

Directives

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Directives.

201.1.1 DEFINITIONS

Definitions related to this policy include:

Special Orders - These directives are utilized to provide a service or police response to situations or incidents requiring other than normal procedures. Special orders may be of long or short duration. They shall be directed by supervisory personnel.

Temporary Operating Procedures - These directives will be issued for one-time events. They will have a termination date and will no longer be in effect after that date.

201.2 POLICY

Directives will be used to modify policies of the Plymouth Township Police Department when an immediate need to adapt a policy or procedure exists, or an incident or event requires other than normal procedures in order to best meet the mission of the Department. Applicable collective bargaining agreements and other alternatives should be considered before a Directive is issued.

201.3 PROTOCOL

Directives will be incorporated into the Policy Manual, as required, upon approval. Directives will modify existing policies or create a new policy as appropriate. The Directive will be rescinded if incorporated into the manual.

The Administration Lieutenant or the authorized designee should ensure that all Directives are disseminated appropriately. Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Directive is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Directives to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Directives.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Directives. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Directives. Members

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shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

The Chief of Police or designee should ensure that all members receive training on any new or revised policy related to any accreditation standard.