



DEPARTMENTAL REGULATIONS
12/2010
CONCORD POLICE DEPARTMENT

REVISION DATE:
REVIEW DATE:
I.D. NUMBER: 305

Chief of Police

WRITTEN DIRECTIVE SYSTEM

A. POLICY STATEMENT

A law enforcement agency must have a clear written directive system in order to provide direction to its employees and to communicate its purpose to the community. The Concord Police Department is committed to developing regulations, operational manuals and other forms of written directives that provide guidance to all of its employees as they carry out their police mission.

B. GENERAL

1. The Departmental Regulations Manual of the Concord Police Department is the core of its written directive system. It contains the General Orders, Procedures and Administrative Instructions, which are the foundation for providing direction to our employees in carrying out their duties. All other operational manuals and directives shall be in compliance with the Departmental Regulations Manual.
2. Only the Chief of Police, or his/her designee, shall have authority to issue, modify, delete or approve any agency policy, manual or other written directive.
 - .1 When a General Order, Procedure or Divisional Administrative Instruction is deleted from the Departmental Regulations Manual the corresponding number shall not be reassigned.
3. The Division Commanders, or their designee(s), with approval of the Chief of Police, may issue, modify or approve written directives affecting their specific divisions.
4. All department personnel are responsible for knowing and carrying out the provisions of the written directives issued by the City of Concord and the Concord Police Department.
5. The written directives issued by the City of Concord and the Concord Police Department apply to all full-time, part-time and volunteer members of the Police Department.
6. The Police Department recognizes two versions of the Departmental Regulations Manual as an official source of reference.
 - .1 The Intranet version.
 - .2 The traditional hard-copy version.
 - .3 Both versions of the Departmental Regulations Manual are readily available to all personnel through the Intranet or by means of a hard copy that is maintained in each of the divisions and throughout the agency as noted below.

C. COMPOSITION OF THE REGULATIONS MANUAL

1. The Departmental Regulations Manual is divided into four chapters: Administration, General Orders, Procedures and Division Administrative Instructions.
 - .1 The regulations may reference related operational manuals or other written directives that may be found elsewhere. These manuals or directives are policy of the Concord Police Department. Therefore, they are to be complied with, just as if they were a component of this Departmental Regulations Manual.
2. Alphabetic Index
 - .1 The Alphabetic Index is a listing by subject matter which notes the number and designated chapter of any General Order, Procedure or Division Administrative Instruction, in the manual.
 - .01 The regulations are filed consecutively by number in the designated chapter.
3. Chapter Index
 - .1 The Chapter Index consecutively lists the material contained in the chapter according to its number. This will be a chronological listing by chapter.
4. Format of the Departmental General Orders, Procedures and Division Administrative Instructions.
 - .1 The upper, right-hand corner will identify the order as a departmental General Order, Procedure or Division Administrative Instruction, and also show the consecutive number of issuance.
 - .2 The regulation will have a subject title by which it is to be listed in the Alphabetical Index.
 - .3 Each General Order, Procedure, Divisional Administrative Instruction, operational manual, and other written directives, when appropriate, will contain a policy statement, which is a broad statement of department principles.
 - .4 The following subjects are located in the Administrative Chapter. These are not numbered in the right-hand corner. These subjects are in the following sequence:
 - .01 Law Enforcement Code of Ethics
 - .02 Code of Conduct
 - .03 Preface
 - .04 City Mission, Vision and Values
 - .05 Department Mission and Values
 - .06 Concord Policing and Department Mission Overview
 - .07 General Provisions
 - .08 Definitions
 - .09 Departmental Organization, Duties, and Responsibilities of the Ranks
 - .10 Departmental Functions

.5 All new General Orders, Procedures and Divisional Administrative Instructions shall contain an issue date to the nearest month.

.01 All revisions shall contain the month and year revised.

D. MAINTAINING THE DEPARTMENTAL REGULATIONS MANUAL ON THE INTRANET

1. On July 1, 1999, the Concord Police Department adopted an Intranet version of the Departmental Regulations Manual as an official source of reference for the General Orders, Procedures and Divisional Administrative Instructions of the agency.

2. The Investigations and Administrative Services Division shall be responsible for facilitating the updating of all General Orders, Procedures and Divisional Administrative Instructions maintained on the Intranet system.

.1 After the original policy has been signed by the Chief of Police, the Investigations and Administrative Services Division shall update the Intranet version within five (5) working days.

E. MAINTAINING THE HARD-COPY DEPARTMENTAL REGULATIONS MANUAL

1. The following procedures shall be used by divisions, bureaus and departmental personnel when placing a new General Order, Procedure and/or Division Administrative Instruction in the manual.

.1 Add the title in its proper numerical sequence in the Chapter Index.

.2 Add the new indexing data in the Alphabetical Index.

2. When removing a replaced, superseded or canceled order from the manual, leave all indexed data pertaining to the old regulation in the manual. Write in the deletion date next to the title in the index.

.1 Example: General Order 23-Special Typing Requests (**Deleted 5/98**).

3. This manual is designed for use in a three-ring binder with dividers. Binders will be issued to the following work units and personnel:

.1 Each division

.2 Each field office

.3 Field Operations Briefing Room

.4 FTO Coordinator-4 binders

.5 Records Bureau

.6 Communications Center

.7 Professional Standards Unit

.8 Chief's Office

.9 Investigations and Administrative Services Division Captain's Office

.10 Field Operations Division Captain's Office

- .11 Field Operations Sergeants' Office
- .13 PD Library
- .14 PD Volunteers' Office
- .15 City of Concord Human Resource Department
- .16 Clayton Police Department
- .17 City of Concord City Attorney's Office

Each work unit and all departmental personnel issued a Departmental Regulations Manual shall be responsible for maintaining it in the above manner in binders provided.

F. ISSUANCE OF NEW REGULATIONS

1. Intranet Departmental Regulations Manual

- .1 After the Chief of Police has signed a new or revised policy, or after a policy has been ordered deleted, the policy or order will be forwarded to the Investigations and Administrative Services Division.
- .2 A staff member of the City's Information Technology (IT) unit shall update the Intranet Departmental Regulations Manual.
 - .01 The policy becomes effective upon placement into the "New Policies" field of the Intranet Home Page.
- .3 After IT staff has updated the Intranet Departmental Regulations Manual, he/she shall do the following:
 - .01 Create a policy queue, which will cause the updated policy to appear in the "New Policies" field of the Intranet Home Page.
 - .02 Send an electronic mail (e-mail) message to "All Personnel," informing them that an updated policy is on the Intranet Home Page for review and certification.
- .4 After a policy update has been placed in the "New Policies" field of the Intranet Home Page, all department members, full-time, part-time and volunteers, shall be required to review the policy and certify receipt within 30 calendar days.
 - .01 This electronic certification process shall replace the previous paper certification process.
- .5 If for any reason the electronic certification system is inoperable, the certification process shall be accomplished by means of a paper certification form, as described in Section D.6 of General Order No. 66.

2. Hard-Copy Departmental Regulations Manual

- .1 A hard-copy of the Departmental Regulations Manual is distributed to each of the work units and personnel identified in Section E.3 of this regulation, and is available for reference by all employees within the division. After new or revised General Orders, Procedures, Division Administrative Instructions or other written directives have been signed by the Chief of Police, or other proper

authority, they will be distributed to all affected department work units and personnel for insertion into their assigned Departmental Regulations Manual.

- .01 Paper certification forms will be distributed with the hard-copy versions of departmental policies. The manager/supervisor of the work unit to which a hard-copy version of the policy has been distributed is responsible for ensuring that the Departmental Regulations Manual in their unit is updated. The manager/supervisor shall sign the certification form and return it to the Investigations and Administrative Services Division.
- .02 Those directives that do not require some form of certification become effective upon distribution.
- .2 When a sufficient number of new regulations have been issued, the Investigations and Administrative Services Division will publish new index data.
 - .01 The index data will consist of an up-to-date Alphabetical Index and Chapter Index.
- .3 Each Division Commander may direct periodic inspections of Departmental Regulations Manuals assigned to work units and personnel of their respective divisions.
 - .01 The Division Commander shall be notified, through the chain of command, of any discrepancies in such inspections.
- .4 Any questions regarding the departmental Policy Manual or specific sections should be directed to the Investigations and Administrative Services Division.
- 3. The Investigations and Administrative Services Division shall maintain a file of all original, signed departmental policies.
- 4. Carrying out Agency Activities:
 - .1 Once a new or revised directive has been signed by the Chief of Police or his/her designee, the directive becomes effective and all department personnel are responsible for carrying out the imposed duties.
 - .01 Department managers and supervisors are responsible for ensuring that their personnel perform within the guidelines of all written directives.
 - .02 Personnel who are unclear about the mandates of a particular directive are responsible for contacting a manager or supervisor and asking for clarification.
 - .03 If any employee should notice a conflict between existing directives, or a directive and agency operations, he/she is responsible for bringing the conflict to the attention of a superior officer.
 - .001 If a conflict in a directive is brought to the attention of a manager or a supervisor, the manager or supervisor is responsible for initiating the process to resolve the conflict.
- 5. Audit System
 - .1 After a policy has been in the "New Policies" section of the Intranet Home Page for a minimum of 30 calendar days, the Investigations and Administrative Services Division shall complete an audit of that policy in order to determine if all department members are in compliance with the review and certification process as enumerated in this regulation.

- .2 A notice will be sent to the Division Commanders of those employees who have not certified receipt of an updated policy within the required 30 calendar days.
 - .01 The Division Commanders, or his/her designee, shall direct those department members assigned to their respective division to comply with the certification process within 15 calendar days of notification by the Division Commander, or his/her designee.
 - .02 Failure by any department member to comply with the directive of the Division Commander, or his/her designee, may result in formal disciplinary action being taken against the employee.