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Meets Accreditation Standard:	4.6

Section 300.20 Written Directives

Policy

It is the policy of the Shively Police Department to maintain an effective communications system to ensure that all written directives, in the form of polices, procedures rules and regulations, are disseminated to the appropriate personnel and that this information is incorporated into the appropriate manual.

All written directives will be reviewed frequently by staff command to update information as necessary, to eliminate contradictions and to revise current procedures improving the efficiency of the department.

Policy Construction

The procedures for formatting, indexing, purging, updating and dissemination of written directives will be at the discretion of the Chief of Police and should follow established references.

Distribution and Receipt of Written Directives

All informational material will be sent to Platoon Commanders who will be responsible for distribution of materials to sworn/non-sworn personnel under his/her command.

Policy and Procedures

- The commander will acknowledge receipt of all policy and procedural revisions or additions for his/her Platoon, or unit by signing the "Acknowledgment of Receipt of Updated Material for MANUAL OF POLICY AND PROCEDURES" provided.
- The acknowledgment form should be returned, within twenty-four (24) hours, to the office of the Chief of Police.
- The Platoon will keep on file a sign-off sheet acknowledging the receipt of the complete and final draft from the submitted information.

Incorporating Directives into Appropriate Manual

- Revisions/additions to the *MANUAL OF POLICY AND PROCEDURE* or other departmental manual of written directives, will be made to the appropriate manual after issuance and dissemination.
- It will be the responsibility of the Platoon Commanders to ensure that all manuals are updated and maintained for the use of their personnel.
- The Chief of Police may authorize policies to be distributed by a variety of media as technology develops.

Policy Authorization

It shall be the authority of the Chief of Police to issue, modify, or approve written directives. The Chief of Police may withdraw a policy when it no longer meets the needs of the department. The Chief may vest the Major with authorization to issue written directives.