



# WRITTEN DIRECTIVE SYSTEM

FC No.: 1405  
Date: 05-09-2022

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 *electronic document management system (Power DMS)*.

### 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 *electronic document management system (Power DMS)*.

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 *linked* with that function code or manual *in the electronic document management system (Power DMS)*.

### D. Training Bulletins

Training bulletins will be developed by the Training and Education Division, *with assistance from subject matter experts*, 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). ***Training Bulletins will be maintained in the electronic document management system (PowerDMS).***

**E. Training Modules**

These modules will be developed by the Training and Education Division to meet mandated training needs of the department. Generally, modular training will be conducted *online and will* include audio *and/or* visual materials. Successful completion of specific training modules may be required for transfer and/or promotion. ***Records of attendance, completion and testing will be maintained by the Training and Education Division for proper annotation in the employees training record.***

**F. Procedural/Instructional Manuals**

Some tasks performed by employees requires lengthy explanations. Procedural/*Instructional* manuals provide the medium for such in-depth instructions *and* may be issued to each employee or to the unit/section where the *specific* tasks are performed. ***Department wide procedural/instructional manuals, such as the Citation Manual, Field Report Writing Manual, etc., will be maintained in the electronic document management system (PowerDMS).***

**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.

**H. Informational Bulletins**

***Informational Bulletins will be disseminated on topics such as programs, projects, and procedural instructions that have a long-term impact on the department. Informational Bulletins will be sequentially numbered and will be posted in the electronic document management system (Power DMS). Informational Bulletins will automatically cancel five years from the date of issue unless cancelled earlier or extended by the originating unit.***

**II. Indexing**

- A. A complete index of *current* function codes and headquarters memoranda will be *updated* on a periodic basis and *maintained in the electronic document management system (PowerDMS).*

**III. Authority for Issuance, Modification, and/or Approval**

- A. The authority for issuance, *modification and/or approval* of all written directives emanates from the Chief of Police.

**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.

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. *The Director, Policy and Planning Division, will ensure that new and/or updated function codes are reviewed for compliance with current function codes, bargaining contracts, applicable law and CALEA standards.*

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.

C. Periodic Review

Each function code has been assigned to a proponent unit. The commander/director 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. *The Accreditation Manager may be consulted for assistance.*

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 *electronically* distributing training material and law updates. *The Professional Accountability Division, Accreditation Section* will be consulted for *a review of applicable CALEA standards*. Prior to being issued, all training bulletins and modules will be forwarded through the chain of command to the Chief or *designee* for approval.

G. Procedural/Instructional Manuals

Revisions to department-wide procedural/*instructional* 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/instructional manual*, coordination should be made with the *Policy and Planning Division* to ensure that the proposal is not a duplication of an ongoing project.

**H. Informational Bulletins**

*Draft versions of Informational Bulletins will be forwarded by the requester through the chain of command to the Director, Policy and Planning Division, for review and formatting.*

**I. Unit Standard Operating Procedures (SOPs)**

1. Unit SOPs will be developed by district/division commanders/directors to be issued to each unit/section to issue supplementary information concerning internal or investigative procedures and policies.
2. Each district/division commander/director will review their unit/section SOPs annually to ensure that *they* reflect current policies and procedures, and *they are* in compliance with current function codes, bargaining contracts, *and applicable laws. Within 30 days of being issued and prior to implementation or publication of any SOP, a copy of the SOP, changes, and updates will be forwarded to the Policy and Planning Division to ensure CALEA compliance and to facilitate a review by the Legal and Labor Relations Division to determine if any items included in the SOP are subject to bargaining.*

**V. Format of Function Codes**

**A. Numerical Assignment and Placement**

Each Function Code and Headquarters Memorandum will be assigned a number and *will be available to all employees in the electronic document management system (PowerDMS).*

**B. Dates and Revisions**

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 “Proponent Unit” *section* which will *identify who is* responsible for annually reviewing that particular function code to ensure that it is up to date and reflects current policies and procedures.

**D. CALEA Compliance**

*Each function code will contain a “CALEA Standards” section which will identify the applicable CALEA standards.* This means that *information within* function code addresses or deals with a particular standard set by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Any revisions recommended to the function code must ensure that the *applicable* 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 and Planning Division.***

**VI. Distribution of Directives**

**A. Function codes and headquarters memoranda will be *available in the electronic document management system (PowerDMS)* to all functional and geographic *sections*, units, all sworn personnel, and all *professional staff* personnel whose responsibilities require knowledge about department procedures. *Upon issuance, each function code and headquarters memorandum will be posted to each employee's inbox.***

**B. Documentation of Receipt**

*Employees will acknowledge receipt and review of function codes and headquarters memoranda by electronically signing the document in the electronic document management system (PowerDMS).*

**C. Back-up file**

*A complete single master file of all function codes and headquarters memoranda will be posted on the Administrative Web Board. The Policy and Planning Division will update this file quarterly.*

**VII. *Purgling***

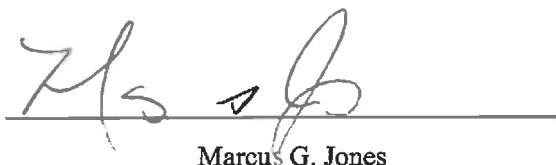
**A. *When a function code or headquarters memoranda posted in the electronic document management system (PowerDMS) is replaced by a newer version or is otherwise cancelled, the cancelled document will be archived.***

**VIII. Proponent Unit: Policy and Planning Division**

**IX. CALEA Chapter: 12**

**X. Cancellation**

*This directive cancels Function Code 1405, dated 10-31-03.*



A handwritten signature in black ink, appearing to read "M G Jones", is written over a horizontal line. The signature is fluid and cursive.

Marcus G. Jones  
Chief of Police