

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO88-2.6
<i>Subject</i> Written Directive System		
<i>Reference</i> CALEA Standards – 12.2.1, 12.2.2		<i>Revised</i> July 27, 2021 August 22, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2023 August 2025	<i>No. Pages</i> 5

I. **Policy**

It is the policy of the Dalton Police Department that personnel follow the guidelines set forth in this directive for the development, review, and distribution of written directives.

II. **Definitions**

- A. *General Order* – A permanent directive, concerned with policy, rules, and procedures, affecting more than one organizational component.
- B. *Memorandum* – An informal written document that may or may not convey an order. It is generally an aid to clarify, inform, or inquire.
- C. *Personnel Order* – An announcement of changes in the status of personnel, such as a transfer or promotion.
- D. *Special Order* – A directive affecting a specific segment of the organization or a statement of policy or procedure regarding specific circumstances or events that are temporary in nature.
- E. *Written Directive* – Any written document used to guide or affect the performance or conduct of Department employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional materials.

III. **Procedure**

- A. Assignment of Responsibility to Develop Written Directives
 - 1. The Administration Division Commander is designated as the Planning and Research Manager for the Department.
 - 2. Command staff members and other selected personnel shall be assigned the responsibility for developing specific written directives.

3. Command staff members and others, who take the initiative to develop or update a procedure or directive on their own, shall advise the Planning and Research Manager of their intentions prior to any substantial work being done. This will minimize the potential for duplication of efforts.
4. In the event that more than one employee is assigned to research and develop a written directive, a project leader for the effort shall be designated by the Chief of Police, and specific tasks shall be assigned to each person developing the directive.

B. Research and Development

1. Research should include written directives from other accredited and certified Georgia law enforcement agencies.
2. Research may also include other model manuals on police policy and procedure, police textbooks and periodicals, training materials, federal, state, and local laws (if applicable), records, reports, and other applicable written documentation.
3. When appropriate, observation of the work to be covered by the directive should take place, unless the developer is already familiar with the same.

C. Preparing Preliminary Drafts of Written Directives

1. Directives shall be submitted for review in an electronic format.
2. Written directives shall follow a standardized format approved by the Chief of Police.
3. The content of the directive shall be detailed enough to provide appropriate direction to affected employees but should not be so detailed as to stifle creativity or attempt to cover every conceivable situation.
4. When possible, directives shall be written in positive, rather than negative, terms.
5. The date on the directive shall be considered the effective date, unless otherwise noted.

D. Review of Written Directives

1. Once prepared, a proposed or revised written directive shall be submitted to the Planning and Research Manager or his / her designee.
2. The completed draft of the written directive or other procedure shall be reviewed by the Planning and Research Manager or his / her designee to ensure that:
 - a. The directive satisfies the requirements of the Department.

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- b. The directive does not contradict other Department directives.
 - c. The directive does not contradict applicable federal, state, or local laws.
 - d. The directive complies with applicable certification and accreditation standards.
3. Once the Planning and Research Manager reviews a written directive and confers with the developer on any required changes, the Planning and Research Manager or his / her designee shall forward a copy of the directive to the Chief of Police for review and consideration.
 4. After the Chief of Police has reviewed and made recommendations, the directive shall be returned to the Planning and Research Manager or his / her designee for final revisions.
 5. The Planning and Research Manager or his / her designee shall assign a number to each new written directive.
 - a. Directives shall consist of a prefix to indicate the directive type and the year it was issued (GO - General Order, PO - Personnel Order, SO - Special Order, 88 - 1988, 89 – 1989, etc.). The year shall be followed by a number, a period, and another number to indicate the chapter within the manual and the directive within the chapter, if applicable.

For example, "GO88-1.1" indicates the directive is a General Order issued in 1988, to be kept in the Employee Handbook, Chapter 1, and it is the first directive issued within that chapter.
 - b. Some directives do not need to be kept in a manual. An example would be a Special Order covering duty assignments for a parade. This might appear as SO88-23. "SO88" indicates the directive type and year issued, and "23" indicates it is the twenty-third Special Order issued in 1988.
 6. The Planning and Research Manager or his / her designee shall submit the final draft of the written directive to the Chief of Police.
 7. The Chief of Police may review the written directive with the command staff at an appropriate time.
 8. Before the written directive is approved by the Chief of Police, it shall be submitted to the Public Safety Commission and city attorney for approval.
 9. The Chief of Police has the authority to issue, modify, or approve written directives and has the discretion to bypass any of the aforementioned steps when deemed necessary.

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10. During the temporary absence of the Chief of Police, the authority to issue written directives shall follow the order of precedence of command authority as outlined in GO91-2.5, XI, A.
11. Unless otherwise stipulated, the date of review shall be every two (2) years or as directed by the Chief of Police.
12. The contents of a written directive may contain errors. If an error is detected, employees have the responsibility of contacting a Supervisor as soon as possible so that a correction or clarification can be made.

E. Dissemination of Written Directives

1. On the appropriate date, the Planning and Research Manager or his / her designee shall ~~distribute~~ update each of the designated division manuals with those printed directives that have passed final review. ~~to all members of the command staff and update each of the designated division manuals.~~ All ~~other~~ employees shall receive notification that the directives have been updated on the PowerDMS website.
2. The Planning and Research Manager or his / her designee shall arrange for electronic acknowledgment, indicating that all employees have reviewed the directive(s). Supervisors shall ensure that subordinate personnel have submitted electronic acknowledgment in PowerDMS within ten (10) working days of issuance.
3. Supervisors may choose to maintain a physical policy manual. All physical manuals shall be kept up-to-date with all current directives.
4. Directives shall be maintained in appropriate manuals kept in designated areas throughout the Police Services Center and in an electronic format, via the PowerDMS website.
5. The Planning and Research Manager shall ensure all revised or new directives are modified or added to the PowerDMS website. Any directives the Chief of Police deems no longer valid shall be purged from the PowerDMS website.
6. All employees and Officers shall regularly refer to Departmental policies and procedures.
7. Employees are responsible for reviewing all written directive updates and amendments that are issued throughout the year.

F. Exclusions

1. Special Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.
2. Memorandums may be written for any one component of the organization and are not subject to the review set forth in this directive.

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3. Personnel Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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