

**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.