



UW–Madison Police Department

Policy: 11.3

SUBJECT: WRITTEN DIRECTIVES

EFFECTIVE DATE: 06/01/10

REVIEWED DATE: 02/01/17

REVISED DATE: 12/31/11; 03/21/18

INDEX:

11.3.1 WRITTEN DIRECTIVE SYSTEM

11.3.2 STORAGE AND DISSEMINATION OF WRITTEN DIRECTIVES

POLICY:

It shall be the policy of the UW- Madison Police Department to maintain an orderly written directive system to provide consistency in the Department's policies, rules, and procedures. The intent of this policy is to provide all employees timely access to these directives so they may be kept informed of Departmental rules, regulations, operational procedures, and other relevant guidelines. 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. Written Directives stored electronically consist of the agency Mission, Vision, and Core Values statements, policies, and procedures for carrying out agency activities.

- C. All issued Department Standards Directives shall be organized, codified, and maintained through the PowerDMS system, which is accessible to all department employees via the Department's internal website.
- D. Written directives shall be reviewed not less than annually. 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(s).
- E. All department policies 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 policy shall include an index.
 - 3. Policies will follow a standard outline format.
- F. 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 Chief(s) 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.
- G. 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.
- H. All proposed formal written directives, or formal written directives that change existing directives, must be approved by the Chief of Police prior to implementation.
- I. Purging, updating, indexing, and revising of written directives shall be done on a continual basis at the direction of the Chief of Police.
- J. 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. Written Directives (or any amend/rescinds thereto) shall be disseminated electronically, and, if needed, training conducted with all appropriate department personnel during scheduled in-service or shift briefing training.
- B. After employees have read the material, each employee shall acknowledge receipt by means of the electronic signature. Employees shall sign for the documents within the allotted time frame provided by the Professional Standards Lieutenant or designee, absent exigent circumstances. The Support Services Division will maintain the records indicating receipt of directives.
- C. If a written directive is purged, the obsolete directive shall be removed from circulation
- D. Special orders shall be distributed electronically 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 will be stored electronically by the Support Services Division.
- E. Personnel orders shall be distributed electronically 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 will be stored electronically by the Support Services Division.
- F. Hard copies of current written directives shall be maintained by the Accreditation Manager.
- G. If personnel have questions regarding directives, supervisors are responsible for explaining and/or clarifying.