

<b>Accreditation Standards:</b> <b>12.2.1, 12.2.2; CFA 3.01, 3.02</b>  <b>Revisions: 02/95; 08/97; 06/01; 06/04; 11/06; 10/07; 07/12; 06/13; 02/15; 09/16; 05/17; 07/19</b>  <b>References:</b>	<b>University of Florida Police Department</b>    <b>Department Standards Directive</b>	<b>Responsibility: Administration</b>  <b>Pages: 08</b>  <b>Related Documents: None</b>
<b>TITLE: WRITTEN DIRECTIVES AND OFFICIAL CORRESPONDENCE</b>		

## **1040 Written Directives and Official Correspondence**

**1040.1 Purpose.** The purpose of this directive is to establish the guidelines for the implementation and management of the Department's written directive system, and to provide guidance for the issue and control of official correspondence.

**1040.2 Discussion.** The successful administration, direction, and control of the Department requires that the Chief of Police have an effective and well managed system for the issuance and control of written directives and other official correspondence.

Direction must be consistent, precise and thorough. It must also provide employees with guidance in the day-to-day performance of their assigned duties.

Equally important, the Chief must ensure that information essential to Department operations is properly managed and disseminated in an effective and timely manner.

**1040.3 Policy.** It shall be the policy of the University of Florida Police Department to maintain an orderly written directive system to provide consistency in the Department's policies, rules, and procedures. The intent of this policy is to provide all employees timely access to these directives so they may be kept informed of Departmental rules, regulations, operational procedures, and other relevant guidelines.

Official written correspondence and directives shall conform with applicable Federal and State law, the policies and procedures of the University of Florida Board of Trustees, and the provisions of the current collective bargaining agreements.

Only the Chief has the authority to approve, issue, amend, or rescind any policy, procedure, rule or regulation promulgated by Departmental Standards Directives.

**1040.4 Procedure.** The Department utilizes Standards Directives, Special Orders, and or Memorandums to guide and direct its employees.

- A. Department Standards Directives.** Department Standards Directives are the official written policies, procedures, rules, and regulations adopted for the permanent or long-term guidance of employee behavior and Departmental operations. Once a Department Standards Directive is approved and signed by the Chief, it shall be distributed and training shall be determined. Each

Department Standards Directive shall be assembled (formatted) in accordance with the following guidelines.

**1. Format.**

- a. Header.** The first page shall capture header information in the following order. Note that the header information is found in the first partitioned "box" at the top of the page.
- b. Accreditation Standards.** Located left side. Cite by number the individual standards as listed in the Standards Manual of the Commission on Accreditation for Law Enforcement Agencies Inc. (CALEA), International Association of Campus Law Enforcement Administrators (IACLEA) and the standards for the Commission For Florida Law Enforcement Accreditation (CFA) that are met by the directive. If no CALEA/IACLEA/CFA standard(s) apply, put "None".
- c. Revision:** Located left side. List the revision dates for the directive.
- d. References.** Located left side. List the relevant statutes, ordinances, applicable codes used in this directive.
- e. Type of Directive.** Located in center.
- f. Responsibility.** Located right side. List the Arabic number code assigned to the division or component responsible for drafting, revising, and providing annual review of the directive.

(1) 1000's – Administration

(2) 2000's – Personnel

(3) 3000's – Training

(4) 4000's – Patrol

(5) 5000's – Patrol

(6) 6000's – Investigations

(7) 7000's – Community Services

(8) 8000's – Communications

(9) 9000's – Evidence, Contraband, and Recovered Property

(10) 10000's – Victim/Witness Assistance

- g. **Pages.** Located right side. List the number of pages in the directive.
- h. **Related Documents.** Located right side. List the documents that are relevant to the directive.
- i. **Title.** Located bottom. Indicate the title of the directive using upper case.
- j. **Text.** The text follows the header information and encompasses as many pages as necessary to include and declare the subject of the directive. The text of Department Standards Directives shall be organized utilizing an alpha-numeric outline form. The following serves to illustrate the system.
- k. **Title.** The title is the first line of the text. It is prefaced by a four-digit number as in this directive. The number 1040 identifies this directive as an administrative directive.
- l. **Purpose.** The purpose of the directive follows the title and in this case is preceded by the number 1040.1. The added **".1"** identifies this as the first major subhead in the text. Purpose will always be **".1"** and the writer should provide a brief statement of the need or objective of the directive.
- m. **Discussion.** Purpose is followed by the discussion which provides a brief examination into the subject in support of and justification for the directive. It is always numbered **".2"** as in this case, 1040.2.
- n. **Policy.** In this directive, the third major subhead, Policy, is identified as 1040.3. It provides a statement of policy. Policy may be so much a part of Procedure that it would be repetitive to separate the two. If such is the case, then **".3"** would be labeled Policy and Procedure.
- o. **Procedure.** Usually, as with this directive, the fourth major subhead is captioned "Procedure" and in this case, prefixed by 1040.4. The procedure shall contain rules and regulations; a way of performing or an effecting act composed of steps or a course of action. A procedure is mandatory in tone by the use of "shall" rather than "should".
  - (1) This part of the text is usually the most lengthy because step by step instructions are written to execute the subject matter of the directive.
  - (2) The writer shall use the following descending order of alpha-numeric to differentiate and establish topical relationships.

1040

A.

1.

a.

(1)

(a)

{1}

{a}

p. **Glossary.** The "Glossary" is usually prefixed with the decimal ".5" as in the case of this directive, 1040.5. This may not be the case where a single major subhead absorbs another, thereby eliminating one as in the example "Policy and Procedure". If this occurs, then "Glossary" would be prefixed by ".4". The Glossary is used to provide explanations and definitions of words and phrases unique to the directive. See this directive as an example.

q. **Indexing.** Indexing of all directives is managed as a function of the electronic manual.

r. **Initiation and approval.** The last page of the directive shall contain initiation and approval information. Immediately after the last line of text will be a "box" where the initiator will enter his/her initials, a double space, then the month and year the draft was written separated by a back slash. This shall be followed by the word "Filed:" and the title of the draft. The directive is approved when signed and dated by the Chief and becomes effective on the date indicated.

2. **Directive Review, Updating, Indexing, Revising and Purging.** Any Department employee may submit proposals for the adoption or revision of a Department Standards Directive or suggest new policies, rules and procedures. Proposals shall be submitted to the Department of Professional Standards.

a. When a proposal is under consideration Professional Standards will ensure that:

(1) The proposal meets Accreditation Standards;

(2) The proposal is in compliance with Federal and State laws, rules and regulations of the University of Florida Board of Trustees, applicable collective bargaining agreements and other departmental directives.

b. Upon completion of the research, Professional Standards will submit an approval workflow through Power DMS to the appropriate subject matter experts within the department for review.

c. Following any reviews, the Professional Standards Division will forward the final proposal to the Chief for any necessary changes in preparation for distribution.

- d. All Department Standards Directives shall be reviewed at least annually by appropriate department administrators for compliance with applicable standards and operational procedures. Recommended changes will be forwarded to the Professional Standards Division for review.
- e. The Chief shall order directives updated, revised, or purged as necessary to comply with Federal and State laws, rules and regulations of the University of Florida Board of Trustees, and applicable collective bargaining agreements.
- f. If a Department Standards Directive rescinds or amends an existing directive, the obsolete directive shall be replaced with the current directive and training shall be scheduled on the new directive.
- g. If a Department Standards Directive is purged, the obsolete directive shall be removed from circulation.

### **3. Distribution and Training.**

- a. Department Standards Directives (or any amends/rescinds thereto) shall be disseminated electronically immediately after approval and if needed, training conducted with all affected personnel during scheduled in-service or roll-call training.
- b. After employees have read the material, each employee shall acknowledge receipt and understanding by means of the electronic signature. Employees shall sign for documents within fourteen (14) days of receipt.
- c. The Office of Professional Standards shall maintain the records indicating receipt of directives.
- d. **Knowledge of Directives.** All Departmental employees are required to have a sound working knowledge of the directives. Each employee is responsible for seeking clarification, if needed, from his/her immediate supervisor.

### **4. Directives File.** Professional Standards Section shall maintain a complete and readily accessible copy of all Department Standards Directives on Power DMS.

### **B. Special Orders.** Special Orders are written directives issued by the Chief to initiate temporary revision to Department Standards Directives, or to govern particular situations on the Department level.

- 1. Special Orders will be issued on letterhead stationery.
- 2. Special Orders will be designated as such and indicate the date issued, the effective date, and be numbered with the year of issuance and the sequential number of the Special Order (Office of the Chief memorandum number) for that year.

3. Unless an expiration date is specified, a Special Order shall be effective until purged by order of the Chief.
4. Professional Standards Section shall be responsible for distributing any Special Orders to all employees.
5. Professional Standards Section shall be responsible for arranging for any necessary training on Special Orders.

**C. Memorandums.**

1. Memorandums consist of written communications that contain information, advisories, or announcements of a general or specific interest. Memorandums must not alter or conflict with Department policy, rules or procedures. All memorandums must be numbered as specified below.
  - a. Letterhead Memorandum. Letterhead memorandum must be prepared in the name of the Chief, followed by the signature of an authorized employee or person.
  - b. Department letterhead shall not be used for personal and/or private correspondence, nor may an employee use the official Department mailing address for purposes of receiving personal mail not connected with official Department business, except where provided by law, i.e., law enforcement officer personal vehicle registrations.
  - c. Non-Letterhead Memorandum. This form of written communications within the Department may be utilized by any employee.
  - d. Discipline, citizen complaints and employee initiated memorandums (such as outside employment requests) are not required to be numbered under a division memorandum number. Discipline letters do not receive a number, citizen complaints are issued either an Internal Affairs number or an Administrative Inquiry number as specified in Department Standards Directive 1400.
2. Each division commander shall be responsible for the distribution of any memorandums issued by his/her respective division to all affected employees.
3. A copy of all memorandums shall be forwarded to the Chief and the Professional Standards Section.
4. A copy of all memorandums shall be uploaded into PowerDMS. If the memorandum requires an electronic signature, employees will have fourteen (14) days to sign for the document.

**D. Department Manuals.** All issued Department Standards Directives shall be organized, codified, and maintained through the PowerDMS system, which is accessible to department employees via the Department's internal secure website.

**E. Public Records.** All written directives, special orders and memorandums issued by the Department shall be kept in compliance with the provisions of the Public Records Law, Chapter 119 Florida Statutes.

**F. Special Requests for Department Information/Documentation.**

1. All requests for Department information received by any member of the Department shall be routed to the Chief or designee before any compilation of the document(s) is attempted or completed.
2. All pertinent information regarding the requestor, documentation sought, etc., shall be presented to the Chief or designee in a timely manner.
3. Approval for the requested information is under the sole authority of the Chief or designee.
4. Upon approval, the request shall be forwarded to the appropriate employee for completion.
5. Prior to the delivery of the requested information, the Chief or designee shall review and approve the documents as to form and contents.

**1040.5 Glossary.**

**Amend** – To alter by adding, deleting, or rephrasing. To improve; better. To remove the faults or errors of; to rectify.

**Codify** – To arrange into sections or subsections; topics or subtopics, etc.

**Command Staff** – Those persons in the position of Chief, Deputy Chief, Major, or such other person(s) as designated by the Chief.

**Department** – When spelled in upper case or capitalized, depending on the context in which it is used, means the Chief, the Office of the Chief, or the University of Florida Police Department.

**Department Standards Directive** – A Standards Directive providing direction and affecting all Departmental employees.

**Duty** – An act or course of action that is required of one by position, law, custom, or moral obligation. A service, function, or task assigned to one.

**Index** – To table, file, or catalogue. Alphabetized listing of names, places, or subjects to facilitate reference. Something to facilitate reference.

**Manual, Department** – An organized collection of Department Standards Directives.

**Memorandum** – A written record or communication generally used to clarify, inform, or inquire; an informal record; a written reminder; an informal written note of a transaction or proposed instrument; an

informal diplomatic communication; a usually brief communication written for interoffice circulation; a communication that contains advisory, or informative matter. It can be used to transmit certain information by reference, enclosure, or attachment.

**Policy** – A plan or course of action designed to influence or determine decisions, actions, and other matters. A course of action, guiding principle, or procedure considered to be expedient, prudent, or advantageous. A written statement that is a broad statement of department principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules and regulations.

**Procedure** – The rules and manner of proceeding; a way of performing or effecting something. An act composed of steps; a course of action. A procedure is mandatory in tone by using "shall" and "will".

**Rescind** – To make void; repeal or annul.

**Rule** – An authoritative direction for conduct. A set of specific guidelines to which all employees must adhere. A principle, rule, or law designed to control behavior. Regulation.

**Special Order** – A written directive issued by the Chief to initiate a temporary revision or revisions to a Department Standards Directive or to govern particular situations on the Department level.

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Correspondence 1040

**Approved:** \_\_\_\_\_  
**Bart Knowles, Chief**

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