



Peoria Police Department Policy and Procedure Manual

Policy 2.03

Written Directives



I. POLICY

It is the policy of the Peoria Police Department that all written communications contain only information which is necessary and which will contribute to the attainment of Peoria Police Department policy or purpose. All written communications should be clear, concise, written in black or blue ink or typed, not in conflict with other approved written communications, and should avoid duplication as much as possible. Written communications between employees from within the Peoria Police Department are a vital and necessary part of the daily work routine. In addition, there are also occasions when necessity will dictate written communications to individuals or entities outside of the Peoria Police Department. It is a policy of the Peoria Police Department that a degree of uniformity and coordination be exercised in the issuance of written communications while at the same time allowing for personal expression.

II. PROCEDURE

This procedure applies to written communications as they pertain to Peoria Police Department Policies/Procedures, Peoria Police Department Directives (pertain to all department employees), Dispatch Directives (pertain to Communications personnel only), Personnel Orders, Staff Reports, Memorandums and Notices.

A. Written Direction

1. Directives - a directive is a written communication from the Chief of Police issued as a temporary solution to a one-time problem, or to provide information or direction that affects Peoria Police Department operations.
 - a. Any employee may propose recommendations for a directive, through their chain of command, to the Chief of Police.
 - (1) All recommendations should indicate the reasoning or situation that prompted the recommendation as a statement of the research conducted.
 - (2) The Chief of Police shall review recommendations forwarded through the chain of command and make a determination to implement or not implement the proposal.
 - (3) The submitting employee shall be advised of the status of the recommendation by the supervisor who originally received it.
 - (4) The master (original) Peoria Police Department Directives shall be maintained by the Staff Services Bureau Manager or designee in hard copy format. (12.2.2.b)
 - b. All directives shall contain a sequential number which reflects the year issued (i.e. 07-001, 07-002, etc.) Directive numbers are issued and maintained by the Staff Services Bureau Manager or designee.
 - c. All directives shall remain in effect for a period of one (1) year, unless otherwise indicated at the time they are issued.
 - d. Directives that are issued as a change to Peoria Police Department policy or in any way affect the current policy of the Peoria Police Department, shall be placed on file with the Planning and Research Officer and incorporated during the normal policy review process unless otherwise indicated by the Chief of Police. If they are not placed into policy, Directives expire one year after the date of issue.

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- e. Indexing (12.2.1.e): An indexing system will be used to cross reference written directives. This will serve to ensure that changes in one area of the manual will also be updated in all other areas affected by that change. The Executive Assistant shall be responsible for this system.
2. Personnel Orders – A Personnel Order is written communication from the Chief of Police issued to provide information that affects Peoria Police Department personnel and their assignments. These orders will also be utilized to communicate separation from employment and promotion.
 - a. The master (original) Peoria Police Department Personnel Orders shall be maintained by the Staff Services Bureau Manager or designee, in hard copy format. (12.2.2.b)
 - b. All Personnel Orders shall contain a sequential number which reflects the year issued (i.e. 2007-001, 2007-002, etc.). Personnel Order numbers are issued and maintained by the Staff Services Bureau Manager or designee.
 3. Peoria Police Department Policies/Procedures - Peoria Police Departmental policies and procedures are written guidelines on the direction and operation of the Peoria Police Department.
 - a. The policies are the rules and regulations with which employees will use in the performance of their duties.
 - b. All Peoria Police Department policies shall be in accordance with established City of Peoria policy and the current Memorandums of Understanding between the City of Peoria and the affected bargaining units.
 - c. Peoria Police Department policies shall be issued, revised and deleted only under the authority and signature of the Chief of Police and be maintained in a Policy and Procedures Manual. (12.2.1.b & f & g)
 4. Other Manuals. The Chief of Police may adopt the use of other manuals, Policies/Procedures and/or Operations Orders issued by outside agencies which address specific functions within the Peoria Police Department and do not conflict with our established goals and objectives (i.e. Dispatch Directives, Arizona Law Enforcement Officer's Manual, ACIC/NCIC manuals, FTO manuals, etc.). (12.2.1.h)

B. Policy and Procedures Manuals

1. Accountability. All employees shall read, adhere to, and be held accountable for all policies, procedures and directives that affect their area of responsibility.
2. The Policy and Procedure Manual is in an electronic format and is available to all employees and members of the general public on the Peoria Police Department's web page. Any approved changes to Peoria Police Department policy will be immediately updated and placed on the web page by the Staff Services Bureau Manager or designee. The Staff Services Bureau Manager or designee will also maintain the original hardcopies of the policies signed by the Chief of Police in a Master Policy Manual. (12.2.2.b)
3. Access. All Peoria Police Department employees shall have access to the current policy via Peoria Police Department computers or MDC. In the event that the computerized documentation is inoperable, each Division shall maintain a current hard copy of the Peoria Police Department's policy and procedure manual. A patrol hardcopy shall be kept in the Patrol Briefing Room and the Day Shift Desk Sergeant shall be administratively responsible for updating this policy and procedure manual. (12.2.2.a)

C. Policy Implementation and Dissemination (12.2.2.a)

1. All policies approved by the Chief of Police shall be affixed with an original issue date, last revision date, and next review date. The policy will be distributed to all members of the Peoria Police Department. Peoria Police Department Supervisors shall be responsible for ensuring that all new and revised policies are distributed to employees under their authority and that each employee fully understands the provisions contained therein.
2. When possible and practical, written communications establishing new policy and procedures shall be distributed to employees at least ten (10) days prior to the effective date.

3. Directives and Personnel Orders will be issued via Peoria Police Department e-mail. An employee's electronic access to this e-mail constitutes receipt thereof. In addition, all Directives and Personnel Orders can be accessed electronically through the Peoria Police Department's network computer system. (12.2.2.c)

III. ROUTINE POLICY REVIEW PROCESS/ REVISIONS AND CORRECTIONS (12.2.1.e)

A. Policy Review Process (12.2.1.e):

1. The Chief of Police shall initiate an annual review of each Peoria Police Department Policy/Procedure to determine if a need exists to purge or revise any outdated material.
2. This will be accomplished by the Planning and Research Officer through receiving input from all affected employees of the Peoria Police Department. All affected employees are expected to participate in this process and provide feedback to assist in keeping the Peoria Police Department's manuals current and effective.
3. All Peoria Police Department policies and procedures must be approved and endorsed by the Chief of Police or designee prior to implementation. (12.2.1.c)
4. Management is inherently responsible for the development and approval of policy. The Chief of Police retains the option to accept, modify or reject proposed policy changes from the Planning and Research Officer or any other source, and to substitute policy changes or issuance. (12.2.1.b)

B. Procedure.

1. Every policy shall be reviewed annually.
2. One month prior to the review date, the Planning and Research Officer shall advise all employees of the policies to be reviewed and shall assign a 30 day review period for all employees. This shall be done via e-mail.
3. Any employee making a recommendation shall send the recommendation directly to the Planning and Research Officer via e-mail or memorandum. The recommendation shall be comprised of the proposed change and the reasoning behind the suggested change.
4. The Planning and Research Officer shall send all recommendations to the Policy editors and reviewers for their recommendations. The Chief of Police may assign an "ad hoc" committee or other specialty committee to review certain proposed policies in lieu of using the regular policy review process..
5. After the Policy editors and reviewers review or make additional recommendations, the Planning and Research Officer shall send via email all recommendations to the Chief of Police, Executive Staff, and representatives of the Peoria Police Officers Association (PPOA) and the City of Peoria Police Supervisors (COPPS) who shall decide to adopt or not adopt the recommendations. Final policy decisions shall be made by the Chief of Police or designee. Upon notification of approval from the Chief of Police or designee, the Planning and Research Officer shall make the changes to the policy.
6. After the Chief of Police, Executive level, PPOA and COPPS review, the Planning and Research Officer shall edit the final policy and forward the policy to the Chief of Police or designee for final approval.
 - a. After approval by the Chief of Police or designee, the Planning and Research Officer shall forward the policy via department email with changes highlighted, to all Peoria Police Department supervisors who shall be responsible for ensuring employees are briefed on the changes.
 - b. All Peoria Police Department policies and procedures must be approved and endorsed by the Chief of Police or designee prior to implementation. (12.2.1.c)
7. The Planning and Research Officer shall place the final policy on the "I" drive, the Peoria Police Department Web page, and the mdbweb. At this time there will be no markers (strikeouts, highlights) left in the policy. The Planning and Research Officer shall send a final copy of the policy to the following who shall be responsible for updating a policy manual and having the manual available in the event electronic means fail. (12.2.2.b)

- a. Desk Sergeant
 - b. Communications Manager
 - c. Each division Administrative Assistant.
- C. Administratively, the Planning and Research Officer is responsible for:
1. File maintenance of the final approved policy.
 2. File maintenance of all recommendations made in the changing of the policy.
 3. File maintenance of Directives.
 4. File maintenance of Personnel Orders.
- D. Policy Format: The Peoria Police Department Policy manual shall be in outline form to address the: POLICY, PROCEDURE and sub-headings. A separate policy or chapter will cover each major topic. (12.2.1.d)
- E. Policy Maintenance: The Planning and Research Officer shall maintain a file which contains a record of all policy revisions and changes that have been approved or implemented. These files shall be kept for a period of three years or through a complete CALEA cycle of review. (12.2.1.e)
- F. Research Proposals.
1. Any employee may request that the Peoria Police Department research new equipment via a memorandum to the Staff Services Manager or designee.
 2. The Support Services Division Commander, in conjunction with the Planning and Research Officer, shall conduct a review into the matter and shall complete a memorandum to the Chief of Police which contains the following:
 - a. Project Summary or synopsis.
 - b. Rationale or Purpose of the Project.
 - c. Objectives.
 - d. Methodology – particularly addressing whether this will be in conflict with current policy.
 3. The Support Services Division Commander will then submit the Research Proposal to the Chief of Police for final approval of a testing period. The testing period shall be monitored by the Staff Services Manager.
- G. Formats for Internal Memoranda, Staff Reports, Operations Plans and After Action Reports are available on the “I” drive under Forms\Administrative Forms and in the Report Writing Manual.
- H. Forms and Bulletins
1. Personnel status changes are sent to the Peoria Police Department by the Human Resources Department on a Personnel Action Form (PAF). These changes are used to update Peoria Police Department records on the status change of an employee, such as promotion and/or change in salary. They may or may not be accompanied by a Peoria Police Department evaluation/appraisal form depending on the employee's circumstances, i.e. working out of class.
 2. Training Bulletins are used to provide up-to-date information on recent court decisions, law reviews, areas of liability, new techniques, etc.

I. Correspondence Outside of the Peoria Police Department

1. Written communications outside the City may be in the form of memorandum or letter and shall be on approved Peoria Police Department letterhead.
 - a. Correspondence shall be in the form of a memorandum for internal City governmental purposes.
 - b. Correspondence shall be in the form of a letter when addressing external governmental agencies or citizens.
2. Any written (or verbal) communication that releases information to anyone other than an agent or employee of an authorized criminal justice agency (i.e. law enforcement, adult/juvenile probation officers, parole officers, attorneys for the state and/or county, etc.), concerning an employee, an investigation (past or present), suspects, intelligence information, or any other sensitive material shall be approved by the Chief of Police prior to release. This does not preclude the issuance of media and public record releases as stipulated by Peoria Police Department Policy/Procedure.
3. Any external written communications sent on Peoria Police Department letterhead regarding commendations, awards, policy, operations, or the purchase of equipment, to include firearms, must have prior approval by the Chief of Police or designee.

J. Meetings

1. Executive Staff Meetings shall be held on a weekly basis unless rescheduled by the Chief of Police or designee.
2. Staff Meetings: Staff meetings will normally be held on the 2nd and 4th Wednesday of each month or as deemed necessary by the Chief of Police. Topics will include, but are not limited to, any relevant issues regarding the operation of the Peoria Police Department. These meetings will allow all employees to effectively verbally communicate needs, problems or concerns of their respective units or divisions, through the chain of command, to command personnel for discussion and evaluation. These meetings will also allow the Chief of Police an opportunity to give verbal direction to staff personnel, as well as receive staff input.
3. Supervisor's Meeting: The Supervisor's Meeting is held the 3rd Wednesday of each month, or as deemed necessary by the Chief of Police. Topics will include, but are not limited to, any relevant issues regarding the operation of the Peoria Police Department. This meeting serves the same purpose as the Staff Meetings, but takes it to the Sergeant/Supervisor level.
4. Labor Management Meetings: On a quarterly basis, or as deemed necessary by the Chief of Police, Labor Management Meetings will be held, at a convenient time and location, to discuss problems of mutual concern between management and labor.

K. Electronic Communications

1. System
 - a. Employees of the Peoria Police Department have access to the City of Peoria information systems network consisting of:
 - (1) Electronic communication (E-Mail).
 - (2) Internet access.
 - (3) Communications between personal computers.
 - (4) Remote access and related services.
 - b. The system is the property of the City of Peoria and is to be used for official use only.

- c. All electronic communications, data, download information and input information (data) is the property of the City of Peoria.
 - (1) The data on the system may constitute a public record under Arizona Law and shall be retained in accordance with the City of Peoria's records management program.
 - (2) Users of the system should recognize that this data may be disclosed to third parties.
2. General use by operators.
 - a. Prior to using the system, employees will be trained on how to use the equipment properly, and will have signed the appropriate training rosters.
 - b. Each employee will check their E-mail at least once during their each tour of duty.
 - c. The City's IT Help Desk will be notified if there are any difficulties with accessing the system or computer application problems.
 - d. Employees choosing to utilize the e-mail system to formally address issues concerning Peoria Police Department operations, grievances, personnel issues or other such matters must ensure that the proper chain of command is followed as stated in policy 1.02 (Rules of Conduct).
3. Supervisory usage
 - a. On-duty supervisors will access the system daily at the beginning of the shift to obtain their E-mail.
 - b. On-duty supervisors shall make entries into the Exceptional Incident (EI) Log at the end of their shift. The supervisor reviewing the Incident Report shall be responsible for the EI Log entry. A printed copy of that entry will be placed into the EI Log to be disseminated during the briefings of later shifts.
 - c. EI Log entries will include the IR number, victim and suspect information, and a brief synopsis of the incident. EI Log entries may be made at the discretion of the on-duty supervisor. However, EI Log entries must be made in the following situations:
 - (1) Any UCR Part I Crime against a person(s).
 - (2) Crimes involving a child victim.
 - (3) Missing persons.
 - (4) Any event requiring a Major Incident Checklist or the activation of the Mobile Command Vehicle.
 - (5) Any incident involving a death which will be sent to the Medical Examiner for follow-up.
 - (6) All death investigations, where the victim's physician will not sign the death certificate.
 - (7) Any incident that may require the assistance of the Public Information Officer due to media inquiries.
 - (8) Any incidents involving City of Peoria property, facilities or personnel.
- L. Reproduction, production, and copying of Peoria Police Department related documents.
 1. The City of Peoria "Copy Center" is the authorized vendor for the production and copying of all Peoria Police Department related materials and/or documents.
 2. Any materials and/or documents requiring more than twenty-five (25) copies shall not be copied or reproduced utilizing a Peoria Police Department copy machine unless approved by a supervisor or an Administrative Assistant.

3. Any and all requests for reproduction, production, and/or copying that are to be accomplished by the Copy Center or other outside vendor shall be approved by a supervisor or an administrative assistant.
 - a. All requests that are being sent to the copy center shall be completed on the City of Peoria Management Services Corporate Duplicating Request Form. The form shall be approved and initialed by a supervisor or administrative assistant, prior to the request being submitted to the copy center.
 - b. All requests being sent to an outside vendor shall be completed on the City of Peoria Management Services Corporate Duplicating Request Form. A copy of the outsider vendor's written estimate shall be attached to the form. The form shall be approved and initialed by a supervisor or administrative assistant, prior to the request being submitted.
4. Any request that exceeds two hundred and fifty dollars (\$250.00) shall be approved by a lieutenant or manager prior to the job order being placed. The form shall be approved and initialed prior to the request being submitted to the outside vendor or the copy center.

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