



Ripon Police Department

Written Directive System



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I. POLICY AND PURPOSE

This directive describes changes in the department's written directives system that are intended to make the directives clearer and easier to develop, revise, file, and understand. It is the policy of the department to issue written directives in order to guide or affect the performance or conduct of employees. Written directives are issued by authority of the Chief of Police, who retains the authority to issue, modify, or approve all written directives.

II. DEFINITIONS

A. Policies

Policies are general statements guiding the department to the attainment of its goals. Policies explain the reasons for, or build the foundation for, procedures and rules.

B. Procedures

Procedures are specific guidelines to assist employees in performing a wide range of tasks. They describe expected methods of operation, and generally allow some flexibility within certain constraints, or when justified by the circumstances applying to a specific case.

C. Rules

Rules are directives that prohibit specific behavior and/or require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible, and apply to all employees.

D. Written Directives

Written directives are permanent, official documents that are intended to affect or guide the actions of department employees. The types of written directives used for this purpose are described below.

III. TYPES OF WRITTEN DIRECTIVES

A. Department Directives

Department directives are issued by the Chief of Police to establish policies, procedures, and rules. They replace General Orders, Special Orders, and the Articles of the Rules and Regulations and Manual of Procedure.

Department directives will be filed in the Rules and Regulations manual, electronically or in hard copy as required, in numerical order according to the Index Code. The hundred series of the Index Code indicates the appropriate chapter of the manual.

B. Formal Memoranda

Formal memoranda are available to the Chief and the Lieutenant to implement or supplement department directives.

These memoranda should not impose conditions either more or less restrictive than those issued by the Chief. Rather, they should be used as a means to specify implementation of department directives, to provide direction, or to narrow the audience.

Formal memoranda may also be used to implement short-term operational initiatives, to implement interim changes in policy or procedure, or to establish policies and procedures directed at employees of the issuing command only.

The purpose of formal memoranda, as opposed to inter-office correspondence, is to provide a permanent record of the directive for accountability and reference purpose.

Memoranda will be issued on written directive stationary, and must display a sequential memorandum number, which will be obtained from the Chief of Police. When applicable, a formal memorandum will include a reference to the Index Code of the department directive it is implementing or supplementing.

Memoranda will remain in effect until incorporated into a department directive or cancelled by another memorandum. If related to a department directive, they will be filed behind that directive.

C. Standard Operating Procedures

Unit S.O.P.'s are designed to give guidance and provide specific information, which is binding, to various units that perform specialized functions. Supervisors will be responsible for developing, revising, issuing and retaining S.O.P.'s.

Supervisors who are newly assigned to any Departmental entity will review existing S.O.P.'s to determine if revisions are necessary. A final copy of any new or revised S.O.P. will be forwarded to the Lieutenant for retention.

D. Training Bulletins

Training Bulletins also serve as policy guidelines for the Department. Training Bulletins are issued to introduce new legislation recently passed or any other pertinent training issues. They may contain information on new equipment, safety precautions, clarification or explanation of legal issues, new procedure, or any items of interest that are pertinent to job performance.

Training Bulletins may be developed by any Department component. Training Bulletins must be developed in consultation with the Lieutenant. Training Bulletins must be dated and a volume must be obtained from the Lieutenant which maintains a log of all volume numbers issued.

IV. INDEXING

A complete index of all department directives and formal memoranda will be maintained by the Lieutenant. Supervisors are responsible for indexing all S.O.P.'s that they establish, and providing subordinates with a copy of the current index.

V. RULES AND REGULATIONS MANUAL

As of July 30, 2010, the Ripon Police Department's Policy Manual will be maintained electronically on the Lexipol Knowledge Management System (KMS) located at <https://policy.lexipol.com/lexipol/component/main>. The Lexipol KMS maintains all of the department's policies, directives, Training Bulletins and Standard Operating Procedures, as well as electronic signatures of employees that verify their accountability for each document. All sworn employees have access to this system and are required to log on when notified by their supervisor to review and electronically sign for any new or revised directive. All employees are responsible for being knowledgeable about its contents.

Supervisors will be responsible for ensuring that all personnel under their command log on to the system as required to review and electronically sign for all new or revised directives.

A hard copy of the Policy Manual will be maintained by the following components. Affected supervisors are responsible for keeping the manual up-to-date, and maintaining it at a specified location for timely access and reference by personnel at their location.

- Administration/Department Library
- Patrol Report Writing Room/Area
- Investigations Division
- Traffic Division
- Field Training Program/Training Division
- Communications Division
- Community Service Division
- Animal Control Division

VI. ACCOUNTABILITY

Every employee who receives a written directive, *new or revised*, will acknowledge electronically that he or she has received, reviewed, and understands the directive.

VII. PROPONENT

Administration Unit.

VIII. CANCELLATION

Cancellation of an issued directive will be made by the Chief of Police.