JOPLIN POLICE DEPARTMENT	1-01 STANDARD OPERATING GUIDELINE
SUBJECT: Written Directive System	**REVIEW DATE: Annually - January**
EFFECTIVE DATE: February 14, 2017	**ACTION DATE:**
AMENDS/SUPERSEDES: 1-01 April 14, 2016	**AMEND DATE: February 14, 2017**
ACCREDITATION INDEX: 12.2.1 a, b, c, d, e, f, g, h, i, 12.2.2 a, b, c	**APPROVED:** Rich D A. Pearson **Chief of Police**

I. POLICY

The Joplin Police Department shall establish and maintain a system of written directives for the guidance and use of all employees. The directive system, Standard Operating Guidelines, shall contain department policy, general orders, rules and regulations, and procedures for implementing agency activities, which provides employees with a clear understanding of operating constraints and organizational expectations. (12.2.1 F, H)

II. PURPOSE

This regulation outlines the organization of the manual, its authority, and defines three kinds of statements that appear in Standard Operating Guidelines: policy, rule and regulation, and procedure.

III. DEFINITIONS

A. Policy (12.2.1 F)

A policy is a statement of the department's philosophy on a given issue. Policy consists of principles and values that guide the performance of department employees. Further, policy is based upon ethics, experience, the law, and the needs of the community.

1. Each Standard Operating Guideline will begin with an agency policy statement.

2. Only the Chief of Police determines policy.

B. Rule and Regulation (12.2.1 G)

A rule and regulation (RR) is a specific prohibition or requirement governing the behavior of employees.

1. Little, if any, deviation is permitted from Rules. Violations of rules normally result in administrative discipline.

2. Rules appear in standard operating guidelines.

C. General Order

A general order contains procedures primarily and is an administrative order governing operational matters.

1. General orders permit a window of discretion. Although a violation may result in administrative discipline, the department recognizes that an employee may depart from procedures when the circumstances warrant. When departing from a general order, officers must be prepared to justify their actions.

D. Procedure

A procedure defines a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs employees' actions in performing specific tasks within the guidelines of policy.

1. Unlike rules, a failure to follow a procedure **may** result in administrative discipline. Procedures constitute the agency-approved guide to performing tasks. Employees may depart from procedures only when, in their professional judgment, the situation warrants. Employees must be prepared to justify their actions.

2. Procedures appear most often in general orders and to a lesser extent within rules and regulations.

E. Memorandum

Memorandums are utilized primarily as a device to direct, inform, or inquire. They may be originated by, and directed to, any employee. When issued by the Chief of Police, a Commander or Supervisor, they constitute a written order. Memorandums are not to be placed in the Department Manual.

F. Special Order (SO)

Issued to announce policy or direct procedures concerning specific events, situations, or circumstances; narrowly impacting only persons within a specified Bureau; or a temporary limited procedure. (12.2.1 C)

G. Standard Operating Guideline (SOG)

Primary authoritative directive for the Department; impacting department-wide operations or processes which affect more than one bureau, institution of permanent policy or program.

H. Department Manual

A collection of Standard Operating Guidelines and other written directives. May be presented in a written booklet format with binder; or may be presented in a computer program text file.

I. Values (12.2.1 A)

HONOR-*Honor without compromise*

COURAGE-*Courage with compassion*

COMMITMENT-*Commitment to community*

SERVICE-*Service with understanding*

J. Vision Statement (12.2.1 A)

The Joplin Police Department is a team of dedicated men and women who are committed to provide professional service, protection, and transparency to our diverse community while creating a positive work environment.

K. Mission Statement (12.2.1 A)

Our mission is to provide professional service and protection through leadership and partnership with the community.

IV. PROCEDURE

A. Issuing Authorities

1. The Chief of Police is the department's policymaker. He/she shall regularly consult with senior managers to devise, review, and evaluate the Standard Operating Guidelines of the Department. (12.2.1 B, C) In the event of the hiring of a new Chief of Police, all previous policies signed by the previous chief (s) will remain in effect until the scheduled review of such policies.

2. 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.

3. Standard Operating Guidelines – Issued and/or changed only by the authority of the Chief of Police.

4. Special Orders – Issued and revised under the authority of the Chief of Police, Captain or the Bureau Commander specifically responsible for that function.

5. Memorandum – Any employee within the department to any other employee or group of employees. Designed for routine communications.

B. Manual Organization and Directive Format

1. The Department Manual shall be divided into twelve chapters;

   a. Chapter 1 - Management and Administration
   b. Chapter 2 - Employee Conduct
   c. Chapter 3 - Personnel
   d. Chapter 4 - Support Services
   e. Chapter 5 - Records, Reports and Communication
   f. Chapter 6 - Arrest, Custody, and Use of Force
   g. Chapter 7 - Training
   h. Chapter 8 - Equipment and Facilities
   i. Chapter 9 - Criminal Investigations
   j. Chapter 10- Specialty Units and Operations
   k. Chapter 11- Auxiliary and Special Programs
   l. Chapter 12- Field Operations

2. The Chapters of the Department Manual shall include Written Directives (SOG's).

3. Assigned chapter numbers shall correspond to the Chapter under which they are organized.

4. SOG numbers shall be unique designations and shall consist of two parts: Chapter # and Directive number separated by a hyphen (-). (e.g. 1-01, 3-05, 12-02)

5. Individual pages are numbered consecutively within a given Chapter.

    a. Example: 1-05.3 (1 signifies chapter; 05 signifies directive number 05, and 3 means page 3).

6. The top of the first page of each Standard Operating Guideline shall contain a two-column table with the following identifying information:

    a. Department: The words "Joplin Police Department" will be located in the top cell on the left side of the table.

    b. Directive Number: The sequential number of the directive, followed by the classification (e.g. Standard Operating Guideline). This will be located in the top right cell of the table.

    c. Subject: The title of the Directive (e.g. Organization of Manual). The Subject will go in the cell directly under the Department.

    d. Review Date: The specified date for annual review of the document (based upon an established schedule). The Review Date will go in the cell directly below the Classification.

    e. Effective Date: The specific date the document becomes effective. The Effective Date will go directly below the Subject.

    f. Action Date: Any dates that require some sort of action according to the policy. The Action Date will go directly below the Review Date.

    g. Amends/Supersedes: List the existing or current directive(s) cancelled by the new Standard Operating Guideline. This information goes in the cell directly under the Effective Date.

    h. Amend Date: List the date the Standard Operating Guideline was revised. Note that the Effective Date of the Standard Operating Guideline will be changed to reflect the date of revision for any SOG amended, revised, or reissued. The Amend Date goes in a cell directly below the Action Date.

    i. Accreditation Index: Will be located in the bottom left cell and will include all applicable Calea standard numbers.

    j. Approved: The Chief's signature must be attached to the Standard Operating Guideline in order for it to be valid. The Approved cell containing the Chief's signature will go directly below the Amend Date.

7. Each Standard Operating Guideline should be arranged into the following format: (12.2.1 D)

    a. Policy: The SOG shall begin with a policy statement, which is a statement of the department's philosophy on the given issue. The policy should be stated within a short paragraph at most.

b. Purpose: Following the policy statement will be a purpose statement, which tells the purpose of the SOG. This should be limited to three or four sentences.

c. Definitions: Definitions will follow the purpose statement when the SOG includes words or phrases that need defining. As few or as many definitions will be included as necessary to ensure the reader fully understands the contents of the SOG.

d. Procedure: The body of the SOG. This section will contain rules and regulations, ways of performing or effecting acts composed of steps, and/or courses of action.

e. Compliance: This section will follow the section on procedures and will include the following statement:

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations. Officers of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

f. Application: This section shall follow the compliance section and will include the following statement:

This document constitutes department policy, is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

8. Table of Contents will be at the front of the manual. The index will be at the end of the manual to allow the reader to quickly and easily locate a specific or general topic.

C. Standard Operating Guideline Development (12.2.1 I)

1. Once the need for direction has been established in a specific area, the development of a Standard Operating Guideline requires adherence to strict staffing criteria. The Chief or his designee will develop the document keeping in mind that the information must be specific, accurate, dependable, and include all relevant data.

2. A draft of a proposed new SOG will be forwarded to the Chief of Police and to any affected Command staff for review and comment.

3. Any mandated order, prior to the approval of the Chief of Police, will be reviewed by Command Staff to ensure the directive is in proper form and text.

4. Standard Operating Guidelines shall be drafted with the following considerations.

a. Determine the department's objective in performing tasks or activities covered by the order.

b. Identify the problems the employee is likely to encounter when making decisions to reach the objective.

c. Ensure that the order is positive, definitive, clear, and readily understood by all employees.

d. Aim for permanency while promoting flexibility.

e. Endeavor to address all *reasonably foreseeable* conditions.

f. Ensure that orders are founded upon facts, sound judgment, and whenever possible, best practices within the law enforcement community.

g. Ensure that orders are compatible with the public interest and conform to the law.

h. Ensure that employees understand that all orders provide a guide to action in recurring situations. Orders cannot possibly address every circumstance.

i. Ensure that the components of a written order (policy statements, rules, procedures) follow the definitions given in this Order, particularly in outlining the limits of officers' discretion.

j. Ensure compliance and does not contradict with existing standards set forth by Commission on Accreditation for Law Enforcement Agencies.

5. Standard Operating Guidelines are not valid unless signed by the chief of police. All existing SOG's will continue to remain valid until amended by the chief of police.

6. Within the context of any directive, the use of the word "shall" denotes an action or behavior that is mandatory and unequivocal. The words "may" or "can" denote an action or behavior that is discretionary.

7. Any member of the department may suggest or recommend changes to the Chief of Police concerning the policy manual.

D. Review and Revision of Directives, Policies and Procedures (12.2.1 E)

1. The Training Sergeant is responsible for insuring that the Standard Operating Guideline manual and special orders are reviewed annually by Bureau Commanders. All employees are encouraged to recommend revisions or updates.

2. Each chapter of the Standard Operating Guideline Manual will be reviewed in the month corresponding to the chapter number, (e.g. Chapter 1 – January, Chapter 2 – February, etc.) to determine if they should be canceled, revised or continued in their present form. Examples of information, which may also precipitate a review, include, but are not limited to;

a. Policy Failure;
b. Litigation;
c. New Legislation;
d. New technology or techniques.

3. The Training Sergeant will prepare drafts of revised orders for approval of the Command Staff and Chief of Police.

a. Revised orders, or sections of orders, will be noted on the header as revised with the revision date.

b. A cover noting the revisions and relevant superseded policy will be signed by the Chief of Police.

4. Upon approval of the Chief of Police, the Training Sergeant will distribute new or revised orders, indexes, and table of contents to all personnel who will in turn acknowledge receipt.

5. A file of all current and superseded policy and procedures will be maintained by the Training Sergeant.

E. Dissemination and Storage of Department Directives (12.2.2 A, B, C)

1. The Standard Operating Guideline Manual shall be distributed to all department personnel via the online SOG Manual, in Power DMS. (12.2.2 A)

2. All current policies are available via online SOG Manual. All directives in the online SOG Manual system are the official Directives of Record. (12.2.2 B)

3. In cases where Standard Operating Guidelines and Special Orders are issued or revised, a computerized receipt will be attached to the document. Officers must sign off on the receipt acknowledging they have received, read, and understood the order. (12.2.2 C)

4. Supervisors will review all SOG's that are new or changed with their employees and answer any questions in reference to the particular SOG.

5. Supervisors will ensure new employees read and become familiar with the SOG Manual. New employees are responsible for knowledge of the contents of the SOG Manual by the end of their Field Training Program.

6. Bureau Commanders / Captains will ensure that officers within their respective Bureau's sign a statement acknowledging that they have received the manual update, and understand its contents.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.