



University of Wisconsin–Madison Police

Policy: 11.3

SUBJECT: WRITTEN DIRECTIVES

EFFECTIVE DATE: 06/01/10

REVISED DATE: 10/15/10, 12/31/11

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11.3.1 WRITTEN DIRECTIVE SYSTEM

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POLICY:

The University of Wisconsin–Madison Police Department shall maintain a formal written directive system to provide all employees with a clear understanding of the expectations and constraints relating to the performance of assigned duties. The Chief of Police, and others as approved, shall be vested with the authority to issue, modify, or approve agency written directives.

DEFINITIONS:

“Policy” refers to a fully vetted and adopted course of action.

“Procedure” refers to an expected standard for carrying out department activities. Procedures are documented in written directives, collective bargaining agreements, and other written formats, including training reference guides and lesson plans.

“Special order” refers to directives affecting only specific segments of the organization. Special orders are generally issued for training assignments.

“Personnel order” refers to the official announcement of a change or changes in the status of personnel.

“Rules and regulations” refers to specific directions to which all employees must adhere. Rules and regulations may be documented in directives, special orders, collective bargaining agreements, or other formats.

“Instructional memorandum” refers to documents that serve to clarify policy implementation or procedure implementation or may temporarily update a procedure.

“Instructional material” refers to information, knowledge, lessons, guidance, best practices, enlightenment, tools or apparatus to perform a given task, body of knowledge, facts, issues pertaining to the matter, or reasoning to be given in a variety of media forms.

“E-mail notification” refers to general information regarding announcements, including status updates in ongoing matters.

“Written directive” refers to any written document used to guide or direct the performance of Department employees. The directive includes all written orders, memoranda, policies, procedures, special orders, personnel orders, and instructional material.

PROCEDURE:

11.3.1 WRITTEN DIRECTIVE SYSTEM

The following shall establish and describe the written directive system of the Department:

- A. The Department written directive system encompasses a wide range of directives from temporary to permanent and from mandatory instructions to instructional memoranda. Efforts are made to reduce the complexity of written directives while still providing essential information and direction toward organizational objectives.
- B. The written directives manual consists of the agency Mission, Vision, and Core Values statements, policies, and procedures for carrying out agency activities. The policy manual is a compilation of written directives used to guide or direct the performance of Department employees.
- C. The written directives manual shall be reviewed annually by the policy committee and management staff. As appropriate, affected personnel may be contacted for additional input. Review of proposals and changes will be part

of the agenda at scheduled management staff meetings. Prior to management review, the policy committee will review proposed or revised directives to ensure that they do not contradict other Department directives and are applicable to law.

- D. Directives to be included in the written directives manual shall be formatted and indexed in the following manner:
 - 1. Each policy will include a header with the agency's formal title, the policy number, a policy statement, and the effective date.
 - 2. Each directive shall include an index.
 - 3. Directives will follow a standard outline format.
- E. The Chief of Police maintains the authority to issue, modify, or approve all agency written directives and maintains the sole authority for issuance of policy. Assistant chiefs are authorized to issue or revise special orders, personnel orders, instructional memoranda, and rules and regulations. Supervisors and command staff are authorized to issue or revise special orders, personnel orders, and instructional memoranda.
- F. Written directives should not conflict with established policies or procedures unless short-term extenuating circumstances exist or the directive constitutes a revision or replacement of an existing policy or procedure.
- G. All proposed formal written directives, or formal written directives that change existing directives, must be approved by the Chief of Police prior to implementation.
- H. Purging, updating, indexing, and revising of written directives shall be done on a continual basis at the direction of the Chief of Police.
- I. Proposed policies, procedures, rules, or changes to directives will be coordinated and distributed through the professional standards section. Professional standards will ensure consistency with existing authority, compliance with accreditation and legal standards, and correct formatting. All proposals will be reviewed for the purpose of gauging impact on operations.

11.3.2 STORAGE AND DISSEMINATION OF WRITTEN DIRECTIVES

The following shall describe the storage and dissemination of written directives:

- A. The Professional Standards Lieutenant shall be responsible for the distribution of the formal written directives manual. Dissemination of existing, new, or newly revised written directives may be in hard copy form or through a computerized documentation system. When computerized systems are used, back-up hard copies will be maintained in key locations.
- B. The Professional Standards Lieutenant shall maintain an independent set of master files on all formal written directives.
- C. The Professional Standards Lieutenant shall ensure that up-to-date manuals are available for review by new personnel.
- D. Special orders shall be distributed electronically or in paper form to all personnel affected by the order and to the respective supervisors and managers in the chain of command. All special orders will be assigned a unique number and hardcopies will be stored by the Support Services Division.
- E. Personnel orders shall be distributed electronically or in paper form to the affected employee, to the appropriate chain of command, and to the employee's personnel file. All personnel orders will be assigned a unique number and hardcopies will be stored by the Support Services Division.
- F. The Professional Standards Lieutenant shall notify supervisors and managers of written directives that are purged, updated, and/or revised. Supervisors must then review the affected directives with their personnel. All personnel must review changes to the written directives manual within 21 days of dissemination. After the 21-day period, employees will be tested on subject matter within the effected directives. The completed test shall be forwarded to the professional standards section. The test acts as documentation of not only receipt of the disseminated written directives but also the understanding of a given change or changes.

G. If personnel have questions regarding directives, supervisors are responsible for explaining and/or clarifying.