

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0001
SUBJECT: WRITTEN DIRECTIVE SYSTEM		
ISSUE DATE: April 18, 2000	REVISED: 4/29/02, 7/4/05, 12/14/07, 5/14/13	AMENDS/RESCINDS: GO 9901
REVISIONS CONTINUED: 1/24/18, 8/7/19		DISTRIBUTION: A

I. Policy

- A. The Code of Ordinances of the City of St. Joseph, Missouri, Sections 2-297 through 2-304, establishes the position and delineates the duties of the Chief of Police. The Chief of Police has general and special supervision of the Police Department and the division of public safety communications. In compliance with this code, and by order of the Chief of Police, a system of written directives is hereby established.
1. Written directives shall consist of, but not be limited to General and Special Orders, Special Operating Procedures, Memorandums, and other written directives issued and/or approved by the Chief of Police and their designee.
 2. In addition to internal department written directives, department operations and member conduct shall be governed by the Personnel Code and the Code of Ordinances of the City of St. Joseph, Missouri; the Constitution and Statutes of the State of Missouri; and the Constitution and Laws of the United States.
 3. All written directives shall remain in full force and effect until their cancellation, revision, or replacement by another written directive.
 4. It shall be the policy of the Department that all affected employees are required to be informed of and acknowledge receipt of pertinent written directives within ten (10) working days after the effective date, unless extenuating circumstances exist preventing compliance of this policy (such as injury, illness, vacation, etc.).

II. Definitions

- A. **General Order (GO):** A General Order may have reference to the entire Department; it may define policy, direct procedures, state rules and regulations, and result in a change in or addition to the Operations Manual. General Orders are issued only by the Chief of Police and are effective on the issue date. GOs are permanent

until revocation or replacement by another General Order. Current General Orders shall be placed in the Operations Manual.

- B. Special Order (SO):** Special Orders are issued to define policy and direct procedure applicable only to a specific segment or activity of the Department. Special Orders are issued by the Chief of Police. SOs shall remain in effect until revoked or replaced by written order of the issuing authority. Current Special Orders shall be placed in the Operations Manual.
- C. Special Operation Procedures (SOP):** Within each Division, special operation procedures may be established by the Chief of Police, Commander, or Unit Supervisors to direct procedures for events that are of a limited duration or are self-canceling in nature. Special operation procedures only pertain to assigned personnel and the operations of the specific organizational component affected by the event. Due to the temporary nature of the situations they govern, they shall not be kept in the Operations Manual.
- D. Memorandum (Memo):** Memorandums will be titled by subject and be written in a standardized form. They are utilized primarily as a device to direct, inform, or inquire. They may be originated by, and directed to, any employee. When issued by the Chief of Police, a Commander or Supervisor, they constitute a written order. Memorandums are not to be placed in the Operations Manual, but will be available for all members to view on the 'W' drive. **All memos shall be carbon copied to the Policy and Compliance Manager, who will be responsible for their storage/filing.**
- E. Operations Manual:** The Operations Manual contains all current GOs and SOs. Operations Manuals shall be available to all employees. Each division shall maintain a copy of the Operations Manual.
- F. Written Directive Forms:** Written Directive forms shall be used to show proof that employees are getting the required directives. Forms signed or initialed by a department employee shows acknowledgment of receipt, understanding, and compliance with a written directive. Supervisors may use roll call training as a means to distribute the required directives to affected personnel and shall have the employee sign an acknowledgement form that the directive was received and discussed by personnel. WDFs shall be used with all General Orders and Special Orders. They may be used with SOPs at the discretion of the Division or Unit Commander.

III. Procedure

A. Format

1. General Orders, Special Orders and Special Operating Procedures

- a. Title Page Heading: General Orders, Special Orders, and Special Operating Procedures will use the same title page heading.
- b. Directive Type: Specifies the type of written directive.
- c. Index Number: Shall consist of a two or three letter prefix and four numbers (n/a for SOPs):

Example: GO0001

GO0001 - GO for General Orders, **SO** for Special Orders

GO0001 - Year of issue

GO0001 - Sequential order of issue during the year

- d. Subject: Specifies the subject area addressed by the directive.

- e. Issue/Effective Date: Date the directive goes into effect.
- f. Review/Revision Date: Review for GOs and SOs is annually from the issue date. SOPs expire on the date listed, unless otherwise noted. Past revisions may be noted in this section for reference.
- g. Amends/Rescinds: Previous orders on the same subject must be listed.
- h. Distribution:
 - A - All department members
 - B - Only commissioned officers
 - C - Specific division, position or unit
 - 1 - Administration
 - 2 - Booking
 - 3 - Communications Center
 - 4 - Detective Secretary
 - 5 - Evidence
 - 6 - Garage
 - 7 - Main Control
 - 8 - Patrol Clerk
 - 9 - Records
 - 10- Teleserve
- i. Body of General Orders, Special Orders, and Special Operating Procedures. Times New Roman, size 12, font shall be used for the body of all GOs, SOs, and SOPs. The body of GOs, SOs, and SOPs will be numbered by section and paragraph. Numbering will follow the following format:
 - I.
 - A.
 - 1.
 - a.
 - 1)
 - a)

The body may contain the following sections:

- a. Policy
- b. Definitions
- c. Procedures
- d. Signatures - For GOs and SO's, the signature of the Chief of Police. For SOPs, the signature of the Chief of Police, issuing Commander, or Unit Supervisor.
- e. Footer - The footer contains the GO/SO number, running page total and the title of the directive.

2. Memorandums

Memorandums will be on a standard form that specifies the sender, recipient, subject covered, and date written. The distribution of copies to members other than the recipient should be noted by the use of **cc:** and the names.

B. Initiation and Review of Written Directives

1. A draft version of new or revised GOs and SOs will be submitted to supervisory personnel for review, comments, and approval, as noted in Section IV.A.2 below.
2. Drafts of new or revised versions of GOs and SOs will be distributed to the Chief of Police, Division Commanders, as well as affected supervisors, and other interested parties when appropriate. Upon completion of the review process, the final version will be submitted to the Chief of Police for approval.
3. After receiving the approval of the Chief of Police, new or revised GOs and SOs will be distributed to the Division Commanders. All written directives shall have been assigned an index number and entered into the Operations Manual.
4. Written directives will not be purged from the Operation Manual without the approval of the Chief of Police.
5. The Chief of Police must approve any revision of General Orders. Division Commanders may approve revisions of Special Operating Procedures issued by them.
6. When new GOs, SOs or revisions to existing directives are distributed, a Written Directive form (WDF) shall accompany them. Affected employees shall verify receipt and comprehension of written directives as described in 2.6.
7. Written directives maintained in the Department's Operation Manual will be reviewed annually by the Chief of Police, his designee/s and/or Division Commanders.

C. Dissemination of Written Directives

When a new or revised GO or SO is issued, Division Commanders are responsible for ensuring that:

1. Newly issued directives and WDF's are disbursed to all Supervisors under their command.
2. All Supervisors disseminate and review the Written Directives with their subordinates.
3. Each affected employee signs/initials a WDF and all WDF's are returned to the Professional Standards Officer within 10 working days after their effective date when possible.
4. Newly issued directives are placed in the Division Operations Manuals. Those manuals are to be located in the Office of the Chief of Police (original), Patrol Division Roll Call Room, Support Services Office, the Detective Division and on the 'W' drive.
5. Division Commanders shall approve and enforce all SOPs issued within their respective commands, and shall ensure that said procedures are not in conflict with established rules, regulations, policies, or procedures of the Department, or with administrative regulations and statutory law imposed by higher authority.

D. Storage of Written Directives

1. All original orders shall be maintained in the Office of the Chief of Police. Both hard copies and computerized files may be used.

2. This filing system should include all current, revised and previous policies issued by the Department.
3. The Chief of Police shall designate a position responsible for maintaining a file of all WDF's with the accompanying written directive, and verifying that all affected employees have signed/initialed a WDF for applicable written directives.

E. Knowledge of Written Directives:

1. All Department employees shall familiarize themselves with all written communications directed to them, including those written directives issued during their absence from duty for whatever reason.
2. Written directives will be discussed at roll calls and/or meetings until the Supervisors are assured that all questions by subordinates are answered.

Chris Connally, Chief of Police

Date