

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 02/20/20
Chief of Police: 	Written Directives, 12.2	
Cross Reference:		Policy Sections: 12.2.1 Written Directives

PURPOSE

The purpose of this policy is to establish guidelines for definitions, format, and authority for the preparation and issuance of written directives.

POLICY STATEMENT

It is the policy of the Elgin Police Department to establish definitions, format, and authority for preparation of written departmental directives. It further establishes a review process along with providing a formal distribution system to ensure that all members have access to department directives.

DEFINITIONS

Policy Review Committee: A committee assigned to the task of reviewing Rules & Regulations and Standard Operating Procedures. The Office of the Chief of Police oversees the activities of the committee.

Policy Statement: A broad description of department principles listed in the Standard Operating Procedure.

Procedure: An established way of implementing department directives. Use of the terms “shall” or “will” indicate that compliance is mandatory.

PROCEDURES

12.2.1 WRITTEN DIRECTIVES

- A. The authority to issue, delete, modify, and approve all written directives will be vested with the chief of police or designee.
- B. The department has a formal written directive system which consists of the following:
 1. Manuals.
 2. Mission and Values Statement.
 3. Personnel Orders.
 4. Rules and Regulations.
 5. Standard Operating Procedures.
- C. All written directives shall be electronically accessible to all department members. Members are responsible for electronically accessing these documents to ensure they obtain the most current version of the directive.
- D. Written directives delivered over electronic media shall have the same authority as hard copied versions.

E. Manuals

1. Manuals are utilized for the purpose of guiding specific personnel on operational issues that are not covered in a Standard Operating Procedure.
2. Each manual is tasked to a department identified position that is responsible for ensuring an annual review and making the appropriate revisions. Revisions shall be approved through the employee's chain of command.
3. Updated manuals shall be forwarded through the chain of command to ensure the most recent version is published and accessible to employees. Previous versions shall be archived.
4. The department identified position is responsible for ensuring the content of the manual does not contradict other existing agency directives.
5. The content of the manual is determined by the department identified position; however, all manual covers shall bear title of the manual, the effective and revised dates for indexing and the chief's signature.

F. Mission and Values Statement

1. The Mission and Values Statement is modified at the direction of the chief of police.
2. The chief of police may designate a committee to review and modify the content.
3. Revisions and formatting must be approved by the chief of police.
4. Updates shall be electronically accessible to all employees.

G. Personnel Orders

1. Personnel Orders are issued by the chief of police to announce changes in the status of personnel such as new hires, promotion, transfer, and retirement. The department also recognizes employees through various ceremonies.
2. Personnel Orders shall contain the word "Personnel Order" and be assigned a number to begin with the last two numbers of the year followed by a sequential number. These orders shall also bear the chief's signature.
3. The administrative assistant to the chief of police shall be responsible for the storage of Personnel Orders in electronic format.

H. Rules and Regulations

1. A set of specific mandates to which all members must adhere.
2. The Rules and Regulations consists of the following sections:
 - a. Section 1: Duties of All Department Members
 - b. Section 2: Prohibited Acts
 - c. Section 3: Duties of Supervisor
3. The process for ensuring the Rules and Regulations do not contradict other agency policies or procedures is a collaborative effort of the Policy Review Committee and command staff. However, all department members shall be responsible for ensuring the

content reflects current procedures. Any needed updates, deletions, suggestions for new verbiage, or other issues shall be brought to the attention of a command staff member.

4. Once the final version is approved by the chief of police, any previous Rules and Regulations will be electronically archived within the document management system. Current versions will be electronically accessible to all personnel.
5. Rules and Regulations shall bear the chief's signature and will include the effective and revised dates.
6. Personnel are required to electronically sign an acknowledgment of all new or revised Rules and Regulations.

I. Standard Operating Procedures

1. A set of specific mandates and protocol used to guide or affect the performance or conduct of department members.
2. The process for ensuring Standard Operating Procedures do not contradict other agency policies or procedures is a collaborative effort of the Policy Review Committee and command staff. However, all department members shall be responsible for ensuring the content reflects current procedures. Any needed updates, deletions, suggestions for new verbiage, or other issues shall be brought to the attention of a command staff member.
3. Once the final version is approved by the chief of police, any previously issued Standard Operating Procedures will be electronically archived within the document management system. Current versions will be electronically accessible to all personnel.
4. Standard Operating Procedures shall bear the chief's signature and will include the effective and revised dates.
5. Personnel are required to electronically sign an acknowledgment of all new or revised Standard Operating Procedures that are assigned to them.

- J. Annually, the high risk Standard Operating Procedures, along with law updates will be reviewed. Otherwise, all Standard Operating Procedures and Rules & Regulations will be updated at least bi-annually.