

PROCEDURE MANUAL

01-01



MICHIGAN STATE POLICE

Written Directive System

Purpose: This manual provides direction on the structure of department written directives, when they are required, and the process of revision.

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Definitions:

Written Directive System: Official Orders, Procedure Manuals, work unit policies and procedures, and temporary department policies.

PowerDMS: A secure cloud-based platform to access, manage, distribute, and track department policies and procedures.

Work Unit: A work unit is a grouping of members that, either permanently or temporarily, contribute to a responsibility within the department.

Section 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 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.

Section 2: Written Directive System, Official Orders, and Procedure Manuals

2.1 Written Directive System

- a. All permanent department policies and procedures shall be published in an Official Order or a Procedure Manual, as defined in Official Order 01-01 – Written Directive System. Commanders who originate new policies or procedures intended to be permanent shall provide the directive to the Transparency and Accountability Division (TAD) to be published following the approval workflow outlined in Section 4 of this Procedure Manual.
- b. Each Official Order and Procedure Manual shall list the work unit responsible for its content.
- c. Official Orders and Procedure Manuals shall be published in the format developed by the Transparency and Accountability Division, outlined in Sections 5 and 6 of this Procedure Manual.
- d. Official Orders and Procedure Manuals are valid from the date of publication until rescinded or revised.

2.2 Official Orders

- a. Official Orders establish official department policy that is permanent in nature.
 - i. Members shall adhere to the Official Orders throughout the course of their duties and follow all applicable policies and procedures provided by the Official Orders.

- ii. Statutes may be referenced in an Order when necessary. Michigan Compiled Laws are continuously revised. Therefore, statutory language should not be quoted verbatim in an Order.
- b. All Official Orders shall be published in PowerDMS and organized by the chapter that addresses the policy matter.
- c. The Transparency and Accountability Division shall keep the Orders complete and accessible for reference by all members.
- d. Historical Official Orders shall be archived within PowerDMS. If questions arise regarding current or past policies, the Transparency and Accountability Division may be contacted for assistance.

2.3 Procedure Manuals

- a. Procedure Manuals document operational procedures or guidelines to be followed by members in carrying out tasks or processes.
 - i. Members shall adhere to the directives provided in all procedure manuals throughout the course of their duties and follow all policies provided by corresponding Official Orders.

2.4 Citing Official Orders and Procedure Manuals

When referencing either an Official Order or a Procedure Manual, members shall use the respective formats listed below.

- a. Official Orders shall be cited as follows:
 - i. “Official Order” abbreviated to “OO,” followed by the appropriate chapter number, hyphenated with the order number, hyphenated with the title.

Note: For numbers with a single digit value, a zero will be used as a place holder. A space shall be used on either side of the hyphen between the order number and title.
 - ii. For example, the first order number in Chapter 01 would be cited as “OO 01-01 – Written Directive System.”
- b. Procedure Manuals shall be cited as follows:
 - i. “Procedure Manual” abbreviated to “PM,” followed by the appropriate chapter number, hyphenated with the order number, hyphenated with the title.

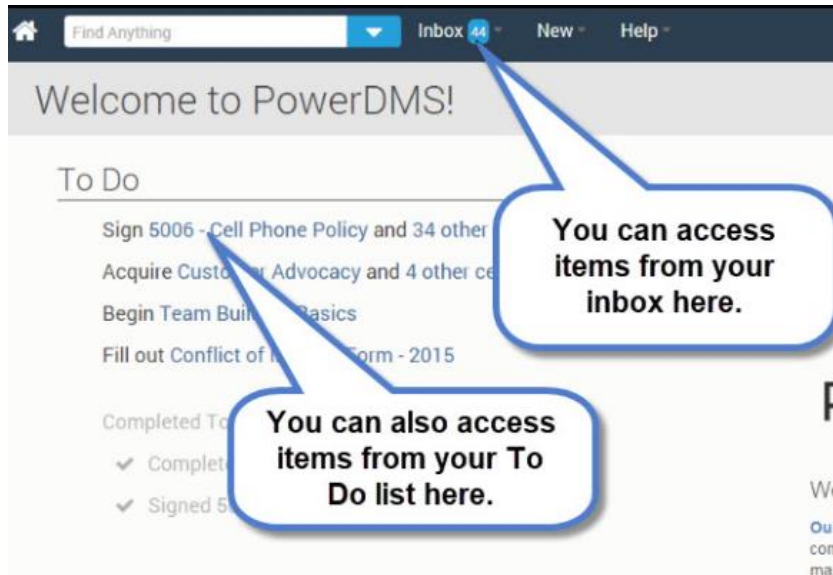
Note: For numbers with a single digit value, a zero will be used as a place holder. A space shall be used on either side of the hyphen between the order number and title.
 - ii. For example, first manual in Chapter 01 (this manual) would be cited as “PM 01-01 – Written Directive System.”

Section 3: Member Review and Comprehension Tests

3.1 PowerDMS

Official Orders and Procedure Manuals will be published and accessed using PowerDMS.

- a. When an Official Order or Procedure Manual requires member review, notification will be posted on Official Correspondence. Members shall then access PowerDMS and review their dashboard for any items requiring attention. These items will be displayed in the inbox or “To Do” section as displayed in the image below.



- b. PowerDMS will be accessible to members through the Michigan State Police Intranet, as well as through the PowerDMS mobile application on department issued devices.
- c. Should a member be unable to access PowerDMS due to a system failure or other reason, the member shall remain responsible for adherence to all written directives.

3.2 Member Review and Signatures

- a. Members will be required to immediately review and comply with new or revised written directives according to the assigned effective date. Members must sign and acknowledge written directives within their first work day following the effective date.
- b. Members shall provide an electronic signature following their review of the written directive, acknowledging receipt and understanding. This applies to all new members upon hire.

Enter your Username and Password in the spaces provided below. The entry of your Username indicates that you have read and understood this document.

Username	Password
<input type="text"/>	<input type="password"/>
<input type="button" value="Sign"/>	<input type="button" value="Cancel"/>

- i. Revised written directives will display with an option to compare to the previously published version. Changes, additions, and removal of content will be highlighted for ease of identification.

- c. Members are responsible for reading each written directive and obtaining clarification, if needed, from their supervisor for any portion that is not understood. If additional clarification is needed, members may contact the Transparency and Accountability Division.
- d. A PowerDMS audit will be conducted monthly by the Planning, Research, and Accreditation (PRA) Section to ensure that all members have read and acknowledged assigned policies in PowerDMS by providing their electronic signature within PowerDMS.
- e. Failure to provide an electronic signature on a Written Directive, as described in Section 3.2, is a violation of the code of conduct and may result in discipline.

3.3 Comprehension Testing

Written directives may be accompanied by comprehension tests to check for understanding and reinforce core concepts present in directives.

- a. Comprehension tests must be passed prior to members providing their signature.
- b. In the event a member is unable to pass a comprehension test on a written directive, they may be subject to remedial instruction before they can resume normal duties.

Section 4: Official Order Format

4.1 Official Order Format

Each Official Order shall be composed and organized in outline format with subject headings.

- a. Tabs shall be set every 0.3 inches.
- b. The numbering of the outline shall begin with a header, followed by capital A., followed by a number (1) in parentheses, followed by a lower-case a., followed by a Roman numeral i., followed by a number 1) with a single parenthesis, followed by a 1) with a single parenthesis, as is shown in the following example:

Header

A.

B.

(1)

a.

i.

1)

Section 5: Procedure Manual Format

5.1 Procedure Manual Format

Each Procedure Manual shall be composed and organized in outline format.

- a. Section heading beginning at 0.0-inch indentation from the left margin, followed by .25-inch indentation, followed by .75-inch indentation, ending in 1.25-inch indentation.
- b. The numbering of the outline begins with a section title with the first and all sub-sections definitively below at the 0.0-inch indentation, followed by a lower-case a., followed by a lower-

case i., followed by a number 1, followed by a lower-case a with a single parenthesis, as shown in the following example:

Section 1: (Section Title)

1.1 (Sub-section Title)

- a.
- b.
- c.
 - i.
 - ii.
 - 1.
 - a)

Section 6: Review Process, Requests and Approvals

6.1 Review of Written Directives

All Official Orders and Procedures Manuals shall be reviewed a minimum of once annually to ensure the content accurately reflects current state statute, federal code, appellate court decision, best practices, training standards, and department policy.

All commanders are encouraged to regularly review those directives they are responsible for and contact the Transparency and Accountability Division to request a workflow be initiated when changes are necessary.

6.2 Official Order Workflow and Approval Process – Annual Review

- a. The annual review process will be coordinated and initiated by the Planning, Research, and Accreditation (PRA) Section. The PRA Section will research proposed changes and submit revised directives for review and discussion to the appropriate subject matter experts and commanders with authority over the directive.
- b. All review and revision will be completed through PowerDMS through a workflow, coordinated by the PRA Section.
 - i. The current published document will remain visible to members, with a draft version created for review.
 - ii. Required changes or comments shall be noted in the discussion section of PowerDMS, not to the document itself. All changes will be made by the PRA Section throughout the process.
 - iii. The document may be sent to a single member, multiple members, or entire worksites at each step of the workflow. This allows all parties to collaborate simultaneously with a single working document.
 - iv. Members with revision responsibilities will be notified in their PowerDMS dashboard that a workflow requires action.
- c. As an Official Order meets the annual review date, the following standard workflow shall begin:

PRA Section Manager

Subject Matter Expert

Bureau Command

Legal Review

Union(s) and Human Resources (HR) Review Group/TAD Commander/PRA Section Manager

- i. If a policy change is made during the process, the appropriate union representative(s) will be added into the workflow along with HR. The union representative(s) will be provided an opportunity to review the draft document based on the timeline established in current union contracts.

PRA Section Manager

TAD Commander

Director's Office Review

- i. The TAD Commander is responsible for presenting new or revised Official Orders to the Director and Leadership Team for final approval.
- d. Members will have a specified timeframe from the start of the workflow to complete the review and provide feedback, if necessary.
- e. Once approved, notice will be published through Official Correspondence using Memorandum Stationary, UD-040. The Official Order will be assigned in PowerDMS to members and posted to the Internet, if applicable. With this same step, the previous Official Order version will be archived.

6.3 Official Order Workflow and Approval Process – Necessary Revisions

- a. In the event an Official Order requires change prior to the annual review cycle, the PRA Section shall be notified through email at MSP-Written-Directives@michigan.gov. Once the notice for revision is received, the process outlined in Section 6.2 will be followed.
- b. Minor changes, not impacting policy, may be made by the PRA Section without completing the review workflow process.

6.4 Procedure Manual Workflow and Approval Process – Annual Review

- a. The annual review process will be coordinated and initiated by the PRA Section.
- b. All review and revision will be completed through PowerDMS through a workflow, coordinated by the PRA Section.
 - i. The current published document will remain visible to members, with a draft version created for review.
 - ii. Required changes or comments shall be noted in the discussion section of PowerDMS, not to the document itself. All changes will be made by the PRA Section throughout the process.

- iii. The document may be sent to a single member, multiple members, or entire worksites at each step of the workflow. This allows all parties to collaborate simultaneously with a single working document.
 - iv. Members with revision responsibilities will be notified in their PowerDMS dashboard that a workflow requires action.
- c. As a Procedure Manual meets the annual review date, the following standard workflow shall begin:
 - PRA Section Manager
 - Subject Matter Expert
 - Bureau Command
 - Legal Review
 - Union(s) and Human Resources (HR) Review Group/TAD Commander/PRA Section Manager
 - i. If a policy change is made during the process, the appropriate union representative(s) will be added into the workflow along with HR. The union representative(s) will be provided an opportunity to review the draft document based on the timeline established in current union contracts.
 - PRA Section Manager
 - TAD Commander
 - Director's Office Review
 - i. The TAD Commander is responsible for presenting new or revised Procedure Manuals to the Director and Leadership Team for final approval.
- d. Revision needs must be completed by all parties within 60 calendar days of the workflow being initiated.
- e. Once approved, the Procedure Manual will be published in PowerDMS to members. With this same step, the previous Procedure Manual version will be archived.

6.4 Procedure Manual Workflow and Approval Process – Necessary Revisions

- a. In the event a Procedure Manual requires change outside of the annual review cycle, the PRA Section shall be notified through email at MSP-Written-Directives@michigan.gov. Once the notice for revision is received, the process outlined above will be followed.
- b. Minor changes, not impacting procedure, may be made by the PRA Section without completing the review workflow process.

6.5 Obsolete Written Directives

- a. Upon notification that a written directive is no longer required or has been replaced by another written directive, the directive shall be made obsolete and archived in PowerDMS.
- b. Members should be notified when a directive is made obsolete.

Section 7: Work Unit and Temporary Directives

7.1 Work Unit Policies and Procedures

- a. Any policy or procedure that is intended for a specific work unit shall be published in PowerDMS under the corresponding work unit folder.
 - i. Work unit folders will be created and maintained by the PRA Section.
 - ii. Through PowerDMS, the PRA Section shall ensure that all members assigned to the work unit have access to the work unit folder.
- b. Information contained in a work unit folder shall be specific to that work unit. The following are examples of information that may be included:
 - i. Duties of work unit members.
 - ii. Procedures to follow for specific courts or prosecutors.
 - iii. County officials to contact for given situations.
- c. Items contained in a work unit policy book shall not conflict with department policy or directives and should be consistent across the department.
- d. Work unit policies and procedures promulgated by the Forensic Science Division and the Biometrics and Identification Division are not required to be maintained in PowerDMS as long as their work unit policies and procedures are maintained in the software used for laboratory accreditation.

7.2 Submission of Work Unit Policies and Procedures

- a. The work unit commander will send the approved policy or procedure document to the PRA Section via email at MSP-Written-Directives@michigan.gov.
- b. A member of the PRA Section will upload the document into PowerDMS and assign it to the appropriate work unit folder.
- c. Work unit members shall provide signatures for these policies and procedures, following the same process as outlined in Section 3.2.

7.3 Temporary Directives

- a. Policies and Procedures that are temporary shall be published in PowerDMS in the Temporary Directives folder. Members shall provide signatures for these documents in accordance with Section 3 of this manual.
- b. Official Correspondence containing policy matters or temporary directives shall be approved by the Director or a deputy/office director for dissemination.
- c. Temporary directives shall remain in effect for two years.

Review Responsibility: Director

Accreditation Standards: CALEA 12.2.1 and 12.2.2