

# *Narragansett Police Department*

*40 Caswell Street, Narragansett, RI 02882*

EFFECTIVE DATE: March 16, 2008

REVIEW DATE: As Necessary

REVISED DATE: October 23, 2014

RIPAC REFERENCE: 1.6, 1.7, 3.1

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## WRITTEN DIRECTIVE SYSTEM (120.01)

### 01 Purpose

The purpose of this policy is to provide guidelines for routine departmental operations. This policy is to provide personnel with a clear understanding of the constraints and expectations relating to the performance of their assigned duties. Additionally, this policy shall establish guidelines for the proper preparation, indexing, and distribution of the department policies, rules and regulations and special orders.

### 02 Policy

It is the policy of the Narragansett Police Department to establish a system of management through written directives for effective and efficient communication to all its employees. This written directive system shall consist of a Department *Policy and Procedure Manual*, containing all currently effective General Orders issued by the Police Chief, as well as Rules and Regulations, job descriptions and any Special/Personnel Order(s) issued by the Chief.

### 03 Procedures

#### A. Authority

1. The Chief of Police is vested with the authority to issue, approve, modify, or rescind departmental General and Special Orders.
2. Directives may be issued by a Superior officer so designated by the Chief of Police in his absence or in exceptional circumstances.

#### B. Dissemination of Directives

1. The office of the Captain-Administration is responsible for publication and distribution of existing, new, or revised written directives to the affected personnel that are digitally signed as effective by the Chief.

#### C. Review of Proposed Policy

1. Prior to promulgation, all permanent directives concerned with policy, rules, and procedures will be subject to review by the Chief of Police and the following when feasible:
  - a. Administrative Support Staff
  - b. Appropriate Division Heads

- c. President of the IBPO Local 303
- d. To be posted on the billboard outside of roll call for 10 days to allow comment

2. Any persons within the Department having suggestions for updating a current policy or recommendations for improvement on the information contained within the policy are to forward their recommendations in writing to the office of the Captain-Administration.

D. Description of Written Directives: Directives will be in outline format including the type of order, title, directive number, and date issued.

1. Rules and Regulations: The statues or laws of the department. They are rigid, inflexible, and definite. They will be complied with by all sworn and non-sworn personnel. Disciplinary sanctions will be applied for violations of the Rules and Regulations of the department. Rules and Regulations shall be contained within Section II of Narragansett Police Department Policy and Procedure Manual.
2. General Orders: Are pre-approved and signed by the Chief of Police and are applicable to all personnel. General Orders are permanent orders and establish basic departmental policy and procedures.
  - a. General Orders will be reviewed by the Chief or designee, at least annually and or will be purged, updated and/or revised as necessary (due to new laws, legal updates, insurance company guidelines etc.).
3. Policies: Are flexible guidelines for the employee and provide generally accepted performance methods and a framework within which to make decisions.
4. Procedures: Are normally accepted as step-by-step instructions for describing ways of accomplishing tasks and are used for training new employees or retraining members of the department in new or revised methods.
5. Special Orders: Are policy and procedure that address specific situations. They are usually temporary and self-canceling. Special Orders will often refer to existing General Orders for guidance.
  - a. Special Orders may be issued for appropriate matters or tactical concerns in areas such as:
    - Major public events
    - Emergency situations
    - Special tactical plans
6. Memorandums: Interoffice correspondence, training bulletins, etc. are published primarily to inform and secondarily to direct. These may be issued by any appropriate commanding officer, or by email.
  - a. All division commanders are responsible for retaining all administrative correspondence relating to their division.

E. Language in Written Directives: The intent of such words as “will”, “must”, “should”, and “shall” in any written directive is to be considered as an order and mandate(s) a particular directive and/or action.

Words such as "may", "can", or "normally" are less directive and imply a degree of choice within the confines of the order.

F. Narragansett Police Department Manuals:

1. Manuals will include the rules and regulations, policies and procedures and all special orders still in effect.
2. The department Manual will be kept and maintained in Power-DMS (Document Management System).
3. Memoranda applicable to a Division are to be maintained by the Officer-in-Charge of the division.
4. New and/or revised General Orders will be issued to each employee in Power-DMS.

G. Classification and Indexing System

1. Classification System

- a. General Orders and Special Orders will be classified by subject matter and assigned to a chapter as follows:

- Section 100 – Administration
- Section 200 - Human Resources
- Section 300 - Law Enforcement Operations
- Section 400 - Support Operations
- Section 500 - Community Relations and Services
- Rules & Regulations
- Job Descriptions

2. Indexing System

- a. The Chapter number and order number will identify policies. The order is further divided into subsections that more narrowly define the chapter (e.g.: Policy number 500.02 would be found in Section 500, the .02 of the sequence numbering indicates the second policy within that section.)
- b. General Orders and Special Orders will be numbered by year, followed by the appropriate sequence number. Example: 07-01, 07-02, etc.
- c. General Orders and Special Orders, remaining in effect, will be listed in a Table of Contents by directive numbers within its assigned category.

H. Compliance and Responsibility:

1. In order to perform their duties, all employees of the Narragansett Police Department will familiarize themselves thoroughly with, and comply with, General Orders and other written directives adopted by this agency.
2. Each employee will read the Written Directives and Memoranda.

3. Each employee has a personal responsibility to seek clarification from supervisors or from the Chief of Police, through the chain of command, on any directive not clearly understood.
4. Whenever a new or revised written directive is added an E-mail notification will be sent advising the user to log into Power-DMS.
  - a. All members shall log into Power-DMS at their earliest opportunity.
  - b. All members will read and digitally sign the documents indicating their understanding within a reasonable timeframe.
  - c. If the written directive is not understood it will be immediately brought to the attention of the members' immediate supervisor for clarification.
  - d. Records of the digital signatures will be maintained by Power-DMS.

I. Written Directive Manuals and Storage:

1. Upon appointment, each sworn Department employee will be given a user name and password for Power-DMS. As part of the Field Training Program sworn employees will be required to read the Narragansett Police Department manual contained in Power-DMS and digitally sign the documents indicating they have read and understand the contents. Some polices will require the user to take a test to demonstrate their understanding.

- J. Provisions: Orders and Memoranda within the Department's Written Directive System shall be purged, updated, or revised as needed.

By Order Of:

Chief of Police