



ERIE POLICE DEPARTMENT



Written Directives

Number: 005.000

Title: Department Written Directives		Pages: 3
Effective Date: 01/25/06	Review Date: 06/01/20	Amended Date: 06/01/19

POLICY:

It is the policy of the Erie Police Department to establish written directives to provide employees direction in order to perform their duties in an acceptable, honorable, consistent and justifiable manner. Written directives are made up of basically four parts: definitions, policies, procedures and rules. It is the employee's responsibility to become familiar with and abide by all the directives. The Erie Police Department Written Directives were designed for easy reference and frequent use.

All employees will have access to this manual on the interdepartmental web site and can print one copy for themselves. Each employee will be responsible for maintaining and securing their copy.

Written directives will also be accessible to the public via our webpage.

DEFINITIONS:

POLICY: A statement as to the Department's general guiding principle related to the directive's topic. Policy statements are guidelines. They should be followed whenever possible and can only be deviated from with reasonable justification.

PROCEDURE: A step-by-step process to provide direction in carrying out the applicable policy. Like a policy statement, procedures are guidelines and may be deviated from when there is a justifiable reason based on specific, unforeseen circumstances.

RULE: A statement which is specific to direction which should or should not be followed. Rules **must** be obeyed. There should be no justifiable reason for deviating from a rule.

REFERENCE: Policies, general orders, rules, directives and other reference material used or referred to in developing an Erie Police Department Written Directive.

CACP STANDARDS: Reference to an applicable standard required by the Colorado Association of Chiefs of Police Professional Standards Program to achieve CACP State Accreditation.

PROCEDURES:

I. ORGANIZATION

Each directive shall follow a general outline format containing the following:

1. Department Directive heading containing
 - a. Directive Number
 - b. Title
 - c. Number of Pages
 - d. Effective Date

e. Reviewed Date

f. Amended Date

2. Policy Statement
3. Definitions
4. Procedures
5. Rules
6. CACP Standard number(s) that apply
7. References

II. LANGUAGE

As applied to the Erie Police Department Written Directives;

1. Any gender includes the other gender.
2. The singular number includes the plural and the plural includes the singular provided the context in which either is used accommodates such an interpretation.
3. Words and phrases shall be read in context and construed according to the rules of grammar and common usage.
4. Words and phrases which require a technical or particular meaning shall be construed accordingly.

III. GENERALLY

- A. The official copy of the Erie Police Department Written Directives are maintained by and under the control of the Commander.
- B. All official copies of Erie Police Department Written Directives will be signed by the Chief of Police.
- C. The Commander will:
 1. Ensure all directives meet the required standards of the CACP Professional Standards Program to maintain the State Accreditation status.
 2. Receive all suggested directives or proposed changes to existing directives for review and make recommendations regarding adoption to the Deputy Chief and Chief of Police.
 3. Ensure all written directives are reviewed (at least once per year) and updated as necessary.

IV. DEPARTMENT MEMORANDUMS (MEMOS)

- A. Memos may be used for the purpose of disseminating information within the department by anyone.
- B. Memos may be used to provide day-to-day direction on topics which change frequently, are temporary in nature, do not require formal written directive format or to provide temporary direction until a written directive can be completed and approved.

V. DISCLAIMER

- A. The information provided in the Erie Police Department Written Directives is general in nature and is designed to serve as a guide. These directives are not to be construed as the rendering of legal or management advice.
- B. These guides are offered to provide Erie Police Department personnel with general information only. These directives are not drafted with the intent to cover every possible situation encountered by the personnel of the Erie Police Department. As a guide, these directives are not meant to supersede existing principles of Federal, State Municipal, local or common law and do not apply in legal proceedings – civil or criminal.
- C. These directives are for internal use only and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care with respect to third party claims. Violation of these directives, if proven, will be handled through internal administrative and disciplinary proceedings.

VI. CLOSING

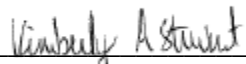
- A. Obviously there is no way to cover every situation which may arise in the discharge of an employee's duties. There will be times when the employee will have to use his/her own discretion and judgment.
- B. If any written directive or provision of a written directive is invalid, all valid parts which are severable from the invalid part remain in effect. If a part of any written directive is invalid in one or more of its applications, the part remains in effect in all valid applications which are severable from the invalid applications.

RULES:

Only the Chief of Police has the authority to issue, modify, or approve Department Written Directives.

REFERENCES:

Lamar Police Department Introduction
Colorado Association of Chiefs of Police Professional Standards
Billings Montana Police Department Written Directive 30.001



Kimberly A. Stewart
Chief of Police