

Abington Township Police Department Policy and Procedure Manual

Chapter:	Direction	General Order:	12.2.1
Section:	Written Directives	Original Date:	050104
Title:	Written Directive System	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
Signature:	<i>Patrick Molloy</i>	Expiration Date:	Indefinite
Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Members`	Total pages:	9
CALEA Standard References:	12.2.1		
Pennsylvania Accreditation References:	1.4.3		

I. PURPOSE

The purpose of this general order is to establish a method to provide for the orderly conception, development and implementation of policies, procedures, rules and regulations and orders by which operations of the police department are guided.

II. POLICY

The mission of the members of the Abington Township Police Department is to protect the rights, safety and property of all persons within Abington Township and to otherwise provide professional service to all who come within our care and jurisdiction. The members of the Abington Township Police Department will be guided by the values of our community and will faithfully perform their duties in accordance with the United States Constitution, the International Code of Police Ethics and all federal, state and local laws. To accomplish this mission more effectively and efficiently, the members of the Abington Police Department have adopted the motto, "TO PROTECT AND SERVE WITH PRIDE". The manual/computer disc containing these directives is a part is the recognized authoritative policy and procedural document of the Abington Township Police Department. All departmental personnel shall comply with these directives.

III. PROCEDURE

A. General Orders - General Orders are issued to announce adoption or revision of policy, procedures, rules, and regulations for the long-term future of the Abington Township Police Department. When necessary, a policy statement will be included in each general order. A statement of policy is an identification of the department's philosophy on a given issue. Policy statements consist of principles

and values which guide the performance of department members. Further, policy is based upon ethics, experience, the law, and the needs of the community.

1. The following are proper subjects of General Orders, but not limited to:
 - a. Installation of programs which affect more than one unit subordinate to the issuing authority, e.g., community policing, etc.
 - b. Personnel policies and procedures including recruiting, hiring, training, and promotion policies, but not including changes of status, such as transfers and promotions.
 - c. Use of public facilities and equipment, and the expenditures of public funds.
 - d. Relationships with other agencies and citizens.

- B. Special Orders - Special Orders are issued to announce policies, rules, regulations, or direct procedures concerning a specific unit, specific event or circumstance, which is of a temporary or self-canceling nature, or involving only specific segments of activities.
 1. The following are proper subjects of Special Orders, but not limited to:
 - a. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions. Examples would include renumbering or assignment of police vehicles, and assignment of working hours for specific commands.
 - b. Temporary procedures designed to cover a special occurrence or event which is of a temporary or short-termed nature.
 - c. Instruction for the use and deployment of manpower to a particular public gathering such as a parade route, including the assignment of individual duties.
 - d. Assignment of and special instructions for personnel in training programs, firearms qualification, etc..
 - e. Periodic records destruction dates and special instructions.
 - f. Annual budget preparation deadlines and special instructions for the year.
 - g. Traffic obstruction affecting emergency response routes.
 - h. Directives to a specific unit or units which do not influence the operations of others and for which no organizational change is needed.

- i. Maintenance of police-owned firearms inventory lists.
 - j. Special evaluations of personnel in a particular unit.
- C. Personnel Orders - Personnel Orders announce the change in status of personnel, including hiring, transfers, promotions, commendations, or termination.
 - 1. The following are proper subjects of Personnel Orders, but not limited to:
 - a. The appointment of new personnel.
 - b. The assignment or transfer of members from one unit to another.
 - c. The promotion or demotion of personnel.
 - d. Commendation of personnel.
 - e. Dismissal and restoration to duty.
 - f. Termination by resignation or retirement.
 - g. The assignment of individuals to attend schools, seminars, conferences, and other special activities.
- D. Memoranda or Computerized E-Mail as informal communication devices utilized by the Department.
 - 1. Memoranda - Memoranda is written information not warranting a Formal Order. Used to direct any segment or all of the personnel of the Abington Township Police Department in specific situations or to inform them of coming events. Memoranda would include the computerized E-Mail which may be used in lieu of the written Memoranda. For purposes of this General Order, Memoranda shall include the Computerized E-Mail. The following are proper subjects of Memoranda, but not limited to:
 - a. To disseminate information or instructions which do not warrant a formal order.
 - b. Date, time, and place of special events.
 - c. Schedule of educational courses available to members of the Abington Township Police Department.
 - d. Notification of prohibited parking areas.
 - e. Court decisions for information to Abington Township Police Department Personnel.

- f. Those unanticipated emergency situations requiring immediate action.
- g. Explanatory information for Abington Township Police Department personnel.
- h. To inform members of actions or policies of other agencies.
- i. To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue.

E. Issuing Authority

The Chief of Police has exclusive authority in the issuance, modification or approval of written directives. These are to include General Orders, Special Orders, and Personnel Orders.

1. General Orders - General Orders are issued by the Chief of Police to announce organization wide policies and procedures which are applicable for the indefinite future.
2. Special Orders - Special Orders are issued by the Chief of Police. Special Orders concerning particular events or subjects under the command of subordinate command officers should be prepared by that level of command and submitted to the Chief of Police for approval and signature.
3. Personnel Orders - Personnel Orders are issued by the Chief of Police.
4. Memoranda - Memoranda can be issued at any level within the department.
 - a. Memoranda may be issued between personnel within the department regarding departmental business.
 - b. Any memorandum an officer feels should be brought to the attention of the Chief of Police, i.e. safety factors, hazardous conditions, equipment failure, failure of a supervisor to respond to any previous memoranda, etc. shall be sent through the chain of command, beginning with the officer's immediate supervisor, with a copy going to the Chief of Police.
 - (1) The immediate supervisor shall read and review the memorandum and forward a copy, with his/her written comments, to the Division Commander.
 - (2) The Division Commander shall read and review the memorandum and comments from the immediate supervisor. The Division Commander shall forward a copy, along with his written comments, to the Chief of Police.

F. Preparation of Written Orders

1. Written orders, and memoranda issued at any level of command, shall not conflict with established policies and procedures directed by a higher authority.
2. All orders and memoranda will be stated in precise and positive terms with grammatical accuracy.
3. Whenever applicable, all orders and memoranda shall carry notations directing attention to other published documents which are related. An order or memorandum which rescinds or supersedes other orders, memoranda, etc., will carry the identifying notations (order number, memorandum reference and date of issue, etc.) necessary to connect them.

G. Policy / Computer System

1. Each General Order shall be assigned a number and shall be uploaded to the PowerDMS computer software program.
2. PowerDMS contains current policies, procedures, rules and regulations pertaining to the operations of the department, as established under previous existing orders.
3. A complete listing of all General Orders is maintained on PowerDMS.
4. Orders or other regulations in conflict with the contents of PowerDMS are hereby revoked, except that those orders and regulations that have not been included shall remain in effect.

H. General Format

1. All written directives will be issued in the format approved by the Chief of Police. Procedural specifications for all orders and memoranda will be maintained by the Office of the Chief of Police.

I. Procedures for Review and Cancellation

1. Proposed written directives
 - a. All proposed written directives will be reviewed at scheduled Command Meetings. The review will ensure that the proposed written directive is in compliance with established accreditation standards.
 - b. The proposed written directive will be approved, rejected, or returned with suggestions for revisions.

- c. All approved written directives will be forwarded to the Accreditation Manager, who will ensure that the correct numbering system and format is used. The Accreditation Manager will then forward the proposed written directive to the Chief of Police for final approval and signature.

2. General Order Review

- a. All General Orders will be reviewed on a schedule established by the Chief of Police. This task will be coordinated by the Accreditation Manager, or his/her designee. This review is to determine if the General Orders:
 - (1) Should be canceled.
 - (a) All cancellations will occur through the issuance of a notice of cancellation authorized by the Chief of Police.
 - (2) Should be incorporated into another Order.
 - (3) Should be revised.
 - (4) Should be continued in their present form.

3. Special Orders Review

- a. All Special Orders are issued for temporary situations and self-cancelling in nature.

J. Numbering Procedure

1. General Order

- a. Each general order is given a number that corresponds to related standards from the Commission on Accreditation for Law Enforcement Agencies, Standards For Law Enforcement Agencies
- b. When a general order deals with a subject that is not specifically referred to in the Commission on Accreditation for Law Enforcement Agencies, Standards For Law Enforcement Agencies the following method will be used by the Accreditation Manager or his/her designee;
 - (1) The closest matched standard is located, and that standard number will be used after amending it to include an alphabetic designation at the end of the standard number.

- (a) example: Controlled Tire Deflation Devices - Stinger Spike System which is not referred to by the Commission on Accreditation for Law Enforcement Agencies, Standards For Law Enforcement Agencies. Closest standard Vehicle Pursuit number 41.2.2. That standard number is used with an addition of A.a", producing 41.2.2.a.
 - (2) When additional procedures are needed also relating to the base standard they will be numbered with the addition of A.b", A.c" and so forth.
 - c. General Orders issued which are not specified with a particular standard number of Accreditation or are of such importance that it should be in a General Order of its own, will be issued with a non-designated Accreditation number.
 - 2. Special Orders and Personnel Orders, shall be numbered consecutively with a prefix consisting of the last two digits of the year; i.e. 02-1, 03-1, etc.
 - 3. Memoranda will be issued on the departmental memoranda form when issued in written form. It shall indicate to whom the memorandum is directed, from whom it is issued, the date of issuance and the topic. Memoranda issued through the computerized E-Mail will also contain this information.
- K. Indexing Procedures
- 1. PowerDMS contains an index utilizing the General Order number. This system allows easy access to individual topics.
 - 2. Members can also explore PowerDMS using the search feature.
- L. Computer System Revision
- 1. A request for revising, deleting or adding to the General Order may be drafted at any level in the police department and submitted through the chain of command for approval.
 - 2. When a request is received to revise, delete, add to or update any General Order, the Chief of Police may designate any supervisory officer to do so. Such modification in policy must be submitted to the Accreditation Manager, or his/her designee for review.
 - 3. All proposed policy changes shall be read, discussed and reviewed by the command staff prior to dissemination and implementation.

M. PowerDMS Computer Software Program Access

1. All persons employed by the Abington Township Police Department shall be issued a unique user name and password to access the General Orders.

N. Updating Procedures

1. The Accreditation Manager, or his/her designee, shall review, update, purge or archive the General Orders maintained on PowerDMS as needed and upon the authority and approval of the Chief of Police.
2. All General Orders will be reviewed on a schedule established by the Chief of Police. This task will be coordinated by the Accreditation Manager, or his/her designee. This review is to determine if General Orders:
 - a. Should be canceled.
 - b. Should be incorporated into another General Order.
 - c. Should be revised.
 - d. Should be continued in their present form.
3. If a Written Directive is revised, the amending Written Directive will usually be of the same class as the Directive to be amended, i.e. a General Order amends a General Order, a Special Order amends a Special Order, etc. However, a General Order may be used to revise, incorporate or rescind any other type of written directive.
4. A Written Directive will be amended by:
 - a. Rescinding the Written Directive and issuing a new Written Directive.
 - b. PowerDMS will be updated whenever a change is made to a written directive. Members will receive an email notification and will be required to sign off on all policy updates/revisions.