) Temporary department policies may be published by the commander of a bureau, office, or division, subject to approval of the Director.
- (3) Temporary department policies shall be published using Memorandum Stationary, UD-040.
- (4) Temporary department policies are valid for two years from the date of publication, unless rescinded or revised, or until a date less than two years if an earlier expiration is specified in the policy.

**01-01-5 NOTICE AND PUBLICATION**

- A. Members shall be notified of new, rescinded, or revised Official Orders, Procedure Manuals, temporary department policies, and bureau-level work unit policies and procedures through Official Correspondence. Commanders promulgating work unit policies and procedures at other levels shall notify their work units by email.
- B. Except as otherwise noted in this Order, all Official Orders, Procedure Manuals, temporary department policies, and work unit policies and procedures shall be published in the department's electronic document management system maintained by the Transparency and Accountability Division.

- C. Work unit policies and procedures promulgated by the Forensic Science Division and the Biometrics and Identification Division are not required to be maintained in the department's document management system as long as their work unit policies and procedures are maintained in the software used for laboratory accreditation.

#### **01-01-6 CONTENT CONTROL, REVISION, AND APPROVAL**

##### A. General

- (1) The Transparency and Accountability Division shall publish and maintain a Procedure Manual to provide guidance to members responsible for developing or reviewing written directives.

##### B. Official Orders and Procedure Manuals

- (1) The Transparency and Accountability Division, under general direction of the chief of staff, shall have overall responsibility for the format, structure, content, and maintenance of all Official Orders and Procedure Manuals, and shall be responsible for presenting new and revised Official Orders and Procedure Manuals to the Director for approval.
- (2) Except for this Order, each Official Order or Procedure Manual shall list one or more bureaus, offices, or divisions responsible for review and revision. Such divisions shall work in conjunction with the Transparency and Accountability Division to complete annual reviews and revisions, and other revisions as necessary.
- (3) Except for this Order, all Official Orders and Procedure Manuals shall be reviewed and revised as needed at least once per year. Annual reviews and revisions shall occur within one year of the most recent effective date of the Official Order or Procedure Manual being reviewed.

##### C. Temporary Department Policies

- (1) Bureau, office, and division commanders who publish a temporary department policy are responsible for its content and shall ensure such policies are revised or rescinded if necessary.
- (2) In cases in which a temporary policy must become a permanent policy or procedure, commanders responsible for the policy shall work with the Transparency and Accountability Division to ensure incorporation into an Official Order or Procedure Manual prior to expiration of the temporary policy.

##### D. Work Unit Policies and Procedures

- (1) Work unit commanders are responsible for the content of the published policies and procedures for their work units.
- (2) Work unit commanders shall review their policies and procedures at least annually and shall review existing policies and procedures upon assuming permanent command of a work unit.
- (3) Work unit commanders are not required to republish policies and procedures they determine will be unchanged after reviews required by this section.

DIRECTOR

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**Annual Review Responsibility:** Transparency and Accountability Division

**Accreditation Standards:** CALEA 12.2.1 and 12.2.2