

<b>Directive</b>	<b>Written Directives System</b>	<b>200-1</b>	<b>1 of 4</b>
<b>Effective Date</b>	<b>September 28, 2009</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### **I. PURPOSE**

This directive establishes procedure for the development and approval of all Wilkesboro Police Department (WPD) directives. A written directive system provides employees with guidance and a clear understanding of the expectations relating to the performance of their duties. While such a system is not intended to be all-inclusive, the establishment of written directives will help to ensure a high degree of planned, consistent and accountable police service.

#### **II. POLICY**

- A. All directives and standard operating procedures (SOP's) must be written on the standard template available from the Professional Standards Unit (PSU). All directives and S.O.P.'s must reflect WPD's values and philosophy of policing when written, and will be promptly updated whenever a major change occurs that directly impacts the directive or SOP.
- B. The Chief of Police shall have the authority to issue, approve and modify all written directives within the WPD, as necessary.

#### **III. DEFINITIONS**

- A. Directives – Interactive documents governing all WPD activities and employees.
- B. Standard Operating Procedures – Interactive document governing persons under the command of the issuing authority.
- C. Coordinator – An individual in charge of creating or changing a directive or SOP.
- D. Summary of Changes – A cover sheet listing the changes, additions and deletions in an updated directive.

#### **IV. PROCEDURE**

- A. Electronic Written Directive Document

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1. The electronic written directive document will serve as the official repository for all WPD directives and SOP's. This manual is maintained by the PSU.
2. The electronic written directive document will be available to all desktop computer users via the internal network. Mobile laptop users will access directives through the internal network via a secure VPN connection.
3. Employees will be notified of any new directives through departmental email, memos and through monthly General Orders. Acknowledgment of the receipt and understanding of all newly issued directives will be done by signature forms which will be placed in each employee's mail box. The forms will have to be signed and returned to the PSU within 15 days after the release of the new directive.
4. Only after final approval by the Chief of Police may a directive be placed in the Electronic Written Directive Document or on the WPD website.

**B. Development or Update of Written Directives and SOP's**

1. Directives and SOP's must be developed with the assistance of the PSU to ensure compliance with a general format and accreditation standards. The PSU will furnish the coordinator with the appropriate template that must be used to construct the directive or SOP. If a directive is being updated then that person must obtain a copy of the current directive to be edited. The following format will be used to construct all directives and SOP's: document HEADER containing the policy number, title and effective date, PURPOSE, POLICY, DEFINITIONS, PROCEDURE and REFERENCES section citing all sources that may provide additional information to the reader, including CALEA standards.
2. The coordinator or designee will track all changes to updated directives in addition to supplying a cover sheet listing all of the changes.
  - a. The cover sheet provides a quick look at the changes inside the document itself.
  - b. The cover sheet will be provided to the Chief for final approval and attached to the document for training.
3. Directives and SOP's that are proposed, new or updated must be reviewed by the PSU to ensure formatting and compliance with accreditation standards.

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4. Approval

a. Directives

(1) All proposed directives must be approved by the Chief of Police

(2) Final approval takes place when a signature form is signed by the Chief of Police, or designee.

b. SOP's

(1) A signature form will be supplied by the PSU.

(2) Final approval takes place when the signature form is signed by the affected Division Commander or designee.

(3) No written communication will conflict or supersede any directive without the expressed written authority of the Chief of Police or designee.

c. All existing directives and SOP's will remain in effect until amended or rescinded. Whenever a new directive or SOP is approved, the existing directive or SOP will be purged and replaced by the PSU.

d. Once signed, the original signature form must be returned to the PSU where it will be kept on file.

5. Checklists

a. Development of new and updated Directives Checklist

o Obtain a copy of the policy to be edited from the PSU.

o Use the appropriate template to construct the policy

o Track all changes made to document

o Create cover sheet

o Return to the PSU for review prior to distribution

o Present policy to Chief of Police for approval

b. Development of new and updated SOP's Checklist

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- o Obtain a copy of the policy to be edited from the PSU.
- o Use the appropriate template to construct the policy
- o Track all changes made to document
- o Return to the PSU for review prior to Division Commander signature
- o Obtain signature form from PSU.
- o Signature form must be signed by the designated Division Commander and returned to the PSU.

V. REFERENCES

CALEA 12.2.1 (b-i), 12.2.2