

## DIRECTIVE 12.2 WRITTEN DIRECTIVES

<b>Issue Date: 09/01/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 04/06/2020)</b>	<b>CALEA Standards</b>
<b>Pages: 5</b>	<b>Referenced: 12.2.1 &amp; 12.2.2</b>

**This directive consists of the following sections:**

- [12.2.1 Written Directive System](#)
- [12.2.2 Dissemination and Storage](#)

### **POLICY & PROCEDURE**

Miami Township Police Department utilizes a formal Written Directive System that provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. After initial issuance, directives will be reviewed at least annually to determine whether or not they will be cancelled, revised or continued in their present form. The Written Directive System provides rapid access to individual directives, policies, procedures, rules and regulations by a computerized and/or manual system.

Written Directives define how the organization is arranged and directed, so that the department may obtain an efficient and effective delivery of services to the community and to accomplish stated goals and achieve its overall mission and values statement.

#### **12.2.1 Written Directive System**

##### **Agency Mission Statement**

The mission of the Miami Township Police Department is to continually improve the delivery of unparalleled services, foster effective partnerships, and in turn preserve the quality of life residents have come to enjoy.

##### **Core Values**

**Commitment** to serve the citizens of Miami Township as we would want to be served while advancing partnerships and open lines of communication inside and outside of Miami Township.

**Integrity** - Consistent uncompromised honest behavior with high moral character.

**Accountability** - Responsibility for our actions or inactions that influence the community and those around us, while effectively and efficiently utilizing Township resources.

#### *Authority of Chief Executive Officer*

No written directive shall be issued until approved by the Chief of Police. The Chief of Police may cancel, delete, revise or amend any directive of the department. The Chief of Police may issue or initiate any new or additional directives whenever the Chief deems such action necessary.

Should a change occur with the Chief Executive Officer position, it is important to ensure policies remain relevant and contemporary. This should be accomplished without disruption to services provided by the agency and with a bridging document. This bridging document indicates until otherwise amended or remanded, all policies of the organization remain in effect.

#### *Directives*

Directives are issued for the purpose of governing Department personnel and functions. These written directives serve to establish the Department policies, procedures, rules and regulations. Directives document the 'General Orders' of the department and address both administrative and operational areas of the department. The following are proper subject matters for directives:

- Institution of permanent procedures, policies, rules and regulations.
- Permanent changes in the organization.
- Permanent personnel policies and procedures including recruiting, selection, training and promotional policies.
- Use of funds, facilities and equipment.
- Relationships within the agency, with other agencies and citizens.

#### *Special Orders*

Special Orders are issued for the purpose of instructing or directing personnel about a particular circumstance or event. Special orders may be directed at specific personnel or components within the department. These orders are temporary in nature and are automatically canceled when the objective has been achieved. The following are examples of proper subject matters for Special Orders:

- Specific instructions to accomplish a particular objective, once accomplished there will be no need for continuing instructions.
- Temporary orders designed to cover a special occurrence that is of a temporary nature such as parade or records destruction.
- Orders to a specific unit or units that do not influence the operations of others and for which no organizational change is needed.

### *Personnel Orders*

Personnel orders are issued to make notification to the department of changes in personnel assignments. These orders shall be used to announce promotions, transfers and assignments.

The Chief of Police or his/her designee issues special orders and personnel orders.

### *Written Directive System Format*

#### Directives

Directives may contain statements of policies, procedures, definitions, general and specific guidelines or rules and regulations as component parts. Directives are issued in outline form and include directive number, directive topic, issue date, revised issue date, CALEA standards referenced and total pages.

#### Special & Personnel Orders

Special and personnel orders will consist of a title of 'Special Order' or 'Personnel Order' and include the topic, number and effective date.

### *Indexing, Purging and Revising Directives*

#### Directives - Indexing

All directives will be maintained by the Accreditation Manager. Directives on the police computer system and the mobile data computers are indexed by directive number and title.

#### Special & Personnel Orders - Indexing

Special and personnel orders will be maintained by the Accreditation Manager. These orders will be maintained in PowerDMS.

#### Directives - Purging

Directives shall remain in effect until the Chief of Police issues an official replacement. The Accreditation Manager shall remove the purged directives and maintain those records in accordance with the Miami Township Records Retention and Disposition Schedule.

#### Special & Personnel Orders - Purging

Special orders are automatically purged whenever the circumstance or event occurs that was the subject matter of the Special Order.

Personnel orders will remain in effect until they are rescinded by order of the Chief of Police.

The Accreditation Manager shall remove the purged orders and maintain those records in accordance with the Miami Township Records Retention and Disposition Schedule.

#### Directives - Revision

Directives may be revised to reflect changes necessary to accomplish the objectives of the department. Revised directives shall have a revised issue date. The Accreditation Manager shall make all required revisions to directives and the revised directive shall be issued by order of the Chief of Police. The Accreditation Manager shall archive any directives replaced by the revised directive and maintain those records in accordance with the Miami Township Records Retention and Disposition Schedule.

Any employee of the department may initiate a review for possible revision of a directive by submitting a request for review to the Accreditation Manager. The request for review must include the reason for the requested revision and a suggestion for modification.

#### Special & Personnel Orders - Revision

Special orders and Personnel orders are not revised and any changes will be made by issuance of a new order.

#### *Authority and Applicability of Directives*

Directives are issued for the purpose of governing Department personnel and functions. These written directives serve to establish the Department policies, procedures, rules, and regulations and are to be considered as guidelines for carrying out departmental activities. Directives are generally mandatory when the terms "shall", "will" and "must" are used in the directive. Directives are generally advisory when the terms "may", "can" or "should" are used in the directive. Latitude for deviation from a directive by an officer is permitted whenever any of the following apply:

- Circumstances in a particular incident are such that common sense dictates a deviation from the directive. Whenever this deviation occurs an officer must be prepared to offer reasons that would lead most supervisory officers in the department to believe that adherence to directive in that instance would have been detrimental to the effective delivery of police work.
- When specifically ordered by a supervisor to handle a situation differently than as specified by department directive. In the event an officer has a question as to the decision to violate department directive, the officer should follow the order and then seek clarification for the deviation from directive through the chain of command.
- Whenever a procedure conflicts with federal law, state law or township ordinance, the applicable law or township ordinance will supersede departmental directive. If

a discrepancy should arise, the officer handling the incident will document the conflict in writing and forward it through the chain of command to the Chief of Police as soon after the event as possible.

Each employee shall become thoroughly familiar with departmental directives and shall not deviate from the directives except under circumstances as listed above. Violation of mandatory provisions of directives may be processed as a disciplinary action under the rules and regulations of the department. If an officer claims an exception under the circumstances listed above, the Chief of Police will appoint a panel of supervisors to review the incident and make a report with their findings and recommendations.

### *Directive Review System*

The Chief of Police shall review all new or revised directives before their general distribution. A draft copy of a new or revised directive that affects a specific group of officers (TSU, SRO) may be sent to the individuals or groups responsible for its implementation for comments before general distribution.

## **12.2.2 Dissemination & Storage of Directives & Orders**

### Directives

Upon issuance, the Accreditation Manager shall announce all new and revised directives via PowerDMS to all police personnel. All personnel will be advised of the required receipt and review date. The mandatory receipt and review will be accomplished via signoff by each employee. It is the responsibility of police supervisors to ensure their personnel complete the required sign off.

The department maintains a computerized copy of all Directives accessible to all personnel.

### Special Orders

Upon issuance, Special Orders will be sent via email or by placement on the police computer system assessible to all personnel.

The Accreditation Manager shall place a copy of the special order in the manual of Special Orders in his/her office.

### Personnel Orders

Upon issuance, Personnel Orders will be sent via email or by placement on the police computer system accessible to all personnel.

The Accreditation Manager shall place a copy of the personnel order in the manual of Personnel Orders in his/her office.