

University of Chicago Police Department

GENERAL ORDER

		<i>Effective Date</i> September 19, 2016	<i>Number</i> GO 106
<i>Subject:</i> Written Directives			
<i>References:</i> CALEA Standards 12.2.1, 12.2.2			
<i>Reevaluation Date</i> Annually			<i>No. Pages</i> 5
<i>Amends</i> 17 SEPT 2015 Version		O.D.P.- 22 July 2010	<i>Rescinds:</i>
<i>Approved By:</i> Fountain L. Walker, Chief of Police		Signature: Original signed document of file in Accreditation Office	

106.1 PURPOSE

The written directive system is established to provide employees with guidelines and expectations for the performance of their duties.

106.2 POLICY

The Chief of Police is the authority for issuing, modifying, and approving all written directives. General Orders will be issued, modified, and approved only by the Chief of Police. Subordinate command/supervisory personnel are granted the authority to publish and enforce procedural orders relevant to the component that they command. Procedural orders must be written and accomplished in accordance with the existing general orders. The Chief of Police retains the authority to disapprove or instantly rescind any subordinate procedural order.

106.3 DEFINITIONS

GENERAL ORDER – A permanent directive issued by the Chief of Police that addresses policy, rules, and regulations that affect more than one organizational component.

PROCEDURAL ORDER – A permanent directive that addresses specific procedures to follow in the guidance of specific Department activities.

POLICY STATEMENT – A part of a written directive, usually included in a General Order that is a broad statement of Department principles. Policy statements provide a framework for the development of procedures, rules, and regulations. Policy statements are issued by the Chief of Police.

SPECIAL ORDER – A temporary directive that affects only a specific segment of the Department and addresses specific circumstances or events. Special Orders may be issued in the form of a To – From Memorandum.

TRAINING ORDER – Temporary order notifying all personnel of required upcoming training.

WORDING - The wording **shall** and **will** means mandatory, while the word **may** is permissive. The word **should** is used when a procedure is not mandatory, but is followed in the interest of the Department.

106.4 WRITTEN DIRECTIVE FORMAT

- A. The written directive format for directives having Department-wide impact, including General and Procedural Orders, shall include:
 - 1. The type and classification of the directive.
 - 2. The issuing authority and signature of the issuing authority.
 - 3. An Identification number.
 - 4. A subject title and subtitle when appropriate.
 - 5. An effective date.
 - 6. References to related documents and CALEA standards.
- B. General Orders are numbered to correspond with a chapter numbering system. All General Orders are designated first by the prefix “GO” followed by the number of the chapter, and followed by the sequential number of the order (i.e. GO 1014).
 - 1. The General Order numbering system is indicated in the table of contents:
 - a. Chapter 1 Law Enforcement Role and Authority
 - b. Chapter 2 Organization, Administration and Direction
 - c. Chapter 3 Training and Professional Development
 - d. Chapter 4 Special Operations
 - e. Chapter 5 Patrol Operations
 - f. Chapter 6 Investigation Operations
 - g. Chapter 7 Support Services
 - h. Chapter 8 Records/Property and Evidence

- i. Chapter 9 Internal Affairs and Inspectional Services
 - j. Chapter 10 Personnel Structure and Process
- C. Procedural Orders are numbered to correspond with the relevant General Order. All Procedural Orders begin with the prefix PO followed by the General Order chapter number and corresponding General Order number. They are numbered sequentially to correspond with the General Order that is applicable to the procedure then further designated in numerical order (i.e. PO 1046-02).
- D. The body of the directive (general/procedural orders) should be as follows:
 - 1. **PURPOSE**
 - 2. **POLICY** (Procedural orders normally will not have policy statements)
 - 3. **SUBJECTS**
 - A. **SECTIONS**, designated through the use of uppercase letters
 - 1. **SUBSECTION**, designated by Arabic numbers
 - a. **PARTS**, designated by lowercase letters
 - 1. **SUBPARTS**, designated by Arabic numbers.
- E. CALEA standards may be referenced at appropriate points within the document.
- F. Formats for memoranda, training documents, and other directives shall be left to the discretion of the author.

106.5 PROCEDURE AND CONTROL

- A. The Accreditation Manager shall have administrative control of the written directive system, and insure that all General and Procedural Orders comply with the following:
 - 1. Systematic classification;
 - 2. Standard form;
 - 3. Uniformity and control through a system of numbering and indexing; and
 - 4. Adequate distribution to insure all personnel affected by the directive are aware of its existence.
- B. It shall be the responsibility of the Accreditation Manager to conduct an annual review of all written directives that are not self canceling, to determine if they need revision or review.
- C. As a part of the review process, all final drafts of General or Procedural Orders shall be routed through the Policy Review Committee to ensure no further revision is needed.

- D. The Accreditation Manager will continually review CALEA standards for updates and revisions in order to ensure that the Department remains in compliance.

106.6 STAFF REVIEW

- A. Once a draft directive is written, the Accreditation Manager submits the draft to the Policy Review Committee. The Committee, which consists of University of Chicago Police Department staff members with the rank of Captain and higher, reviews the draft with their respective divisions for edit and comments to ensure that the proposed directive does not contradict existing agency directives or applicable law. The Committee will then submit those edits and comments to the Accreditation Manager for preparation of the final draft submitted to the Chief of Police.
- B. The Chief of Police may submit the drafts of General or Procedural Orders to various command personnel, and/or committees for input or review. The Chief of Police has the authority to directly publish a directive due to practicality and timeliness.
- C. When practical and feasible, employee input should be reflected in written directives.

106.7 DISSEMINATION, STORAGE AND RECEIPT

- A. The dissemination and storage of written directives shall include:
 - 1. The dissemination of existing, new or newly revised directives to all affected personnel in the electronic PowerDMS system, disk and/or paper copy.
 - 2. The storage of directives in accessible methods, including electronic and hard-copy.
 - 3. Acknowledgement indicating receipt and review of disseminated directives by affected personnel.
- B. When a written directive is distributed, it is the employee's responsibility to acknowledge their review of the written directive through the PowerDMS System. When distributed through the PowerDMS format, the employee shall electronically sign and acknowledge understanding of the directive as well as indicate agreement to abide by the directive.
 - 1. Employees are encouraged to check the PowerDMS system often; however employees shall be required to check the system at least once per shift.
 - 2. The Accreditation Manager shall be assigned to the maintenance of the PowerDMS system and shall maintain the online directive distribution system.
- C. Supervisors should review all newly published or revised directives during roll call. Because understanding is critical to compliance, the supervisor is responsible for

providing any additional guidance needed to ensure that the directive is clearly understood by all subordinate personnel.

- D. Each employee is responsible for reviewing and acknowledging all new or newly revised directives which are assigned to them, as affected personnel. Once the employee has read and fully understands the policy, he/she shall sign for and acknowledge receipt of the directive. If the receiving employee does not understand the directive, she/he shall ask their immediate supervisor for clarification.
- E. A master copy of General and Procedural Orders shall be kept in the Accreditation Manager's office. Manuals will be maintained in the UCPD briefing room, the Emergency Communications Center, and in the Shift Supervisor's office.