

SOUTH RIVER POLICE DEPARTMENT				
VOLUME: 1	CHAPTER: 1	# OF PAGES: 6		
SUBJECT: WRITTEN DIRECTIVE SYSTEM				
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BY THE ORDER OF: Chief Mark E. Tinitigan				
SUPERSEDES ORDER #:				

PURPOSE: To formally establish a written directive system in the police department and set forth the format for all written directives. Additionally, this directive is intended to explain the importance of the system and the employee's participation in the process.

POLICY: Employees must know exactly what is expected of them. They have a right to know these expectations and supervisory personnel have a responsibility to clearly communicate departmental standards of performance. These standards should be clearly stated as written directives. The importance of written directives as a tool for conveying management expectations and performance standards cannot be overestimated. Directives establish a specific code of acceptable behavior as well as guide the officer in decision-making by narrowing the range of acceptable discretionary action. . The Police Chief shall use this medium to disseminate his official position on specific issues. With a properly established directive system, confusion about official department policy on critical and sensitive issues is minimized. When policies are transformed into written procedures, a foundation for standardized action is created.

PROCEDURE:

I. Composition of Written Directive System

- A. Rules and Regulations – Rules direct the specific actions of employees. The essence of a rule is its inflexibility and it permits no deviations or exceptions. Due to its inflexibility, a rule is only justified when there is an unchanging feature in a situation. Violation of a rule is grounds for disciplinary action. All other written directives must be consistent with the rules and regulations.
- B. Policy - A component of a written directive that summarizes the department's position on the direction or limitations of department authority in specific matters. Policies guide the organization toward achieving its goal, and reflect an overall plan for the department. It is based on the views of police administration, police ethics and experience, the desires of the community and its leaders, the results of research, and the mandate of law. Policy informs the public as well as the employees, about principles to be upheld in the performance of the police function.
- C. Procedure – A component of a written directive that describes expected methods of operation. Procedures differ from policy in that they direct attention to the performance of a specific task within the guidelines of the policy. Procedures are methods of performing specific operations or a manner of proceeding on a course of action.
- D. Special Orders –A directive announcing instruction and/or directing procedures, which are short term or temporary in nature, regarding a specific circumstance, task or event. The Chief of Police shall approve all orders prior to issuance by command level personnel. The orders are usually self-canceling. These orders shall be inclusive of personnel orders and training orders.
- E. Special Memorandum – A Memorandum is advisory in nature and is used to inform personnel such as alerts and notices including information from other agencies. The Chief of Police shall approve all Memorandums prior to issuance by command level personnel.

II. Authority to Issue Written Directives

- A. The Chief of Police has the sole authority to issue, modify, **repeal** and approve written directives for the department. Others in the organization can research and/or write written directives; however, they must be approved by the Chief of Police to be in force.
- B. The Public Safety Committee, as the designated Appropriate Authority defined in N.J.S.A. 40A:14-118, has the sole authority to promulgate rules and regulations for the governing of the police department.

III. Written Directive Format

- A. All policies will be issued in the format described below, as approved by the Chief of Police:
 - 1. Header Box –South River Police Department

2. Title Box:
 - a. Chapter
 - b. Section
 - c. # of Pages
 - d. Subject
 - e. Revision Date and # of pages
 - f. Effective Date
 - g. By the Order of
 - h. Accreditation Standards
 - i. Supersedes Order #
 3. Statement of Purpose
 4. Statement of Policy
 5. The specified procedure in outline form starting with Roman numeral one.
- B. Special Orders and Memorandums shall be issued in a format approved by the Chief of Police. At a minimum, these orders will contain the following information:
1. Header Box –South River Police Department
 2. Title Box –
 - a. Subject
 - b. Number- indicate Special Order or Memorandum
 - c. Effective Date
 - d. Distribution To
 - e. Issued By
 - f. Cancellation Date
 - g. Approved By
 - h. Supersedes Order #
- C. Numbering system
1. All orders shall be numbered consecutively with a prefix consisting of the last two digits of the calendar year in which the order was issued. Each type of order shall have its own consecutive numbering format. (Examples: Special Order 01-001, Memorandums 01-001, etc.)

2. Authorized employees who are preparing an order for publication shall use the next available sequential number for the type of order they are preparing.

IV. Distribution

- A. Distribution of written directives and associated materials will be accomplished by way of a computerized document distribution program utilized by the department. The Power DMS system will enable the department to electronically distribute documents and retain a permanent record for each employee documenting receipt of the distributed materials. Written directives will be maintained in accordance with the New Jersey Division of Archives and Records Management retention requirements. It is the responsibility of each employee to log into the Power DMS system on a daily basis to review the material that has been posted to the site. All employees must digitally sign for each document posted to the site.
 1. A master copy of department manuals will be maintained by the Chief of Police.
 2. Employees shall not make copies, distribute copies or release any written directive to anyone who is not a member of the South River Police Department without the prior expressed approval of the Chief of Police.
- B. The master copy contains a master alphabetical index, as well as individual chapter indices. All written directives created in the future will be assigned to the corresponding chapter that concerns the topic.
- C. Every employee of the department will be issued a copy of the agency Rules and Regulations. Each employee will be required to sign a sheet acknowledging receipt of the Rules and Regulations. The receipt shall be placed in the employee's personnel file. Employees will be responsible to maintain and update their copy of Rules and Regulations including the addition of new or modified rules and the purging of rules as directed by order of the Chief of Police.
- D. It shall be the responsibility of supervisors at the appropriate level of command to orally advise all employees affected by a written directive of the purpose, scope and intent of the written directive. Supervisors of the affected personnel should conduct review and discussion of each written directive.

V. Training

- A. Directives can be considered formal, in the sense that they express the wishes of the Chief of Police. For the directives to become operational, they must be actively understood, supported, and enforced by supervisors. Making certain that individual employees understand and comply with directives is the responsibility of supervision. Supervisors shall train their subordinates in the implementation of the directives.
- B. The training officer or supervisor of employees affected by issued written directives shall conduct training at role call, squad meetings or other appropriate forum.

- C. Supervisors shall assist employees in developing work habits that conform to directives and organizational expectation. In fulfilling this responsibility, the supervisor is expected to completely understand departmental policies, procedures, and rules of conduct. The supervisor must clarify specific departmental expectations related to police conduct.
- D. If for some reason employees do not understand a particular directive, the employees should consult with their immediate supervisor for proper clarification.

VI. Revisions, Updates and Purging

- A. The Accreditation Manager will have overall responsibility for the maintenance and indexing of the department manual. Each directive will be indexed according to the general topic area it addresses. Each general topic area will comprise a chapter of the directive system.
- B. Written Directives will be reviewed at least once annually in accordance with the matrix maintained by the Chief of Police.
- C. The Chief of Police may assign the review of specific directives to persons in the department responsible for the functional area of the directive.
- D. When a directive has been determined to be outdated or in need of revision, the Chief of Police will assign personnel as necessary to accomplish the task. Revised directives will follow the same procedural steps as new directives.
- E. When the Public Safety Committee has identified an area or item in the Rules and Regulations that needs an addition, modification, and replacement or purging, they shall promulgate the revision. A revised Rules and Regulations Manual shall be issued, with a receipt, to each employee of the department.
- F. Directives will be purged only on the order of the Chief of Police, or when replaced by another directive. An archive file of all purged or replaced directives shall be maintained in accordance with the State of New Jersey Records Retention schedule.
- G. Department employees may request a change in a written directive when an operational need has been identified that would warrant the modification by submitting a written report through the established chain of command.

VII. Prosecutor and Attorney General Directives

- A. Upon receipt of directives and/or guidelines from the Prosecutor's Office or the Attorney General, existing rules and regulations and written directives will be examined to determine compliance. If necessary, a timely modification to existing written directives will be accomplished to ensure compliance with the directive/guideline.

IX. Formulation and Review of Proposed Written Directives

- A. Prior to promulgation of proposed or amended directives, the Chief of Police may direct a staff review of the directive to evaluate the probable effectiveness of the

new or amended directive and to ensure the proposed or amended directive does not conflict with existing directives or laws.

- B. Staff review will generally be assigned to command officers and section/unit supervisors who will be directly affected by the proposed directive.
- C. Proposed or amended written directives assigned for review will be disseminated via the computerized written directive system. Likewise, any relevant feedback formulated by those supervisors will be returned using the computerized written directive system.

X. Employee Action Where No Written Guidelines Exist

- A. Employees are occasionally faced with a situation where no written guidelines exist, and supervisory direction or advice is not readily available. As it would be impossible and undesirable to attempt to address all possible situations with written guidelines, considerable discretion is given to employees.
- B. Faced with the need to make decisions or take action where no guidelines exist, employees should rely on the following resources:
 - 1. Training – Prior training may give guidance in situations the department has not specifically addressed with written guidelines.
 - 2. Judgment – Each employee, as a professional, has developed the ability to judge situations based on experience.
 - 3. Organizational Mission and Values – The department's mission and values statement is used to guide the direction of the department. These values and mission are basic statements of what is important to the South River Police Department.

XI. Compliance

- A. The written directive system is the operating system of the police department. Employees shall comply with any and all written orders without exception.
- B. Ensuring compliance with all written directives shall be a primary responsibility of supervisory officers.
- C. As the issuing authority, the Chief of Police is the only person authorized to order or permit deviations from the provisions of the written directives.