

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: WRITTEN DIRECTIVE SYSTEM**

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## **Purpose**

To establish a system of written directives in order to provide a standard format for written policies, orders, rules and regulations and to provide for the preparation and distribution to all police personnel of new or revised policies and procedures.

## **I. Definitions**

- A. Standard Operating Procedures: Written directives in the form of policies, rules and regulations that are issued to police personnel as guidelines for police department operations.
- B. Special Orders: Written directives that are supplements to the standard operating procedures. All special orders will be incorporated into the revised Standard Operating Procedures, on an annual basis.
- C. Memorandums: Written directives of a temporary nature issued by the Chief of Police or department supervisor.

## **II. Statement of Policy**

- A. All personnel employed by the Covington Police Department will be issued a Standard Operating Procedures Manual CD and shall sign an acknowledgement sheet acknowledging receipt. The department's Accreditation Manager will keep a copy of the receipt on file.
- B. All policies and procedures will be placed on the departmental server (S drive) to allow access by any employee in a read-only, print-only format. Hard copies of the manual will be placed throughout the department for easy access.
- C. All police personnel will be notified by email of any revision, deletion, or addition to the manual. Changes will be placed on the S drive. Employees who are assigned a hard copy of the manual are required to maintain the manual updated. Employees shall sign a cover sheet acknowledging receipt of all revisions or supplements to the Standard Operating Procedures. The Accreditation Manager will keep the cover sheet on file.

### **Issuing Authority**

- A. A Standard Operating Procedures Manual may be issued to persons other than department employees only upon the approval of the Chief of Police. The Accreditation Manager shall have the responsibility of issuing manuals to department personnel and other persons as directed by the Chief of Police.
- B. The Chief of Police or his designee may issue memorandums of a temporary nature. Any directive that is binding upon personnel of another watch or division must receive prior approval from the Chief of Police before distribution.
- C. Orders involving personnel changes or promotional appointments will only be issued by the Chief of Police or a supervisor designated by the Chief of Police. Personnel changes or appointments will be noted on departmental memorandums.

### **Procedures for Revising and Updating Directives**

- A. The Chief of Police or his designee has the authority to revise, add or delete any directive, policy or procedure of this department.
- B. A recommendation for a revision, addition or deletion to the Standard Operating Procedures may be drafted at any level in the police department and submitted through the chain of command for consideration.
- C. Upon receiving a recommendation to revise, add or delete any Standard Operating Procedure, the Chief of Police shall direct the Accreditation Manager or other supervisor to do so. The Accreditation Manager shall review all revisions, additions or deletions to ensure continued compliance with accreditation standards. Further review by the City Attorney may be required on some directives prior to implementation, if requested by the Chief of Police.
- D. Management personnel may review and discuss any proposed or revised policies or procedures at monthly staff meetings to ensure that they do not contradict other directives or applicable law. The new policy or revision will be given a first reading in the staff meeting. Management personnel shall have until the next month's staff meeting to consider the policy. Upon adoption of the policy in a staff meeting, the policy will become effective on all department employees. Dates of first reading and adoption will be recorded accordingly. This procedure shall apply to all indexing, purging and updating of policies. In the event of small changes to a particular policy or a large volume of policies to be changed, a motion may be made to adopt the policy on the first reading to expedite the process and implementation.
- D. The Chief of Police shall sign the policy and the Accreditation Manager shall be responsible for dissemination of the policy to all personnel.

### **Written Directives Format**

- A. All department policies shall be designated "Covington Police Department Standard Operating Procedures".
- B. The manual shall be divided into sections and shall contain a table of contents and a subject index to aid the reader in locating specific policies.

- C. Policies shall be listed with an appropriate subject heading, effective date, policy number, distribution level and review date. All policies shall describe a purpose, statement of policy, discussion (when necessary) and specific procedures.
- D. Each policy shall be structured in an outline format.
- E. All policies shall have a space at the bottom of the last page for the Chief's signature, which will be added electronically.
- F. The Accreditation Manager shall maintain all original policies.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*

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Chief of Police