

**Stevensville Police Department
General Orders**

Chapter 5	Direction	
Date Effective 5/10/21	By The Order of:	M. Sosa, Jr., Chief of Police
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The Stevensville Police Department recognizes the need to establish the authority of the Chief Executive Officer; designate command during the absence of the Chief Executive Officer; establish accountability of supervisors for the performance of subordinates; and establish the scope of a written directives system.

Toward that goal, policies and procedures are established to ensure the accountability of supervisors for the performance of subordinates, to resolve conflicting orders, and to coordinate efforts and communications.

The written directive system is designed to achieve this goal and is the means by which policies and procedures are developed, revised, and maintained. The purpose herein is to establish a consistent format for written orders, directives, policies, and procedures.

5.1.1 AUTHORITY AND RESPONSIBILITY OF THE CHIEF OF POLICE

CALEA Standard: 12.1.1

Title 7 Chapter 32, Part 41 of the Montana Code Annotated grants a Chief of Police of a city or town the authority and responsibility for the management, direction, and control of the operations and administration of the agency.

5.1.2 COMMAND PROTOCOL

CALEA Standard: 12.1.2

In Absence of the Chief of Police

The Chief of Police appoints, by written directive, an individual to act as Officer in Charge of the Department during the Chief's absence. The Officer in Charge has the authority to act in the capacity of the Chief of Police in carrying out day-to-day activities of the agency. The Officer in Charge does not have the authority to approve personnel actions involving transfers, disciplinary matters, or salary adjustments unless that authority is expressed in the written directive.

In Exceptional Situations

In the event time and circumstances do not allow a written directive to be issued, the Sergeant assumes the role of Officer in Charge. In the absence of the Chief of Police and the Sergeant, the Senior Officer assumes the role of Officer in Charge.

Combined Operations

In situations involving personnel of different functions engaged in a single operation, command authority will rest with the Chief of Police or designee, or as otherwise designated by the Chief of Police.

Normal Operations

Command authority in the day-to-day operations of the Stevensville Police Department is as follows:

- The Chief of Police
- The Sergeant
- Senior Officer

5.1.3 LAWFUL ORDER OF A SUPERIOR

CALEA Standard: 12.1.3

Supervisors at each level in the agency are accountable for the performance of employees under their immediate control. Employees shall obey all lawful orders of a superior, including orders relayed from a superior by an employee of the same or lesser rank.

An employee who receives conflicting orders or directives will advise the person who issued the most recent order of the conflict. If this does not resolve the conflict, the employee shall obey the last order or directive given. Officers or employees shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued. Under these circumstances, the responsibility for the conflict shall be upon the superior officer giving the last order or directive. Officers or employees shall not obey any order which they know or should know would require them to commit any illegal act.

5.1.4 FUNCTIONAL COMMUNICATION/COOPERATION

CALEA Standard: 12.1.4

All functions of the agency will encourage and support the exchange of information for the purpose of coordinating activities within the agency. Communication will be shared among agency personnel in, at least, the following ways:

- Command Staff Meetings
- Staff Meetings and Briefings
- Crime Analysis Reports

- Press Releases
- Pass On information from shift to shift
- Special Orders and Memorandums issued to all functions

5.2.1 WRITTEN DIRECTIVE SYSTEM

CALEA Standard: 12.2.1, 12.2.2

Written policies and procedures defining the functional role set forth the purpose, mission, goals, basic problems, and priorities of the Stevensville Police Department. Such policies and procedures demonstrate that the Stevensville Police Department intends to be responsive to and protect the Constitutional rights of the community. The Stevensville Police Department written directive system includes a mission statement, vision statement, and agency values as follows:

Mission Statement

The Stevensville Police Department exists to provide safety, security, and support to the citizens of Stevensville through professional and compassionate law enforcement services.

Vision Statement

Our goal is to reduce instances of crime and to provide a safe environment to the citizens of Stevensville.

Value Statements

- The Stevensville Police Department is committed to Integrity, Dedication and Compassion
- The Stevensville Police Department is committed to protecting and preserving the rights of individuals as guaranteed by the Constitution of the United States
- While the Stevensville Police Department believes the prevention of a crime is among its primary responsibility, it aggressively pursues those who commit serious offenses.
- The Stevensville Police Department actively solicits citizen participation in the development of police activities and programs that impact the town.
- The Stevensville Police Department believes that it achieves its greatest potential through the active participation of its employees in the development and implementation of policies and programs.
- The Stevensville Police Department is committed to effectively managing its resources for optimal service delivery.
- The Stevensville Police Department is committed to participating in programs that incorporate the concept of a shared responsibility with the community in the delivery of police services.
- The Stevensville Police Department believes integrity and professionalism are the foundations for trust in the community.
- The Stevensville Police Department is committed to an open and honest relationship with the community.

- The Stevensville Police Department recognizes the academic achievements of its employees, whether personal or job-related, and encourages individual growth and self-actualization of all its employees in their pursuit of a higher education.

Application of Values

Employees are to be familiar with and understand each of the department's values. When developing new programs or activities, supervisors are to ensure that each is consistent with the agency's stated values. Periodic inspections shall ensure that existing programs and activities are consistent with agency values.

Written Directive System

Stevensville Police Department's General Orders contains the Agency's written directives system. Agency directives are intended to disseminate policies, rules, and procedural guidelines to employees in order to carry out the agency's activities. Policies set forth the agency's goals, values, and principles and establish permanent guidelines for the operations of the agency.

The Stevensville Police Department's General Orders provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. It permits rapid access to individual policies and procedures and it differentiates types of directives and their function. Each chapter of the General Orders addresses a particular topic and issues related to that topic. Each chapter contains statements of agency policy, rules, regulations, and procedures for carrying out Agency activities relative to the topics covered by the chapter.

The directive system shall include any communications that serve to guide or affect the performance or conduct of employees. All of the following may serve as written directives:

Policies

Procedures

General Orders

Rules & Regulations

General Orders

General Order Addendums

Personnel Orders

Special Orders

Memorandums

Instructional Material

Policies and procedures constituting General Orders of the Stevensville Police Department as authorized and issued by the Chief of Police shall be collected and maintained in the Stevensville Police Department's Chief of Police's Office's General Orders. General orders, supplemental policies, procedures, and related administrative or operational information are contained in the following agency authorized manuals and leaflets:

General Orders

All Hazards and Emergency Mobilization Plan

Field Reporting Manual

Field Training Manual

Performance Appraisal and Evaluation Procedures Manual

Manual of Classifications and Delineations of Job Duties and Responsibilities

Manual of Guidelines for Recruitment and Selection

Infection Control Plan

Stevensville Police Department Multi-Year Plan

Stevensville Police Department Recruitment Plan

Stevensville Police Department Employee Directory

Annual Legal Updates

Authority and Control of Written Directive System

The Chief of Police has authority and control over the written directive system. It is the responsibility of the Chief of Police to issue, modify, and approve all written directives. Under this authority, the Chief of Police identifies persons and positions authorized to develop written directives and to incorporate them as policy or procedure into the General Orders.

The Stevensville Police Department shall seek input from a cross section of agency personnel in the formulation of any new policy or the revision of existing policy. A review committee comprised of those personnel most closely affected by the policy may be called upon as needed to review and discuss proposed policies and procedures with supervisors, or other police personnel deemed appropriate in order to obtain additional input on the policies and procedures.

Before being distributed, all directives will be signed by the Chief of Police and approved by both the Mayor and Town Attorney. All new policy or extensive policy revisions to the General Orders resulting in changes to operations or procedures within the agency will be approved in accordance with directives set forth by Commissioners' Court.

Agency Directives

Policy

A written directive broadly outlining agency principles: Policy statements may be characterized by words such as "may" or "should" and provide the framework for development of procedures, rules, and regulations.

Procedures

Procedures are a written directive that serves as a guideline for carrying out Departmental activities. A procedure may be mandatory in tone through the use of "shall" or "must" rather

than “should” or “may”. Procedures may sometimes allow differing degrees of latitude and discretion in carrying out an activity.

General Orders

General Orders announce adoption or revision of Department policy and institute permanent programs or procedures affecting the Agency’s personnel. All General Orders shall be issued under authority of the Chief of Police.

General Orders Addendums

A directive issued by the Chief of Police to modify an existing written directive between major revisions of the Agency’s General Orders.

Special Orders

Special Orders announce policy or direct procedures concerning a specific event or circumstance, or may be a policy or procedure, which is temporary in nature.

Memorandums

Memorandums direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General Orders or Special Orders or Training Bulletins. Memorandums shall not conflict with any policies, procedures, General Orders or Special Orders.

Training Bulletins

Training Bulletins shall be disseminated to inform employees of current professional topics, techniques, or methodologies. Training Bulletins shall serve as part of a continuous training program. The information contained in a Training Bulletin may concern existing law and current changes in the law that will affect daily police operations, or the information may serve as practical applications or interpretations of the law.

Training information may be disseminated by the Town Attorney, Training Coordinator, or through the Office of the Chief of Police. It shall be the responsibility of the Town Attorney to review current legal issues to determine if the content impacts the functions of the Agency and if so, to initiate appropriate procedural changes to maintain compliance with such laws.

General Orders Format

The Stevensville Police Department General Orders shall be organized in the following manner:

- Table of Contents
- Chapter Titles and Subtitles
- Index of Contents, Cross-referenced by Topics and Titles
- Chapter Subject Matter

The General Orders are organized by chapters that are mirrored to the COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES STANDARDS MANUAL (CALEA). The

numbering system begins with a chapter identifier and then subsection identifiers, i.e. (12.1.1). CALEA Standards are cross-referenced at the beginning of each subsection.

Policy Review

Only current written directives shall be kept in the Chief of Police's Office's General Orders. The Chief of Police's Office's General Orders shall be formally evaluated at least annually to determine what policies, procedures, or section thereof, should be canceled, revised, or continued in their present form. Members of the Agency responsible for the subject matter contained in the directive shall be asked to review the directive. It shall be the responsibility of the Chief of Police to initiate the formal annual review. Supervisors shall have the on-going responsibility to monitor policies and procedures relative to their function and initiate revisions through the Accreditation Manager as needed. Policy changes may be necessitated by any of the following circumstances but are not limited to these circumstances.

- Procedural Changes
- Annual Policy Review
- Staff Inspections
- Departmental Needs

Policy modifications may be proposed by any member of the Agency through suggestion or memorandum to the Chief of Police via the appropriate chain of command.

The Chief of Police shall be notified when changes are recommended to the existing policy manual. Notification of the recommended changes should be made to the Chief of Police by submitting a memorandum specifying the required policy additions or deletions. When extensive revisions are required, or additional policy needs to be written, Supervisors shall coordinate with the Chief of Police to determine the most appropriate resources to assist with the policy rewrites. Generally, this will be members of the Agency responsible for the subject matter contained in the directive.

All rewrites will be edited by the Chief of Police. All policy revisions must be written in compliance with CALEA accreditation standards. When a revised directive is issued, the original directive will be rescinded effective with the issuing of the new directive.

Issuing Policy Additions, Revisions, and General Order Addendums

A directive may be issued as needed under the authority of the Chief of Police which modifies or replaces an existing directive. All revisions to the manual affecting existing policy will be numbered consistent with the original directive. When there is an extensive revision to a policy, the directive sections will be reprinted bearing a revision date and shall be inserted in the manual replacing the original directive.

In between extensive revisions of a policy, limited modifications to policies may be issued as a General Orders Addendum. The addendum shall be placed in the GENERAL ORDERS section identified as "GENERAL ORDERS ADDENDA". Personnel should indicate with a written notation

by the related section of the affected directive that an addendum to the section exists. The addendum should also be identified by including the addendum on the manual's table of contents. All addendums to policy are considered official policy and are binding upon Agency personnel. At the next major revision of the policy manual, addendums shall be incorporated into the context of the affected policy.

A cover memorandum to the Chief of Police shall be attached to all modifications to existing policies. The cover memorandum will direct the purging of rescinded or amended directives and the addition of new directives or addendums to the policy manual. Employees shall sign an acknowledgment and receipt form at the time new or revised policy is distributed. The acknowledgment and receipt form shall be placed in the employee's file.

Operational Directives by Memorandum

PERMANENT DIRECTIVES

All memorandums written by Supervisors which permanently establish or alter Agency directives constitute GENERAL ORDERS and must be issued under the authority of the Chief of Police. Therefore, such memorandums shall be treated as revisions to the Chief of Police's Office's General Orders and will be distributed as an addendum to the affected policy.

Memorandums permanently affecting any of the following shall be distributed as revisions to the policy manual:

- Established Policy;
- Established Operational Procedures;
- Performance or Conduct of Personnel;
- Town Policy or State Law;
- Issues of Legality or Liability.

When a memorandum affects the operations of the Chief of Police's Office, the revision will be reviewed by Supervisors during a regularly scheduled meeting. Once the memorandum is in final form, it shall be distributed to all employees of the Stevensville Police Department as a General Order Addendum.

All memorandums distributed in this manner will carry the same binding effect on employees of the Agency as any other directive contained in the Chief of Police's Office's General Orders. Employees shall sign an acknowledgment and receipt form at the time the memorandum is distributed. The acknowledgment and receipt form shall be placed in the employee's file.

Operational Directives by Memorandum

TEMPORARY DIRECTIVES

Supervisors may issue memorandums involving police action or operational requirements at their discretion and unrelated to the written directive process when such memorandums:

- Are of Temporary Duration
- Contain an Expiration Date not Exceeding Six Months;
- Do Not Affect Personnel Outside of the Supervisor's Authority;
- Do Not Change Established Agency Policy.

It shall be the responsibility of the individuals issuing memorandums containing an expiration date to review such memorandums prior to the expiration date to establish whether the procedure or information outlined in the memorandum should be renewed as a temporary directive or should become a revision to the Chief of Police's Office's General Orders.

Should the information contained in the memorandum need to be continued, but not included in the Chief of Police's Office's General Orders, the Supervisor issuing the memorandum must re-issue the memo with a new expiration date. When a memorandum is reissued, all prior dated copies of the memorandum shall be considered canceled.

If the information contained in the memorandum needs to become a permanent part of the Chief of Police's Office's General Orders, it shall be the responsibility of the issuing Supervisor to initiate the policy revision or General Orders Addendum process through the Chief of Police.

All procedures contained in the memorandum will be canceled at the time of the expiration date if not renewed by a current memorandum or included as a revision to the policy manual.

5.2.2 POLICY DISSEMINATION

CALEA Standard: 12.2.1, 12.2.2

The Chief of Police's Office's General Orders shall be considered the official repository of Department policies and procedures. The Chief of Police's Office's General Orders is available to all personnel electronically. New employees will receive policy training on specially chosen topics and shall also be advised on accessing the Policy and Procedure Manual electronically.

A hard copy of the Chief of Police's Office's General Orders shall be maintained in the Chief of Police's Office. New or revised written directives and addendums will be distributed to all personnel. Employees shall sign an acknowledgment and receipt form for each new or revised directive and maintain an awareness of any changes. The receipt forms will be placed in the employee's file.

Policies and procedures are applicable to all employees of the Agency. It will be the responsibility of each employee of the Agency to maintain updated copies of the written directives.

Supervisors shall review all changes to policy and procedures at shift briefings or at a meeting of the various departmental components under their command.