**DUBLIN POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURE**

**SECTION: A-001**  **WRITTEN DIRECTIVES**

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**STANDARD COVERED *CHIEF KEITH MOON***

**2.1**

**I. PURPOSE:**

The purpose of this manual and policy is to provide written directives and standard operating procedures, as well as statements of agency policy, rules, and regulations; this includes procedures for carrying out agency activities.

**II. POLICY:**

It will be the policy of the Dublin Police Department, whenever possible, to establish policies, procedures, practices, orders, rules, and regulations in the form of written directives. The vast majority of department written directives will be referred to as “Standard Operating Procedures” (SOPs) of the Dublin Police Department and will be written in a clear and concise manner. SOPs will be used to establish uniform and consistent policies and procedures for all department personnel.

Guidance and directives not provided and/or transmitted in SOPs may be transmitted in other written formats such as letters, memorandums, special orders, posters, etc. Officers should also note that verbal directives carry the same weight as those that are written.

# III. AUTHORITY

STD 2.1 a, b

The purpose of this section is to establish authority for the system of written directives, and also establish definitions, formats, and other instructions relating to the system of written directives. The Chief and Major (and supervisory personnel at the Chief’s discretion) have the authority to issue, index, purge, and update, modify, revise, and/or approve written directives.

Pursuant to authority granted to the Chief of Police, the Dublin Police Department Standard Operating Procedure (SOP) is hereby established for the operation of the department. Responsibility for the revision and update of all SOPs lies with the Chief of Police and/or his designee.

Other forms of written directives may be issued by supervisory-level personnel who are responsible for specialty areas, such as scheduling, training, supply, firearms, certification, etc. These types of directives are generally not SOP-specific and tend to provide guidance with regard to day-to-day operations and event-specific information. These types of directives may be issued in memorandums, letters, etc.

# IV. DEFINITIONS

STD 2.1c

Policy - A written directive that is a statement of agency principles. While policy statements may be characterized by such words as "may" or "should," they do establish rules and procedures for the conduct of particular activities.

Standard Operating Procedures (SOP) - Written directives in the form of policies, procedures, rules, and regulations that are issued to all employees as guidelines for the operations of the police department, and a specific set of guidelines to which all employees must adhere. SOPs will be issued, changed, updated, revised, and/or deleted as the need arises. SOPs are issued by the Chief of Police and are considered general orders.

General Orders – Directives that are to be followed in the absence of other guidance. General orders are normally the written directives found in the department SOP and in the “Directives” folder located on the Public (X) drive.

Special Orders - Restricted written orders issued by the Chief or Major (or their designee). These orders pertain to a specific circumstance or situation that is of a temporary nature and may be directed to a specific part or segment of the organization.

Memorandums - Documents written by supervisory personnel that provide guidance of a general nature or about specialty areas. These types of directives are generally not SOP-specific and tend to provide guidance with regard to day-to-day operations and event-specific information, such as training, scheduling, logistics, etc. Memorandums may or may not convey an order/directive, and are generally used to clarify, inform, or inquire.

Letters – Documents that provide information and guidance, but usually are written by individuals from other city departments or non-department personnel/citizens.

Posters – Documents placed on bulletin boards and other prominent places that contain information and guidance designed to inform about specific events, situations, and/or circumstances.

# V. WRITTEN DIRECTIVES SYSTEM / STANDARD OPERATING PROCEDURE MANUAL

The vast majority of written directives are found in the department's SOP. However, the written directives system encompasses a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. An effort will be made to minimize the number and complexity of publications while providing centralized information and direction toward common organizational objectives, hence, standard operating procedures.

The purpose of the written directives system is four-fold:

1. To systematically formulate standard statements of department policy.

2. To provide procedures for carrying out department activities.

STD 2.1d 3. To provide procedures for indexing, purging, updating, and revising directives.

STD 2.1c 4. To establish a written directives system format.

Guidelines to the written directives system:

1. Publications will not conflict with other established rules, regulations, or policies of the department, or administrative regulations and statutory law imposed by higher authorities.

2. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.

3. When applicable, cross-references will be made to other related documents. Publications that cancel or supersede other issued documents will reference the affected document(s).

4. Department publications affecting the interpretation of policy will be reviewed by the Chief of Police prior to issue. The Chief of Police may require that certain publications be reviewed by command staff prior to issue.

5. Policy and procedure adopted by the department will be disseminated to all personnel.

The department SOP is a collection of policies, procedures, rules, regulations, guidelines, and/or other written directives. It is written to standardize the operation of the Dublin Police Department and increase the level of professionalism and efficiency of department employees and is an aid in increasing efficiency and job knowledge. The official department SOP can be found on the “X” drive of the department computer network in the “Policy Manual Master” folder.

## VI. INDEXING AND FORMAT OF WRITTEN DIRECTIVES

STD 2.1c, d

All written directives should be correctly dated, indexed, and formatted. The publisher will take great care in the preparation of documents to ensure the simplicity, relevance, and understandability of content, as well as grammar, punctuation, and spelling.

1. Standard Operating Procedure

All SOP indexing numbers for sections will be alpha-numeric in nature. Each policy will begin with a letter corresponding with the chapter of the assignment and a three-digit (consecutively issued) number, such as “A-004.” The heading of each SOP will contain the department designation, section index, title, effective date, number of pages, revised date (if applicable), and standard covered (if applicable). The format of the body of the SOP will be book-like and will be divided by subject and area. Reference to standards will be provided if applicable.

1. Special Order Indexing

All special orders will be indexed by a special designation. This designation will be printed or written on the document, will be alpha-numeric in nature, and will contain the letters “S.O.” followed by a two-digit year, a two-digit month, and a three-digit number indicating the (consecutively issued) number of the order issued for that month, i.e., “S.O 05-04-002,” which designates that the special order was the second special order of April 2005. No specific format is given for special orders; a memo/letter format is suggested.

1. Memorandum/Letter Indexing

Memorandums and letters will not be numbered for indexing. For reference, all memorandums and letters will be dated. No specific format is given; memorandums and letters are written in many different formats. All memos and letters will contain a date, subject, target audience, and publisher. Posters also fall into this category, though they may not be dated.

## VII. WRITTEN DIRECTIVE PROCEDURES

A. All officers shall be issued an SOP manual upon employment and shall acknowledge receipt through a signature document. It is the officer’s responsibility to ensure that the issued SOP is properly maintained and kept up to date, as well as the destruction of outdated policies. As stated previously, the official department SOP is maintained on the “X” drive of the department computer

network; officers and supervisors should review the policy on a regular basis for updates. It is the responsibility of supervisors to notify subordinates of any change to the SOP.

B. It is an individual responsibility to read, comprehend, and adhere to department directives. Officers will contact their supervisors if there is a directive/policy that they do not understand and/or comprehend. It is a supervisory responsibility to train and familiarize officers with directives/policy.

STD 2.1a, d

C. Any revision, deletion, or addition to the department SOP shall be posted to the official department SOP on the computer network. Notification of change will be made to department personnel, normally by memorandum or poster. The Chief of Police has the authority to issue, modify, approve, or delete written directives at any time.

STD 2.1d

D. Updating, Revising, or Purging Written Directives – All policy directives will be periodically reviewed in order to determine whether each directive is current; If it is determined that a directive is out of date, no longer in effect, or in need of change or revision, the Chief of Police will ensure action is taken to purge, revise, or update the directive.

E. If there is a need for a new policy/directive, procedure, rule, and/or regulation, the Chief of Police will take action to ensure a proposal is written. The proposal will be reviewed by the Chief of Police and staff personnel prior to being issued.

F. Non-SOP directives, such as memorandums, may be issued by supervisory personnel.

## VIII. EXTERNAL WRITTEN DIRECTIVES

Department personnel will be responsible for certain external written directives. These external directives may include, but not be limited to: federal law, state law, city code/ordinance, administrative directives from the Mayor and council, and administrative directives from federal and state agencies, such as POST, NCIC, and GCIC. Every effort will be made to avoid conflict between departmental and external directives. If such conflict does exist, it may be resolved by application of the following principles:

1. Law takes precedence over administrative regulations.

2. The law of the higher jurisdiction takes precedence over the law of a lower jurisdiction.

3. City-issued directives take precedence over department directives and policies.

It should be clearly noted that the application of these principles is necessary only in the case of conflict between directives. Department directives issued to supplement external directives will control in the absence of such conflict.

## IX. DIRECTIVE INPUT / STAFF REVIEW

STD 2.1e

A. It is essential that those responsible for developing written directives consult with and solicit input from supervisors and elements that will be affected by the directive. The purpose of this is to receive input from these components for assurance that the directive addresses all concerns and interests. During the review and comment process, supervisors should solicit input directly from subordinates who will be affected.

B. Policies that carry and/or are related to high liability concerns/issues will be submitted to the city’s legal counsel for review. At a minimum, policies concerning the use of force, vehicle pursuit, and family violence, including all revisions, shall be submitted for legal review prior to adoption and issue.