



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Written Directives	Policy #	A-24
Effective Date:	September 1, 2023	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	3
MLEAP:	1.04. A B, C, D, E		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. **POLICY:**

The Chief of Police is responsible for the creation, implementation, and administration of the Orono Police Department's policies, procedures, rules, and regulations governing the conduct and activities of all agency employees consistent with federal and state laws, municipal ordinances, and collective bargaining agreements. It shall be the policy of the Orono Police Department to maintain an orderly written directive system to provide consistency in the agency policies, rules, and procedures. The intent of the standard operating procedure is to provide all employees with timely access and training as needed to these standard operating procedures so they may be kept informed of agency rules, regulations, operational procedures, and other relevant guidelines and information.

II. **PURPOSE:**

The purpose of this standard operating procedure is to establish guidelines for the implementation and management of the agency's written directive system and to provide guidance for the issue and control of official correspondence.

III. **WRITTEN DIRECTIVES:**

The Orono Police Department has a formal system of written directives. These directives are intended to establish, modify, or clarify the policies and procedures of the agency and to govern agency activities. The Chief of Police or designee is responsible for indexing, purging, updating, revising, and issuing of department directives. The Chief of Police or designee shall maintain a master file of original material about each directive and shall ensure that each directive is maintained in electronic format using the PowerDMS system.

A. **Standard Operating Procedures:**

The standard operating procedures of the agency serve as the single, all-inclusive source of written directives.

1. **Development and Review**

MLEAP 1.04.A

- A. The Chief of Police or designee is authorized to develop policies and procedures. The Chief of Police has the authority to approve, issue, amend, or rescind any standard operating procedure, rule, or regulation.

- B. When standard operating procedures are being revised, Command Staff review shall ensure that proposed changes are not in conflict with other standard operating procedures or existing law.
- C. A review may be completed by members of the command staff, supervisors, personnel whose function is directly affected by the procedure, and representatives of appropriate employee groups.

2. Format

MLEAP 1.04.A

- A. The Table of Contents and Index, if applicable, shall be updated during the annual review.
- B. The heading on each standard operating procedure shall contain the following information:
 - 1) Standard operating procedure title.
 - 2) Standard operating procedure number.
 - 3) Effective date.
 - 4) Number of pages.
 - 5) Standard operating procedure review date.
 - 6) Distribution.
 - 7) Which, if any, existing standard operating procedures the new standard operating procedure rescinds.
 - 8) Accreditation standard; (when applicable).
 - 9) Name of the issuing Chief of Police.
- C. The body of the standard operating procedure shall generally consist of:
 - 1) A policy statements.
 - 2) A purpose statement.
 - 3) Applicable definitions.
 - 4) Any other information that is specific to the standard operating procedure topic.
 - 5) Any updates to the previous version of the standard operating procedure shall be highlighted.

3. Approval and Dissemination:

MLEAP 1.04.D

All standard operating procedures currently being used and those that may be established in the future shall be construed as standard operating procedures approved and issued under the authority of the current Chief of Police.

- A. A standard operating procedures manual shall be stored in electronic format accessible via PowerDMS.
- B. During their orientation session, all new employees shall be instructed on how to use the computer system to access the electronic version of the standard operating procedures manual via PowerDMS. New employees shall, upon review, electronically sign each standard operating procedure indicating that they have read and acknowledged the standard operating procedure.
- C. Notification of newly issued or revised standard operating procedures shall be disseminated in electronic format to all employees of the agency using the PowerDMS electronic platform. PowerDMS shall provide emailed notifications to users of new standard operating procedures released. All employees shall acknowledge receipt of the new or revised standard operating procedures. Supervisors and Command Staff shall periodically review PowerDMS Dashboard to items that have not been electronically reviewed and signed for. **MLEAP 1.04.E**

D. After receiving notice of an assignment to review of a standard operating procedure, employees shall have fifteen (15) days to review the policy and then provide a required electronic signature upon completion of the review. In some cases, the employee may be required to successfully pass an assigned test on a standard operating procedure through PowerDMS. An electronic signature through PowerDMS indicates receipt and an understanding of the standard operating procedure. **MLEAP 1.04.E**

E. Supervisors shall monitor all newly issued or revised standard operating procedures, ensuring that all personnel under their command are aware of the new written standard operating procedure or change in an existing standard operating procedure.

4. Annual Review and Revisions:

MLEAP 1.04.B and C

- a) The updating of standard operating procedure in accordance with applicable Maine, federal, statutory, and/or case law Each standard operating procedure is to be reviewed as mandated by the Chief of Police and at least every **TWO YEARS** unless otherwise required by an MLEAP Standard or another compliance standard.
- b) In the event a standard operating procedure is not in compliance with current law or agency practices, it shall be revised or eliminated, as deemed appropriate by the Chief of Police.
- c) In the event of revision or elimination of a standard operating procedure, the numerical sequence may change.
- d) If a standard operating procedure is purged, the obsolete standard operating procedure shall be removed from circulation and retained in an archival electronic file for future reference.

B. Administrative Memoranda:

With the approval of the Chief of Police, administrative memoranda shall be issued to announce standard operating procedures regarding a specific circumstance or event using PowerDMS. Administrative memoranda shall be:

1. Applicable only to a specific component or activity of the agency.
2. Policies or procedures that are temporary and self-cancelling after one year from the date of issuance or a date upon which the policy or procedure will become an amendment to an existing standard operating procedure.
3. Distributed in the same manner as standard operating procedures.

C. Personnel Memoranda:

With the authorization of the Chief of Police, personnel memoranda shall be issued to announce the following:

1. The appointment of new personnel.
2. The assignment of transfer of employees from one unit to another.
3. The promotion or demotion of employees from one rank to another.
4. The suspension, dismissal, and/or restoration to the duty of an employee.
5. The resignation or retirement of an employee.

Personnel memoranda may be distributed by in-house memorandum form, email, or in any other form.