



# WRITTEN DIRECTIVE SYSTEM

FC No.: 1405  
Date: 10-31-03

*If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract)*

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## I. Types of Written Directives

### A. Department Rules (Function Code 300 Only)

These rules prohibit specific behavior and require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible and apply equally to all employees. These rules will be maintained in the Field Operations Manual (FOM). (CALEA 12.2.1.g, 26.1.1)

### B. Function Codes

Function codes contain policies and procedures which the department has established in order to operate effectively. Policies are general statements guiding the organization toward attainment of its goals. Procedures are specific guidelines to assist employees in handling a wide range of tasks. They describe expected methods of operation and generally permit some flexibility within certain constraints. Function codes will be maintained in the FOM. (CALEA 12.2.1.f, 12.2.1.h, 12.2.2.b)

Note: Function codes merely attempt to clarify the FOP and MCGEO contracts. For any questions that arise, the contracts will always supersede the function code.

### C. Headquarters Memoranda

These memoranda provide a means of relaying information of a specific nature department-wide and may be utilized for interim implementation of policy and procedural changes. Headquarters memoranda will remain in effect until incorporated into a function code or procedural manual, canceled via another memorandum, or self-cancelled by a specified date. If related to a function code or procedural manual, they will be filed with that function code or manual; if not, they should be maintained in chronological order in a separate binder or folder. (CALEA 12.2.1.f, 12.2.1.h, 12.2.2.b)

### D. Training Bulletins

Training bulletins will be developed by the Training and Education Division and issued to employees to introduce new legislation recently passed by the state legislature or other pertinent training subjects (e.g., new equipment, safety precautions, clarification or explanation of legal issues, new procedures, and items of interest that are pertinent to job performance).

### E. Training Modules

These modules will be developed by the Training Development Section, Training and Education Division, to meet mandated training needs of the department. Generally, modular training will be conducted at roll call sessions. Training modules may include audio/visual materials. Successful completion of specific training modules may be required for transfer and/or promotion. Employees should retain their training modules for future reference and review. As all training records are maintained by the Training Development Section, it is important that attendance and testing results be returned to the Training Development Section for proper annotation to the employee's records.

### F. Procedural Manuals

Some tasks performed by employees require lengthy explanations. Procedural manuals provide the medium for such in-depth instructions. Depending on the task,

procedural manuals may be issued to each employee or to the unit where the task is performed. Examples of these manuals are the Field Report Manual and the Citation Manual.

G. Entrance Level Training Rules and Regulations

One of the goals of the Training and Education Division is to prepare a police officer candidate (POC) to assume the duties of a probationary police officer by providing training to assist in the development of the requisite knowledge, skills, and abilities. The Entrance Level Training Rules and Regulations define the standards of academic and personal conduct that the POC is expected to meet. A copy is provided to each POC at the beginning of each session. (CALEA 33.4.1, 33.4.2)

II. **Indexing**

A complete index of all function codes and headquarters memoranda will be issued on a periodic basis and should be inserted into the appropriate section of the FOM. (CALEA 12.2.1.e)

III. **Authority for Issue**

The authority for issue of all written directives emanates from the Chief of Police. (CALEA 12.2.1.b)

IV. **Development of Written Directives**

While all written directives are issued under the authority of the Chief of Police, most will be researched, drafted, and submitted by other department employees. The following procedures will govern that submission, subsequent review, and updating. (CALEA 12.2.1.c, 12.2.1.e, 12.2.1.i)

A. Department Rules/Function Codes

Employees are encouraged to submit suggested changes or additions to department rules and function codes. Suggested changes will be forwarded through the chain of command to the **Director, Policy and Planning Division**. Draft function codes with significant changes in policy will be staffed for comment prior to being forwarded to the Chief of Police for signature. All suggested changes to department rules will be staffed regardless of the extent of the change. All personnel suggesting changes will be kept abreast of the progress and the final

approval or rejection of the suggestion. (CALEA 12.2.1)

B. New Function Codes

All new function codes will be staffed to the appropriate units prior to formal staffing and submission to the Chief of Police. New function codes may be suggested by field personnel following the procedures indicated above. (CALEA 12.2.1.e)

C. Periodic Review

Each function code has been assigned to a proponent unit. The commander of the proponent unit will be responsible for an annual review of the function code to determine if it still reflects current policies and procedures. Suggested changes will be forwarded to the **Director, Policy and Planning Division**, for staffing. If no changes are required, the proponent unit will forward a memo to the Policy Development Section stating that the function code reflects current operational policies and procedures and is not in need of revision.

D. Accreditation Standards

Upon assuming command of a departmental unit, the new commander will review applicable function codes and accreditation standards.

E. Headquarters Memoranda

Draft versions of headquarters memoranda will be forwarded by the requester through the chain of command to the **Director, Policy and Planning Division**, for review, formatting, and presentation to the Chief of Police.

F. Training Modules and Bulletins

Training and Education Division staff will be responsible for developing, numbering, and distributing training material and law updates. Included in the chain of command, the **Professional Compliance** Section will be consulted for CALEA compliance. Prior to being issued, all training bulletins and modules will be forwarded through the chain of command to the Chief for approval.

G. Procedural Manuals

Revisions to department-wide procedural manuals will be submitted in the same manner as function codes (for CALEA compliance and indexing). A proponent unit will be assigned for each manual. It will be the responsibility of

that unit to review the manual on an annual basis. Changes to the manual will be forwarded to the **Director, Policy and Planning Division**. If no changes are needed, the proponent unit will forward a memo recertifying the accuracy of the manual. Manuals will reflect effective or revision dates on their covers and on all pages. Prior to commencing work on a new procedural manual, coordination should be made with the Policy Development Section to ensure that the proposal is not a duplication of an ongoing project.

H. Unit SOPs

1. Unit SOP manuals will be developed by district/unit commanders to be issued to each unit to issue supplementary information concerning internal or investigative procedures and policies.
2. ***Pursuant to the bargaining contracts, prior to implementation or publication of any SOP, all negotiable sections shall be forwarded to the Legal and Labor Relations Division for negotiations.***
3. Each district/unit commander will review their unit's SOP annually to ensure that it reflects current policies and procedures and is in compliance with current function codes ***and bargaining contracts***. A copy of the SOP, changes, and updates will be forwarded to the **Professional Compliance** Section for CALEA compliance within 30 days of being issued.

V. **Format of Function Codes**

- A. Each function code will be assigned a number and will be filed in the FOM numerically. Headquarters memoranda should be filed behind the associated function code. (CALEA 12.2.2.d)
- B. All function codes will have a date on each page. Page revisions will be used for function codes requiring only partial revision. Revisions will indicate "page revision" and the date on each page. All changes will be in bold, italic type.
- C. Proponent Unit  
Each function code will contain a section called "Proponent Unit" which will precede the cancellation section. The Proponent Unit will be the unit responsible for annually reviewing

that particular function code to ensure that it is up to date and reflects current policies and procedures. (CALEA 12.2.1.d, 12.2.1.e)

D. CALEA Compliance

Within the narrative of certain function codes, there will be notations such as (CALEA 12.1.1). This means that a particular section of the function code addresses or deals with a particular standard set by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Any revisions recommended for those sections must ensure that the CALEA standards continue to be satisfied. Once compliance has been verified, the normal review process will commence.

- E. Format requirements for function codes are available on request from the Policy Development Section.

VI. **Distribution of Directives**

- A. Function codes and headquarters memoranda will be distributed to all functional and geographic units, all sworn personnel, and all non-sworn personnel whose responsibilities require knowledge about department procedures. (CALEA 12.2.2.a)

B. Replacement Copies

Replacements for lost or unusable function codes and headquarters memoranda should be accomplished at the unit level by photocopying the most current version from the unit manual. The quarterly list of Active Written Directives can validate what is the most recent copy of a particular function code or headquarters memorandum.

C. Documentation of Receipt

Receipt of function codes and headquarters memoranda will be documented by employees on the MCP 95, "Written Directive Receipt." The unit **supervisor/shift supervisor** will maintain this form for each assigned employee. When an employee is transferred, the MCP 95 will be forwarded to the next assignment as part of the employee's unit personnel file. (CALEA 12.2.2.c)

D. Unit Copies

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Each unit will maintain a copy of all function codes and headquarters memoranda in a manual, and this manual will be located in an area which is accessible to all assigned employees. A copy of the MCP 95 will be maintained for the unit FOM and will be initialed and dated by the unit commander upon receipt and filing of new or revised directives. (CALEA 12.2.2)

**VII. Proponent Unit:** Policy Development Section

**VIII. Cancellation**

*This directive cancels Function Code 1405, dated 04-29-02.*



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William O'Toole  
Acting Chief of Police