

	Green Island Police Department	
	<u>Order Number</u> 1-03	<u>Title</u> Written Directives
	<u>Effective Date</u> 10/01/2018	<u>Last Revised</u> 10/01/2018
	<u>Rescinds:</u> 04PD09	
<i>Issued by Chief Christopher Parker</i>		

NYS ACCREDITATION STANDARD NUMBER & TITLE:

I. Purpose

To provide support to the members of the Green Island Police Department in the furtherance of their duties by providing a structured & standardized process for the development, implementation, dissemination, retrieval & retention of all written orders and memoranda.

II. Policy

It shall be the policy of the Green Island Police Department that the documents defined in this order shall constitute the formal body of written directives for this department. Only the Chief of Police or his designee have the authority to issue, alter or rescind any such order.

III. Definitions

General Order: A written directive authorized by the Chief of Police or his designee affecting the policies, rules, regulations and/or procedures of an individual or organizational unit.

Memorandum (GIPD-121): A written directive, providing information which does not warrant placement in one of the other defined categories, or requiring compliance on the part of the person to whom it is directed, provided the writer has the authority to do so.

Officer Safety Bulletin (GIPD-123): A department form constructed by a member of the Green Island Police Department, typically the Field Intelligence Officer or his designee, which is used to disseminate information for officer safety purposes. A copy of such shall be maintained pursuant to the department records process.

Personnel Order: A directive announcing any change or effect upon the status of an individual member. The directive will include the nature of the change, a listing of the involved member(s) and their assignment.

Policy: A course or principle of action adopted or proposed by a government, party, business, or individual. Specific to this agency, policies will be authorized by the Chief of Police or his designee.

Procedure: An established or official way of performing an action. Procedures include specific guidelines to assist employees in performing any of a variety of tasks.

Regulation: A rule or directive made and maintained by an authority.

Rule: One of a set of explicit or understood regulations or principles governing conduct within a particular activity or sphere.

Special Order: A statement of policy or procedure, temporary in nature, affecting more than one specific individual or unit of the department and concerning a specific circumstance or event. Special orders are self-cancelling (Expiration of one year) unless otherwise communicated. Special orders are not for the purpose of disseminating general orders, standard operating procedures or policies of a long-term nature.

Written Directive: Any written document used to guide or affect the performance or conduct of department employees. This term includes, but is not limited to, all department policies, procedures, memoranda, general orders, special orders and personnel orders.

IV. Procedure

- a. Written directives adopted by the Green Island Police Department will be considered issued in official form only when authorized by the Chief of Police. The directive will be in full force and effect as of the date noted on such order.
 - a. Written directives shall not conflict with established rules & regulations, unless properly rescinded, or with administrative regulations/statutory law imposed by a higher authority.
 - b. Any statement, part or portion in a written directive found to be illegal, incorrect or inapplicable shall not invalidate or affect the validity of the remaining portions of the directive.
- b. Dissemination of any written directive will be primarily accomplished through the department e-mail system. Additionally, printed copies will be issued to individual members or posted conspicuously for all to review.
 - a. Members are required to review their e-mail accounts at the start of each tour of duty, in order to ensure any necessary brief is received. Failure to complete this duty does not relieve a member of their responsibility outlined by department general orders
 - b. The successful transmission status as 'delivered' to the authority disseminating the directive shall serve as notice that the directive has been received
 - c. Each member will be issued a copy of the *General Orders Manual*
 - i. Each member will acknowledge receipt of their manual in writing. This acknowledgement will be kept in the member's personnel file
 - ii. Members will be expected to continually update their personally-issued copy of the *General Orders Manual*
 - d. A copy of all current General Orders will be saved to the department's shared computer network
- c. All written directives of this department, created by any member, are confidential. The content of any written directive shall not be reproduced, provided access to, transmitted in any form or by any means to any individual/agency/organization outside of department members without the specific authorization from the Chief of Police. Said authorization must be written.
- d. Personnel shall review and be familiar with the contents of all written directives of this department
- e. **General Orders**

- a. General orders will be indexed and assigned a unique number corresponding with the appropriate chapter of the *General Orders Manual* as assigned by the Chief of Police or his designee. Any revision of a written directive will be reissued under the same number with a new issue date.
- b. General Orders and the *General Orders Manual* will be divided into these three categories:
 - i. (1) Administration
 - ii. (2) Operations
 - iii. (3) Training
- c. General orders may also be assigned a reference, within the order, to the associated NYS Accreditation Standard Number & Title
- d. General Orders will be reviewed yearly unless otherwise directed
- e. General Orders will be constructed using a GIPD General Order Template
- f. **Memoranda**
 - a. Department memorandum shall be used for any written directive which is not warranted using any other method outlined throughout this order
 - b.
 - c. Memorandums will be constructed using the Memorandum (**GIPD-121**) form.
- g. **Officer Safety Bulletins**
 - a. Officer Safety Bulletins (OSB) can be used to disseminate information regarding wanted persons, the attempt to locate persons, an attempt to identify an individual or general officer safety information.
 - b. The creation of any OSB will be generally limited to the responsibility of the Field Intelligence Officer so that intelligence is organized and efforts are not duplicated.
 - c. The Capital Region Crime Analysis Center (CRCAC) will be included in all disseminations, as applicable, to further synthesize field intelligence with area law enforcement agencies
 - d. OSB will be constructed using the Officer Safety Bulletin (**GIPD-123**) form.
- h. **Special Orders**
 - a. Special Orders will be constructed using a GIPD Special Order Template, numbered sequentially by year (Numbering format: YY-Number. ex. 18-01, 18-02, 18-03, etc.)
 - b. Special orders are self-cancelling on the December 31st of each year, orders requiring extension past this date must be communicated to all effected members
 - c. A copy of all current Special Orders will be saved to the department's shared computer network

V. Supervision

- a. All *General Order Manuals* are considered the property of the Green Island Police Department and, as such, must be made available for inspection by any member in a supervisory position (Sergeant and/or Chief of Police) upon request.
- b. Department Supervisors shall be responsible for implementation and reinforcement of all written directives
- c. The Chief of Police, or his designee, will ensure that all written directives are reviewed yearly.

VI. Training

- a. All personnel will be responsible for the proper care, maintenance and understanding of their *General Order Manual*
- b. Any member unsure of the content of a written directive or its application must receive clarification prior to acknowledging the directive or, if unavailable to do so, immediately at the beginning of their next tour of duty.

VII. Reference

- a. Merriam-Webster. (2018). from <https://www.merriam-webster.com/>
- b. IACP National Law Enforcement Policy Center. (2012). *Written Directive System(Rep.)*. Alexandria, VA: International Association of Chiefs of Police.