# Department Directives

## 201.1 PURPOSE AND SCOPE

Department Directives establish interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure. Department Directives will immediately modify or change and supersede sections of this manual to which they pertain.

### 201.1.1 DEPARTMENT DIRECTIVE PROTOCOL

Department Directives will be incorporated into the manual as required, upon command staff approval. Department Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

General Orders issued prior to the publication date of this manual have been incorporated into this manual or are no longer in effect.

Any Department Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number “01.” For example, 20-01 signifies the first Department Directive for the year 2020.

### 201.1.2 TEMPORARY DEPARTMENT DIRECTIVES AND MEMORANDUMS

Temporary Department Directives establish a temporary policy or procedure on a given subject for a specific length of time. Temporary Directivess are issued to the organization as a whole by the Chief or authorized designee. Temporary Directives become inoperative with the passing of the incident or period for which they are written, and are not intended for, nor will they be included in the manual, but should be tracked and acknowledged in a manner similar to Department Directives.

Department Memorandums are issued to the organization as a whole by the Chief or authorized designee and provide detailed or general information specific to the Department overall.

## 201.2 RESPONSIBILITIES

### 201.2.1 COMMAND STAFF

The command staff shall review revisions of the Policy Manual, which will incorporate changes originally made by a Department Directive.

### 201.2.2 CHIEF OF POLICE

The Chief of Police or the authorized designee shall issue all Department Directives.

## 201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain necessary clarification of all Department Directives. All employees are required to acknowledge electronically or in writing as appropriate the receipt and review of any new Department Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee’s acknowledgement will be maintained by the Chief's Administrative Assistant.

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Supervisors in all divisions shall ensure Department Directives, Temporary Directives, and Department Memorandums are reviewed during shift briefing for a period of 96 hours subsequent to issuance. An electronic file to document shift briefing reviews and archival of all directives and memorandums will be available on a designated Department drive.

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