

## Pasco Police Department Policy Manual

<b>DIRECTION</b>	<b>Chapter No. 12</b>
<b>Effective Date:</b> 04/01/2018 <b>Revised:</b> 08/29/2021	<b>Reference:</b> <b>Chapter 46 – Critical Incidents &amp; Special Operations</b> <b>PMC 2.10 – City Manager</b>

### 12.1.1 RESPONSIBILITY OF THE CHIEF

The Chief of Police is the Chief Executive Officer of the Pasco Police Department. Through subordinate supervisors, the Chief organizes and directs all activities of the police department. The individual in this position is responsible for protecting life and property through enforcement and prevention activities.

The Chief of Police reports directly to the City Manager (PMC 2.10 – City Manager). The Chief continuously analyzes and evaluates operations and trends to ensure efficiency and adequacy of service. The Chief is responsible for maintaining strict professional standards of performance for all department personnel and ensuring that all employees are properly trained.

### 12.1.2 COMMAND PROTOCOL

The Chief of Police will assign command authority to the Deputy Chief during an anticipated absence. In the event of an unanticipated absence of the Chief of Police, the following sequential order of command shall take place:

1. Deputy Chief
2. Captain

In certain emergency situations, the Chief may be absent from the office without designating an acting Chief. In these circumstances, the Deputy Chief will automatically assume the role.

Certain police situations require personnel of different functions to be engaged in a single operation. In these situations, the senior officer should decide who the incident commander is. During inter-departmental operations, employees of the Pasco Police Department will report directly to the established chain of command. During short-term operations, it is essential that the incident commander be identified to all staff in the operation.

In an Emergency Management Situation (EMS), refer to Chapter 46 – Critical Incidents & Special Operations.

In normal day-to-day operations, employees respond directly to their assigned supervisor.

### 12.1.3 OBEY LAWFUL ORDERS

Employees of the Pasco Police Department are required to obey lawful orders of a supervisor; this includes orders that are relayed from a supervisor through an employee of equal or lesser rank.

If an employee receives conflicting orders, the employee notifies the supervisor giving the second order that the order conflicts with a previous one. If the supervisor issuing the second order still issues the order, the employee obeys the second order; this includes situations when the supervisor giving the second order is lower in rank than the supervisor issuing the first order.

The supervisor issuing the second order is responsible for any problems arising from the conflicting orders.

Employees of the Pasco Police Department are not required to obey unlawful orders. If an employee receives an unlawful order, the employee respectfully informs the supervisor issuing the order that it is unlawful. The employee states that because the order is unlawful, it will not be obeyed. In any subsequent internal investigation, it is the responsibility of the employee who disobeyed the order to demonstrate that the order was unlawful. Employees will not be disciplined in any way for refusing to obey an unlawful order.

#### **12.1.4 FUNCTIONAL COMMUNICATIONS**

Promoting communication and cooperation among all job functions is an important goal of the Pasco Police Department. The department provides a number of resources to enhance communications among different job functions. Employees are encouraged to use applicable methods of communication to ensure that affected members of the department receive information in a timely manner. Procedures that may be used to disseminate information include:

##### **A. Electronic Communications**

Computers are assigned to each employee, and additional terminals are located in the report writing room and police mini stations. Each employee has a personal electronic mail address from which they can send and receive messages. Electronic mail is set up so messages can be distributed to groups of employees; this allows for communication among groups of employees affected by issues. Employees are required to review their electronic mail messages once each workday.

##### **B. Shift Briefing**

Patrol officers are required to attend their shift briefing conducted at the beginning of each scheduled patrol shift. One of the purposes of briefings is to pass on important information. All other employees are invited and encouraged to attend briefings. Detectives often attend these briefings to pass on information about investigations or persons of interest. Briefing information is shared between shifts and updated using an electronic messaging system established for that purpose.

##### **C. Bulletins**

The detective unit regularly distributes bulletins identifying wanted persons or areas of criminal activity.

##### **D. Staff Meetings**

Designated units/sections within the department regularly hold staff meetings to discuss issues that pertain to their particular functions. Additionally, the Command and Supervisory staff meet on a monthly basis to discuss issues of a supervisory nature.

#### **12.2.1 WRITTEN DIRECTIVE SYSTEM**

This policy aims to identify the components of the written directive system and establish authority for implementing new and revised written directives. Written directives are available to all personnel through PowerDMS. All Pasco Police Department personnel are required to sign all revisions, additions, etc., in a timely manner.

The Pasco Police Department written directive system includes:

- Mission, Values and Vision Statements
- Chief of Police Authority
- Personnel Authorized to Issue Written Directives
- Written Directives System Format
- Indexing, Purging, and Revising Directives
- Agency Policies
- Rules and Regulations
- Procedures for Carrying Out Agency Activities
- Procedures for Review of Policies and Procedures

The Chief of Police is vested with the authority to issue, modify, or approve agency written directives. Any of the above written directives may be issued by a command staff member, with the prior approval of the Chief of Police or designee. The Accreditation Specialist maintains the review process for written directives annually to ensure compliance with CALEA and WASPC standards.

**Written Directives Include:**

**A. Policies and Procedures Manuals**

The policies manual establishes the policies, procedures, rules, and regulations of the Pasco Police Department. The procedures manual establishes the standardized process to be followed when completing specific tasks. A description of the manual system includes:

1. Format: The policies are divided into chapters numbered in sequential order. The chapters are generally grouped based on content. The effective date of the policy is clearly labeled in PowerDMS.
2. Updates: Recommendations for policy or procedure changes are directed to Command Staff for review. Major changes in department policy and procedures require command staff review. The Chief of Police or designee approve all changes prior to dissemination to employees.
3. Review: The Command Staff, as directed by the Chief of Police, is responsible for reviewing new or revised policies or procedures for accuracy, indexing, and cross-referencing. At least annually, the Command Staff reviews the policies and procedures manuals to ensure department accuracy and compliance with CALEA and WASPC standards. When standards are revised, the outdated standards are removed from the manual but permanently stored in a designated file.

**B. General Orders**

Are used to implement permanent changes in department policies and procedures or organizational changes. General Orders have reference to the entire department; define policy; direct procedure; state rules and regulations; and result in a change in or addition to the Policy Manual. General Orders are issued by the Chief of Police and are effective indefinitely unless revoked or replaced by another General Order.

**C. Special Orders**

Special orders are used to implement policies or procedures, which are needed to govern an objective or event that is short-term in nature. These orders are canceled at the conclusion of the event or objective that prompted their necessity. An example of a temporary order is the City of Pasco's Water Follies weekend, during which schedules, personnel assignments, and certain job functions are modified for a specific period.

**E. Personnel Orders**

Direct any change in rank, title, or assignment of employees. Examples include:

1. Promotion.
2. Hiring, transfer, suspension, or termination of an employee.
3. Acting assignments to other ranks/positions.
4. Special recognition and awards.

**F. Training Bulletins**

1. Issued by the department's training officer to alert employees to changes in law or administrative changes.
2. Review basic knowledge, procedure and technical issues emerging due to a particular crime problem. Introducing personnel to the change in techniques, procedure, and policies in a particular area.

**12.2.2 DISSEMINATION AND STORAGE OF WRITTEN DIRECTIVES**

**A. Dissemination**

All Pasco Police Department personnel receive a copy of existing, new, and revised written directives through PowerDMS.

**B. Storage**

Each employee can access policy and procedure manuals by logging on to PowerDMS online or through the app on their work phones. The Accreditation Specialist will maintain thumb drives outside of PowerDMS to ensure policies are accessible in case of system inaccessibility. The Chief's Admin will have one available and another placed in the report-writing room for access after business hours.

**C. Acknowledgement**

Upon issuance of new or revised written directives, employees are to review and electronically sign, acknowledging receipt and review of these directives in PowerDMS in a timely manner.

**12.2.3 ACCREDITATION COMPLIANCE**

The Pasco Police Department will develop a system to ensure that applicable reports, reviews, and other activities required by accreditation are completed. The Accreditation Specialist is responsible for the coordination and notification of the system that consists of a matrix that outlines each task and the positions responsible for completing assigned tasks.