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# UW–Madison Police Department

## Policy: 11.3

**SUBJECT: WRITTEN DIRECTIVES**

**EFFECTIVE DATE: 06/01/10; 02/05/20**

**REVISED DATE: 12/31/11; 03/21/18; 03/21/19**

**STANDARD: 12.2.1-12.2.2**

**REVIEWED DATE: 02/01/17**

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### 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:

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

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

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

“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, and other written formats, including training reference guides and lesson plans.

“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, or other formats.

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

“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

- A. The Department written directive system encompasses a wide range of directives from temporary to permanent and from mandatory instructions to instructional memoranda.
- 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 Written Directives shall be organized, codified, and maintained through the PowerDMS system, which is accessible to all department employees via electronic means.
- D. Written directives shall be reviewed on an annual basis. Subject Matter Experts (SME) shall be consulted for review of the written directives to ensure they are current. When applicable, the SME's proposed revisions shall be submitted to the policy committee for review in a timely manner. The policy committee shall review the proposed revisions and ensure they do not contradict other department directives, are applicable to law(s) and are in compliance with accreditation standards. The recommended changes from the policy committee shall be presented and reviewed at the management and executive level for approval and dissemination.
- E. All department policies shall be formatted and indexed in the following manner:
  - 1. Each policy shall 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 shall 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, shall 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 shall be coordinated and distributed through the Professional Standards section. Professional standards shall ensure consistency with existing authority, compliance with accreditation and legal standards, and correct formatting. All proposals shall be reviewed for the purpose of gauging impact on operations.

### **11.3.2 STORAGE AND DISSEMINATION OF WRITTEN DIRECTIVES**

- A. Written Directives (existing, new or newly revised) shall be disseminated electronically, and, if needed, training shall be conducted.
- 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 shall 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 shall be assigned a unique number and shall 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 shall be assigned a unique number and shall be stored electronically by the Support Services Division.
- F. Hard copies of current written directives shall be maintained by the department's Accreditation Manager.
- G. If personnel have questions regarding directives, supervisors are responsible for explaining and/or clarifying.