


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Written Directive System	<u>SOP Number</u> 1.1.400
Approval Signature 	
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Reviewed/Revised by	Pages 6
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Written Directive System

I. PURPOSE

The purpose of this policy is to define the structure and application of the University of Cincinnati Police Division's (UCPD) written directive system (WDS) and provide employees with a better understanding of its importance, use, and applicability. In addition, this policy will formally document the structure and parts of the written directive system in a manner that will increase its utility and application and provide continuity in its development.

II. POLICY

A written directive system has been established by UCPD to inform employees of what is expected of them in the performance of their duties, to provide guidance to them in performing such duties, and to establish the basis for employee accountability and the means to fairly evaluate employee and unit performance.

III. DEFINITIONS

Written Directives: Written directives are position statements by or authorized through the Police Chief that guide or direct the actions and activities of officers and employees. Directives encompass all means by which this agency communicates instructions, orders, and duty requirements to its members, including policies, procedures, rules, regulations, general orders, memoranda, and instructional materials.

Policies: Policies summarize the department's position on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance primarily designed for use by all members of the division or by more than one operational section.

Procedures: Procedures build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are more detailed instruction on means and methods for carrying out the policy directive and generally draw the boundaries of permissible employee discretion in performing specific tasks or duties.

Rules: As opposed to procedure statements that often provide employee flexibility and discretion, rules are characterized by their inflexibility. Rules define situations where no deviation or exceptions to agency-authorized actions are permitted.

Terms Limiting Officer Discretion: There are three categories of terms used in the written directives of this agency. Personnel responsible for the development of such directives and employees who carry them out shall be aware of the limitations on officer discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.

1. **Judgmental:** The word "may" is used to convey the utmost discretion to employees. "May" indicates that officers should employ their best judgment in addressing a

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- situation by relying on experience, training, the stated mission and values of UCPD, and the general guidance provided in statements of agency policy.
2. **Discouraging:** The word “should” or “should not” is used to convey the agency’s desire for employee actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. Employees are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.
 3. **Restrictive or Prohibitive:** The terms “shall” or “shall not” or “will” or “will not” impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by employees cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in policies, and procedures, and rules.

IV. PROCEDURES

- A. Directives Development and Approval
 1. The Police Chief or their designee retains the authority to modify, revise, rescind, and approve new UCPD policies.
 2. Maintenance of the written directive system is assigned to the Chief of Staff. In coordination with affected bureaus, sections, and units, the Chief of Staff shall be responsible for the organization, review, revision, update, and purging of the agency's electronic policy manual on a continuous basis.
 3. Generally, a Policy and Procedure Review Committee consisting of a cross-section of the UCPD, and appropriate University resources will assist in developing and updating policies and procedures. This committee shall be chaired by the Chief of Staff or his/her designee. Standing committee members include the Chief of Staff, the appropriate Bureau Commander(s), and the Assistant Police Chief. University resources will be requested to serve on subcommittees on an ad hoc basis relative to their subject matter expertise and include appropriate stakeholders, when applicable, regarding policies that affect other institutional departments. For example, a Human Resources representative will be asked to serve on the recruitment and selection policy committee while a member of Counseling and Psychological Services may serve on the mental health response policy committee. The purpose of involving stakeholders in the review process will be to solicit their feedback and recommendations that are applicable to their respective departments and/or area(s) of expertise.
 4. Committees will consult outside resources such as IACP, IACPNET, PERF, and police accreditation organizations to ensure policies adhere to industry best practices. Substantive changes in critical policies will also be reviewed by the Director of Public Safety. The director of Public Safety will consult with the Office of General Counsel as needed as part of the review process. Critical policies include but are not limited to:
 - a. Use of Force
 - b. Bias-Free Policing

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- c. Body Worn Cameras
 - d. Internal Investigations and Complaints
 - e. Recruitment and Selection
 - f. Mental Health Response
 - g. Criminal Trespass Warning
 - h. Crowd Management and Control
 - i. Emergency Operation of Police Vehicles
 - j. Traffic Enforcement
5. Bureau and Unit commanders may, with the approval of the agency Police Chief, issue directives through memoranda or orders that have bearing only on the specific functions or operations of their area(s) of responsibility. Such directives shall be consistent with established agency policy and procedures.
 6. It is the concurrent responsibility of all Division Commanders to ensure that policies, procedures, and other directives affecting their area(s) of responsibility reflect the best practices for the accomplishment of organizational and division activities, duties, and responsibilities. To this end, division commanders and their designees are responsible for ensuring that;
 - a. required development, updates, and refinements of all agency policies and procedures affecting their area(s) of responsibility are identified and that these requirements are forwarded in a timely manner to the Chief of Staff and
 - b. a written explanation and justification of proposed and currently active directives is prepared and kept current. This justification/discussion may include but is not limited to the legal basis and requirements for the policy; reference to and adherence to professional standards or practices, compliance with agency philosophies, directives, standards, and protocols; and related information that supports, explains, and substantiates the policy position.
 7. Development, refinement, and an annual review of UCPD's policies and procedures shall be coordinated by the Chief of Staff. At the direction of the Chief of Police, the Chief of Staff or designee shall initiate a workflow through PowerDMS for the review committee to make recommendations and comments to the command staff and/or group of affected personnel as designated by the Police Chief.
 8. Final drafts of policy and procedure statements and supporting justification documents and personnel comments shall be forwarded to the Police Chief through the PowerDMS workflow for his or her approval or other action.
 9. Approved policies, procedures, and rules shall be distributed in PowerDMS to all personnel and other appropriate members who are required to document that they have received, read, and understand the directive within **thirty (30) days** of its issuance. Where deemed necessary by the Training Unit and approved by the Command Staff, roll call or other training and testing regarding the policy shall be conducted before or concurrently with policy distribution.
 10. On an annual basis, the Chief of Staff will initiate a review of all policies, procedures, and directives. As part of this process, all UCPD policies and procedures will be revised as needed to ensure their applicability and consistency with state law and institutional policy. Review documentation will be maintained in the PowerDMS policy management system. During the review or revision, the designated person or group will be responsible for ensuring the policy complies with

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state law. Additionally, the Chief of Staff will review the UC Public Safety website to ensure that the policies listed are accurate and up to date. The Chief of Staff will report the results of the review to the Chief of Police.

11. A recommendation for purging a UCPD policy can be presented to the Chief by any departmental personnel. Once the Chief receives and approves the request, the approval is sent to the Chief of Staff who will purge and archive the UCPD policy. The Chief of Staff will notify the Chief that the purge and archive has been completed.

B. Organization of Policy and Procedure Statements

Each policy and procedure statement will contain the following information if applicable:

1. Name of the Department, Division or Section
Policy statements will identify the issuing agency.
2. Type of Directive
Directives will be designated as policies, procedures, plans, rules, or memorandum.
3. Subject
Policies, procedures, and rules will be identified by the topic or issue under consideration.
4. Policy Number
The decimal or other number identifies the sequential placement of the policy in the manual. Policy numbers will generally follow the IACLEA standard for which it applies (for example IACLEA standard 1.1.4 Written Directive System UCPD policy 1.1.400 Written Directive System).
5. Effective Date
Indicates the date the policy will be placed in force.
6. Approval
Signature or initials of the Police Chief or other designated departmental executive indicating final approval of the policy.
7. Reference
Provides links to related departmental policies, procedures, rules, forms, or other resources that relate to or have a bearing on understanding and use of the present policy (for example, the "Use of Force" policy may link to the "Use of Force Form").
Number of Pages
The total number of pages contained in the policy statement or rule.
8. Written Directive Format
Each policy and procedure statement will conform to the following format as applicable and provide the indicated type of information and sections:
 - a. Purpose
The policy will be introduced by a succinct (generally one-line) statement concerning what the policy is about and what it is attempting to relate.
 - b. Policy
The policy statement identifies a problem, need, or issue and provides guiding principles for exercising judgment. Rather than providing officers with precise guidance as found in procedures, the policy statement establishes the rationale

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and overall approach to a problem, situation, issue, or concern. As such, it often draws upon the agency's philosophy and values to provide direction.

c. **Definitions**

New or unfamiliar terms or words will be defined. This includes new, uncommon, or unusual terms, expressions, and phrases, to include words or phrases used in law or not generally used in the police profession.

d. **Information**

Additional information related to the written directive if applicable.

e. **Procedures**

Procedures will be included in each policy statement to the degree necessary to provide officers with sufficient guidance to carry out the policy following agency requirements and desires. Procedures provide a method for performing an operation or means for proceeding on a course of action.

10. The written directive sections will generally be formatted as follows:

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11. The font size will be generally Arial 12 and will be written using Microsoft Word.