

**Burleson Police Department
Administrative Policy and Procedures**

Number: 05-001

Reference: Written Directive System / Accreditation Maintenance

Effective Date: 10/03/2007

Last Revised Date: 05/12/2020

CALEA Standards Referenced: 11.4.3; 12.2.1b/c/d/e/f/g/h/i; 12.2.2a/b/c; 33.5.2;
33.5.3a/b; 33.5.4

ISSUING AUTHORITY: 
Billy Cordell, Chief of Police

I. Policy

This directive establishes a system through which departmental policy and procedures are developed, approved, and distributed to all agency personnel. These directives shall govern the operations of the Burleson Police Department. All directives effecting agency policy, procedure, conduct, rules or regulations shall be accomplished in writing and disseminated to the department. The written directive system allows all members of the Department to propose policy. Supervisor review is required prior to implementation to ensure they do not conflict or contradict other agency or city directives or applicable law. [12.2.1f]

II. Definitions

Standard Operating Procedure – Established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.

General Order - A term used by some agencies to describe directives of a long standing nature concerned with policy, rules, and procedures affecting more than one organizational component.

Policy – A broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules_and regulations. [12.2.1f]

Procedure – A guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should," or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity. [12.2.1h]

Written Directive – A written document used to guide or affect the performance and/or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material. [12.2.1d]

Memorandum – A written document that may or may not convey an order; it is generally used to clarify or modify an existing directive.

Special Order – A statement of policy or procedure, usually in the form of a departmental memo, issued by the Chief of Police or their designee, regarding a specific circumstance or event that is of a temporary nature.

Instructional Material – Training guide, bulletins and checklists, etc.

Rules and Regulations - The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material. [12.2.1g]

III. Written Directives Affecting Department Personnel

- A. Departmental Standard Operating Procedures
- B. Department Special Orders
- C. Holding Facility Manual
- D. City of Burleson Personnel Manual
- E. City of Burleson Ordinances
- F. Local, State, and Federal Laws
- G. Applicable Court Orders

IV. Development, Publication, and Dissemination of Departmental Directives

A. Written Directives

1. The Professional Standards Division is responsible for the publication and dissemination of Department Directives upon approval of the Office of the Chief of Police. The Chief of Police or their designee has the authority to issue, modify, and approve all department directives. [12.2.1b/c]
2. Proposals for the development or revision to specific directives may originate within any division. The division may choose to write the directive with assistance from Professional Standards in complying with the appropriate format or Professional Standards may draft the directive with guidance on procedural specifics from the division. All directives shall be researched to avoid areas of conflict with any other department or City directives or applicable law. When possible Professional Standards will request input from the appropriate division when revising a policy. [12.2.1e/f]
3. Procedures for staff review [12.2.1e/f]
 - a. Proposed directives will be presented to each member of the Command Staff. Staff may submit comments, changes or corrections.
 - b. Professional Standards will review all comments with changes and or corrections made when necessary for final review.
 - c. The final document is forwarded to the Chief of Police for their review and signature.

4. Professional Standards is responsible for maintaining, publication and dissemination of directives upon approval of the Chief of Police. [12.2.2c]
5. All members of the department will read, adhere to, and be held accountable for policies and procedures set forth in this manual. [12.2.1h]

B. Holding Facility

1. This manual has been incorporated into the written directives manual (08-001) and contains directives intended for all department personnel.

C. Field Training Manual

1. This manual shall contain directives intended for specific dissemination to personnel being field trained and those officers assigned as F.T.O.s.
2. This manual contains instructional materials for which the trainee shall be held accountable.
3. All F.T.O.s and trainees will read, will adhere to and will be held accountable for all policies, procedures, rules, regulations and instructional materials contained in this manual.

V. Written Directive Format [12.2.1d]

A. Department Directives

1. A standardized heading contains the directive's number, subject, effective date if any, and related CALEA standards.
2. The contents of the directive shall include the following:
 - a. Departmental or divisional policy regarding the subject [12.2.1f]
 - b. Definitions if necessary
 - c. Rules and regulations [12.2.1g]
 - d. Procedures for carrying out agency activities [12.2.1h]

B. Memorandums

1. Memorandums are prepared in a specified memo format established by the Office of the City Manager. Each document will show a reference to subject and date of issuance. The document will be signed/disseminated or initialed by the Chief of Police or authorized person issuing the document.

VI. Training

- A. Each supervisor is responsible for ensuring that personnel under their command receive and understand each directive as intended by the department.
- B. If the training goes beyond the employee simply reading the policy, the supervisors will be notified of required training at the time the directive is issued. Roll call training is encouraged when new directives are issued. [33.5.2]
- C. Training will be documented and forwarded to the Support Bureau Captain.
- D. New employees will receive training on the directives in effect at that time. This training will be documented and kept with the employees training file.

VII. Maintenance and Control of Department Manuals

A. Written directives

- 1. An updated Standard Operating Procedures Manual will be maintained in PowerDMS with network access available through the intranet. The Accreditation Manager is responsible for maintaining the Department's Standard Operating Procedures Manual to ensure compliance with CALEA guidelines. [12.2.2a/b]
 - a. New employees will be instructed on how to gain access to the Standard Operating Procedures Manual in PowerDMS. [12.2.2c]
 - b. As policy updates occur, employees will be notified by email to go to PowerDMS to receive revised or new policies. The employee's digital signature in PowerDMS will serve as documentation they have read, understand and agree to abide by the directives supplied to them. [12.2.2c]
- 2. An electronic copy of police department directives are available on the city shared (P) drive under "Police Department", then "SOP". All employees can access a copy on this drive. [12.2.2a/b]

B. Maintenance of Directives [12.2.1e]

- 1. Current directives are kept by the Accreditation Manager and are the responsibility of Professional Standards Division. The Professional Standards Division is responsible for indexing, numbering and formatting of the SOPs in PowerDMS. [12.2.1e]
- 2. Directives and special orders are reviewed as needed. Comments regarding needed deletions, additions and/or revisions are sent to the affected division for input and the Chief of Police as part of the process. The comments will be reviewed and, if necessary, the appropriate action will be taken. [12.2.1i]

VIII. Special Considerations

- A. If any section(s) of the Directives is found to be invalid, it will not invalidate the remaining section(s).
 - B. The Chief of Police may waive the review process and implement or change directives and standard operating procedures at their discretion. [12.2.1b]
- IX. Accreditation Compliance [11.4.3; 33.5.3; 33.5.4]
- A. The Professional Standards Division encompasses the Accreditation Process. The Accreditation Manager is responsible for maintaining accreditation files. The accreditation process is most successful when all levels of the Department are fully involved in this process. Accreditation requires that all areas of the Department work together to meet the established guidelines.
 - B. Time Sensitive Reports [11.4.3]
 - 1. CALEA standards require a number of reports, analysis or reviews on a quarterly, semi-annual, annual, or biennial basis.
 - 2. Supervisors will be given a list of reports they or their section are responsible for. The accreditation manager will keep an electronic list of reports, reviews and analysis required. Supervisors will be reminded by email or memo of items coming due. Supervisors are responsible for providing these to the Accreditation Manager in a timely manner.
 - 3. Reports that are required on a "per incident" basis should be kept in a file in that Bureau Captain's office or their designee. These should be made available to the Accreditation Manager.
 - C. Training
 - 1. All personnel will be informed of the accreditation process.
 - a. Newly hired personnel will receive accreditation training during orientation. [33.5.3a / 33.5.4]
 - b. Upon appointment of a new Accreditation Manager, that person will receive specialized accreditation manager training within one year of appointment. The manager will stay informed of any standard updates and changes by attending CALEA conferences, TALON meetings or on line from TALON and CALEA websites and or emails. [33.5.4]
 - c. All personnel will be kept informed of upcoming on site assessments. [33.5.3b]