

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 100-A

REFERENCE STANDARDS: 12.2.1 12.2.2

SUBJECT: Written Directive System

PURPOSE: The Hanover Park Police Department shall establish and maintain a system of written directives for the guidance and use of all employees. The directive system shall contain department policy, rules and regulations, and procedures for implementing agency activities. (12.2.1-e, f)

I. Definitions

Department Memorandum - An informal written document that may or may not convey an order. It is generally used to announce, clarify, inform or inquire.

Policy - A broad statement of agency principle(s). A policy statement generally does not establish fixed rules or a set procedure for conduct of a particular activity, but rather provides a framework for development of procedures and rules or regulations.
(12.2.1 f)

Department Manual - A collection of Written Directives. May be presented in a written booklet format with binder; or may be presented in a computer program text file.

Procedure - A written directive that is a guideline for complying with policy or executing agency or unit activities.

Rule - A directive requiring compliance within narrowly and specifically prescribed limits. (12.2.1 g)

Numbered Memorandum - Issued to announce policy or direct procedures concerning specific events, situations, or circumstances; narrowly impacting only persons within a specified Division; or a temporary or limited procedure.

Directive (DIR) - Primary authoritative directive for the Department; impacting department-wide operations or processes which affect more than one division, institution of permanent policy or programs.

Values- behavioral characteristics that are adopted by the organization (12.2.1 a)

Vision Statement- a statement of values designed to provide guidance to the organization in the conduct of its business. All policies, training, directives, and plans must be in full compliance and never in conflict with these values. (12.2.1 a)

II. Procedure

A. ISSUING AUTHORITIES (12.2.1 a, b, c)

1. In General - No written directive shall conflict with or deviate from any directive issued by a higher authority, with applicable standards as published by the Commission on Accreditation of Law Enforcement Agencies, Inc., or with the vision statement and values definitions of the department. (12.2.1a)
2. Policy Directive Guidelines - Issued and/or changed only by authority of the Chief of Police. (12.2.1b)
3. Numbered Memorandums - Issued and revised under the authority of the Chief of Police or the Deputy Chief of the respective Division specifically responsible for that function. Numbered memorandums will be in effect for a maximum of one year or less from date of issue, sequentially numbered with the number preceeded by the calendar year of issue with a hyphen, in the standard "To/From/Subject" format, and will contain an effective date in the text. (12.2.1c)
4. Training Bulletin - Issued under authority of the Support Services Division Deputy Chief. (12.2.1c)
5. Department Communications - Any employee within the department to any other employee or group of employees. Designed for routine communications. (12.2.1c)

B. MANUAL ORGANIZATION AND DIRECTIVE FORMAT (12.2.1d)

1. Major Sections
The Department Manual shall be divided into five sections:
 - a. Section I: Administration
 - b. Section II: Patrol
 - c. Section III: Traffic
 - d. Section IV: Investigations
 - e. Section V: Support Services
2. Department Manual Organization
 - a. Assigned numbers shall correspond to the Section under which they are organized:
Section I: 100 Series (Directives 100-199)
Section II: 200 Series (Directives 200-299)
Section III: 300 Series (Directives 300-399)

Section IV: 400 Series (Directives 400-499)

Section V: 500 Series (Directives 500-599)

b. Directive Formatting

1) Directives contain:

- a) Directive Number
- b) CALEA Reference Standard Numbers
- c) Policy and/or Purpose Statement
- d) Definitions
- e) Procedure

2) Directive Footer

- a) Signature of the Chief of Police
- b) Issue Date
- c) Effective Date
- d) Directive Number
- e) Revision Date (if applicable)
- f) Rescinds

3) Page numbers will be placed on each page following the first page of the Directive and will be located in the bottom center.

C. FORMULATION OF WRITTEN DIRECTIVES (12.2.1i)

- 1. General - Any employee may submit a suggestion for change of a written directive or submit a draft of a written directive through the chain of command at any time. Suggestions and drafts not immediately acted upon shall be placed in a file in the Accreditation Office for further consideration when the affected written directive becomes due for review.
- 2. Directive Guideline
 - a. Directive Guideline shall be formulated at the direction of the Chief of Police through the Accreditation Office.
 - b. Intra-Department Communications may be used to clarify DIR's or may provide specific directions for implementing directives but they may not replace or conflict with existing directives.

D. REVIEW, REVISION AND DISSEMINATION OF WRITTEN DIRECTIVES (12.2.1-e, h, i, 12.2.2-a, b, c)

- 1. Each Division Deputy Chief shall insure that all directives affecting his/her command are reviewed, updated, and purged as appropriate.
- 2. The Accreditation Office shall determine if a directive must be re-issued in whole or part in cooperation with the Deputy Chiefs and/or Chief of Police.
- 3. The respective Deputy Chief will approve directive drafts prior to submission to the Accreditation Office.

4. Review by operational personnel will be conducted when appropriate.
5. All current policy directives are available. All directives in the system are the official Directives of Record. Directives are not self-canceling.
6. The Chief of Police shall direct new Directive printing.
7. Obsolete Directives are purged through the office of the Chief of Police.
8. Department employees shall acknowledge new and revised Directives by affixing their signature on a Directive Receipt form indicating the date received. The completed form will be returned to the Accreditation office for filing. (12.2.1h)
9. All Police Department employees shall have ready access to the Department Manual, either on the Village computer network or via hard copy in the Report Writing Room and Patrol Supervisors' Office. (12.2.1h)

F. STORAGE, ARCHIVING POLICY DOCUMENTS

1. The Accreditation office shall maintain a system of organization for all current and previous policies issued by the Chief of Police.
2. Inactive policy documents shall be retained in accordance with the Illinois Public Records statute.

G. DIVISION NUMBERED MEMORANDUM SYSTEMS

1. Each division Deputy Chief or their designee has the authority to issue Numbered Memorandums affecting his/her function;
2. Division Deputy Chiefs shall be responsible for regular review; revision and purging of old numbered memorandums.