



WRITTEN DIRECTIVE SYSTEM

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I. POLICY & PURPOSE

It is the policy of the department to issue written directives in order to guide or affect the performance or conduct of employees. Written directives are issued by authority of the Chief of Police, who retains the authority to issue, modify, or approve all written directives.

II. DEFINITIONS

A. Policies

Policies are general statements guiding the department to the attainment of its goals. Policies explain the reasons for, or build the foundation for, procedures and rules.

B. Procedures

Procedures are specific guidelines to assist employees in performing a wide range of tasks. They describe expected methods of operation, and generally allow some flexibility within certain constraints, or when justified by the circumstances applying to a specific case.

C. Rules

Rules are directives that prohibit specific behavior and/or require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible, and apply to all employees.

D. Written Directives

Written directives are permanent, official documents that are intended to affect or guide the actions of department employees. The types of written directives used for this purpose are described below.

E. Document Management System

The agency's document management system maintains all of the department's policies, directives, Training Bulletins and Standard Operating Procedures, as well as the electronic signatures of employees that verify their accountability for each document. PowerDMS is the agency's current document management system.

III. TYPES OF WRITTEN DIRECTIVES

A. Department Directives

Department directives are issued by the Chief of Police to establish policies, procedures, and rules.

Department directives (*Rules and Regulations*) will be filed *electronically* in the agency's *document management system and cloud-based storage system* in numerical order according to the Index Code. The hundred series of the Index Code indicates the appropriate chapter of the manual.

B. Formal Memoranda

Formal memoranda are available to the Chief and the commanders of all department components to implement or supplement department directives.

These memoranda should not impose conditions either more or less restrictive than those issued by the Chief. Rather, they should be used as a means to specify implementation of department directives, to provide direction, or to narrow the audience.

Formal memoranda may also be used to implement short-term operational initiatives, to implement interim changes in policy or procedure, or to establish policies and procedures directed at employees of the issuing command only.

The purpose of formal memoranda, as opposed to inter-office correspondence, is to provide a permanent record of the directive for accountability and reference purposes.

Memoranda will be issued on written directive stationery, and must display a sequential memorandum number, which will be obtained from the Accreditation *Section*. When applicable, a formal memorandum will include a reference to the Index Code of the department directive it is implementing or supplementing.

Memoranda will remain in effect until incorporated into a department directive or cancelled by another memorandum. If related to a department directive, they will be filed behind that directive.

C. Standard Operating Procedures

Unit S.O.P.s are designed to give guidance and provide specific information, which is binding, to various units that perform specialized functions. Commanders will be responsible for developing, revising, issuing and retaining S.O.P.s.

Commanders who are newly assigned to any Departmental entity will review existing S.O.P.s to determine if revisions are necessary. A final copy of any new or revised S.O.P. will be forwarded to the Accreditation *Section* for retention.

The development and content of S.O.P.s is discussed further in Index Code 205.2.

D. Training Lesson Plans and Modules

Training lesson plans and modules serve as policy guidelines for the Department. Training lesson plans and modules are normally developed by the Training Academy to meet mandated training needs of the Department. Lesson plans and modules developed by other units or non-Academy instructors must be reviewed by the Academy to ensure MPTC training standards are met. From time to time, the Academy will issue training modules to employees during in-service training sessions. These modules must be retained by the receiving employee.

The Training Academy maintains a record of all information taught from training lesson plans and modules, and test scores, if applicable.

E. Training Bulletins

Training Bulletins also serve as policy guidelines for the Department. Training Bulletins are issued to introduce new legislation recently passed or any other pertinent training issues. They may contain information on new equipment, safety precautions, clarification or explanation of legal issues, new procedures, or any items of interest that are pertinent to job performance.

Training Bulletins may be developed by the Training Academy or other Department components. Training Bulletins must be developed in consultation with the Training Academy. Training Bulletins must be dated and a volume number must be obtained from the Accreditation *Section* which maintains a log of all volume numbers issued.

IV. INDEXING

A complete index of all department directives and formal memoranda will be maintained by the Accreditation *Section*. Commanders are responsible for indexing all S.O.P.s that they establish, and providing subordinates with a copy of the current index.

V. RULES & REGULATIONS MANUAL

All employees, sworn and civilian, *have access to the agency's document management system*. The *document management system generates a regularly scheduled* email to notify employees of outstanding items that require attention. This system ensures employees are notified when updates are made to department policies, directives, training bulletins and SOP's so that review and signature can be made in a timely manner. Employees access *the document management system regularly and* upon notification to review and sign outstanding items. All employees are responsible for being knowledgeable about the contents of *the document management system*.

Supervisors will be responsible for ensuring that all personnel under their command log on to the system as required to review and electronically sign for all new or revised directives.

The Accreditation Section must maintain all original, signed copies of the department's Rules and Regulations.

VI. ACCOUNTABILITY

Every employee who receives a written directive, new or revised, will acknowledge electronically through *the agency's document management system* that he or she has received, reviewed, and understands the directive.

VII. PROPONENT UNIT: Accreditation Section.

VIII. CANCELLATION: This directive cancels Index Code 205, dated 08-08-22.