

# Truro Police Department

## WRITTEN DIRECTIVES ISSUANCE AUTHORITY

*Policy Number: ADM-1.03*

*Effective Date: June 1, 2000  
Revised: November 23, 2008*

**REFERENCE:** *Rules and Regs, Contract, Fiscal Year Calendar*

**Accreditation Standards:** *12.2.1*

**Mass. Gen. Law:**

**Other:**

---

**POLICY:** The Chief of Police, or in his absence, the Lieutenant, as second in command, may, in accordance with the Truro Police Department Rules and Regulations, issue, modify, revise and revoke, all written directives, orders, memos and policies. The Chief will have final authority in making said changes. *(Revised October 31, 2004)*

**PROCEDURES:**

1. Written directives shall be defined as any policy or order issued by the Chief of Police, or his designee, designed to guide personnel, or affect the conduct or performance of the department.
2. A written directive, in the form of an order, memo or policy shall be issued, revised, revoked, purged, modified, or updated, when the Chief of Police, the needs of the community, needs or changes in the department, or a public policy deems appropriate. Any written directive issued by the Chief of Police, will be indexed in accordance with the directive type, in a sequential order established by the Chief of Police. The directive will accompany a policy action memo, which will give direction on what action to take with the directive. *(Revised October 31, 2004)*
  - a. All Operational Policies OPS (policy number)
  - b. All Administrative Policies ADM (policy number)
  - c. All General, Special and personnel orders will be headed, and numbered according to the fiscal year issued, and number in that sequence. *(for example 01-04)*. General Orders will be incorporated into a policy after a reasonable period of time, unless previously revoked.

3. The Truro Police Department Rules and Regulation, Section 7.0 concerning orders will be used in conjunction with this section.
4. If any part of these rules and procedures are rendered inoperable or declared illegal, by any court or government agency of competent jurisdiction, the balance of the manual will remain in full force and effect.
5. All written directives, orders, memos and other related documents will be distributed in every utilized media form, and indexed accordingly.
6. A written directive will be formatted in writing, using standard fonts and hardcopy as its reviewing destination. *(Revised October 31, 2004)*
7. All written directives, orders, memos and other related documents will issued to all affected personnel. *(Revised October 31, 2004)*
8. The Chief of Police will submit a draft of any revisions, updates, purges, edits or changes of written directives to the Lieutenant for review. The Lieutenant will conduct an analysis and report to the Chief with any dialog pertaining to the written directive. The written directive, order, memo, will be promulgated after the department reviews the document(s) at a department meeting, shift changes or other meetings, and receipt is acknowledged. *(Revised October 31, 2004)*
9. All written directives will be posted on the secured portion of the Truro Police Department Web Site. The Lieutenant will be responsible for maintaining an up-to-date manual on the Department's Server. The Staff Sergeant will be responsible for maintaining, updating and purging the Patrol Division hard copy of the department manual. The Communication Supervisor will have this responsibility for the Communication Center manual. Every employee will be responsible for maintaining (including updating and purging) and the hard copies of all written directives. The Lieutenant will be responsible for purging written directives after a period of thirty-days (30) or upon the expiration date, whichever is longer online and on the server. *(Revised February 12, 2008)*
10. A system indicating review and receipt of written directives will be utilized.
  - a. The enclosed memo (Policy Action Memo) will be issued along with any changes, revisions, additions, deletions or reviews. The memo will indicate what action personnel are to take with the policy at issue.
  - b. Twice yearly, according to the Fiscal Year schedule, The Chief of Police, or in his absence, the Lieutenant, shall review policies and procedures, rules and regulations and other matters with personnel at a scheduled mandatory departmental meeting. *(Rev. 12/27/01)*

**11. Administrative Review** *(added November 23, 2008)*

- a. All Policies and procedures of the Truro Police Department shall be administratively reviewed by the command staff over a 3 year period of time.
- b. Each policy shall be assigned to command staff members with specific deadlines for review and input. Policies for review will be determined by the Chief and Lieutenant.
- c. Upon review, assigned command staff members shall review their respective policies to ensure compliance with current practices, current laws and case laws, clarity, practicality and overall usefulness. Recommended changes, additions, corrections, revisions and deletions shall be documented in memo form to the Lieutenant within the specified deadline.
- d. At least twice yearly at a command staff meeting, a briefing and overview will be conducted concerning the previous recommended changes by the command staff.
- e. The Lieutenant shall coordinate the administrative policy review process, and shall keep a record of policy reviews, memos and changes.
- f. The Chief has final determination of any policy change.