

WRITTEN DIRECTIVES SYSTEM

POLICY & PROCEDURE NO. 4.20	ISSUE DATE: 20 Feb 2005
	EFFECTIVE DATE: 20 Feb 2005
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 12.2.1; 12.2.2; 11.4.3; 24.1.2	REVISION DATE: 18 May 2011

I. GENERAL CONSIDERATIONS AND GUIDELINES

This Policy & Procedure replaces P&P 12.0 Written Directives System dated 20 February 2005.

II. POLICY

A formal *written directives* system provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The system to be used by the Everett Police Department shall consist of:

1. Rules and Regulations of the Department;
2. Policies and Procedures;
3. General Orders;
4. Administrative Orders;
5. Special Orders;
6. Personnel Orders;
7. Memos.

In order to enhance this understanding, each employee shall maintain a login and review all rules, policies and orders posted on the Everett Police Department Digital Headquarters (DHQ). All directives shall be reviewed by a committee consisting of command level personnel or other officers appointed by the Chief prior to dissemination (except those issued directly by the Chief of Police). It will, then, be passed on to the Chief, who will have overall authority

to approve, modify or reject the document. Once a document is approved the it will be posted on DHQ.

The only persons authorized to issue written directives (except memos) are the Chief of Police and the Division Commanders. However, all employees are encouraged to initiate actions on any matter that could result in a formal directive through verbal and written communication with their immediate supervisor.

Distribution and record keeping of the written directives system will be the responsibility of the Administrative Services Division and posted on Digital Headquarters. All personnel are required to sign-off on all new or revised policies and orders as required via DHQ.

Electronic Distribution of materials is the new standard. New Employees will be issued a CD-Rom with all published written directives. New directives or updates to directives will also be distributed electronically via DHQ. Electronic copies of all directives will be made available to all personnel via CD Distribution and DHQ.

A hardcopy of all materials will be available for inspection in the following areas: Operations Division, Criminal Investigations Unit and Chief's Office.

All superior officers are to fully familiarize themselves with the content of any directive. When necessary, they will be prepared to discuss the material with their subordinates.

III. PROCEDURES

1. **RULES AND REGULATIONS:** Each employee of the Department shall receive a copy of the **“RULES AND REGULATIONS FOR THE EVERETT POLICE DEPARTMENT.”**
 - a. Rules and Regulations shall be a personal code of ethics that are endorsed, accepted and adhered to by all members of the Department. They are responsible standards of acceptable behavior that are clearly defined. They, therefore, establish standards of conduct and behavior to which every member of the Department is to be held personally accountable. Rules and Regulations are effective on the date of issue and may only be amended or rescinded by the Chief of Police following a legal opinion by the City Solicitor and reviewed by the Everett Police Patrolman's Union and Superior Officers Union.
2. **POLICIES AND PROCEDURES:**
 - a. Policies and Procedures have the same effect and are subject to the same adherence as Rules and Regulations, except that they relate to specific duties, responsibilities and functions of sworn and non-

sworn personnel. In many cases, they may be an extension of certain Rules and Regulations. They may be amended or rescinded at any time upon approval by the Chief.

- b. All Department Policies and Procedures shall be identified by a number sequence of series for ease of identification. The series coding shall be as follows: (note: not all numbers will be used)
 - 1) Operations: 1.01 thru 1.99
 - 2) Investigation: 2.01 thru 2.99
 - 3) Transportation and Detention: 3.01 thru 3.99
 - 4) Administration: 4.01 thru 4.99
 - 5) Traffic: 5.01 thru 5.99
 - 6) Property and Evidence: 6.01 thru 6.99
 - 7) Incident Command: 7.01 thru 7.99
3. **GENERAL ORDERS:** These permanent directives that affect more than one component of the Department shall be identified by a sequential numbering system consisting of two sets of numbers;
 - a. the year in which the order was issued followed by a dash (05-..);
 - b. the code numbers for a GO's are: 0.. or 00.. (derived from a sequential number following the last order issued in a given year.
An example of an entire number would be: **GO 05-004.*
 - c. When an SOP is revised it will retain its original number, but will have the date updated.
4. **ADMINISTRATIVE or SPECIAL ORDERS:** These directives that affect only a specific segment of the Department or relate to specific events or circumstance shall be identified by a sequential numbering system that is the similar to General Orders EXCEPT for the first set of letters. The definition of a Special Order is in the Everett Police Department Rules and Regulations Manual and numbering shall be as such: **SO 05-004 or AO 05-004.** Admin or Special orders shall be distributed, maintained and retained in the same manner as Policies and Procedures and General Orders. Purging will occur immediately after the completion of the event or circumstance, or at least semiannually following a review by the Chief of Police and Administrative Officer.
5. **PERSONNEL ORDERS:** These directives that pertain to a change in assignment or duties shall be identified by a sequential numbering system that is that similar to GO's and Special Orders EXCEPT for the first set of letters. The definition of a Personnel Order in the Everett Police Department Rules and Regulations Manual and numbering

shall be as such: **PO 05-004**. Personnel orders shall be distributed maintained and retained in the same manner as the above communications. Purging, superseding or rescinding is also the same as that of special orders.

6. **MEMORANDA:** Memos are not directives and do not require numbers or dissemination to the entire Department. They are normally intra-departmental correspondences used by supervisors and the Chief of Police.
 - a. **File Names for memos:** Each file name will have three parts “document name”, “person, project or purpose”, “date”. A letter of recognition for Cpt. Jones written on 3-11-11 will be saved as “Commendation Jones 3.11.11.doc”. A Letter of Reprimand for Officer Smith: “Reprimand Smith 3.11.11.doc” A document outlining temporary parking restrictions on Main Street “ Park Restriction Main St 3.11.11.doc” , a To-From on lost issued equipment: “Lost Baton officer name 3.11.11.doc”, This memo itself will be saved as “file name Roll Call 3.16.11.doc” etc.
7. **UPDATING AND REVISING DOCUMENTS:** Whenever any directive is updated or revised, either in whole or in part, it shall be the responsibility of the recipient to purge the previous document(s) from his/her particular Manual and to replace it with the new material.
8. **EVERETT POLICE DEPARTMENT DHQ:** DHQ contains copies of all rules, regulations, current policies and procedures, and orders. The versions posted on DHQ supersedes all other copies or versions.
9. **EVERETT POLICE DEPARTMENT “OPERATIONS MANUAL”:** The Operations Manual contains copies of the Rules & Regulations as well as the Policies and Procedures and orders that relate directly to operational activity of the Department. It is available electronically on DHQ