

**East Lansing Police Department
Policy & Procedure**

Subject: Written Directive System	ELPD Policy #: 100-1
Effective Date: March 1, 2022 Revised Date:	Distribution: All Employees
MACP Accreditation Standard: Written Orders and Issuance	MACP Standard: 1.1.1

I. PURPOSE

This policy will define the written directive system utilized by the East Lansing Police Department. It will convey the importance, use, and applicability of the system to all departmental employees.

II. POLICY

A policy and procedure system has been established to provide employees with guidance and expectations in performance of their duties. The policies and procedures set forth in this system cannot capture every situation that may arise during an employee's employment. Some decisions must be based on job knowledge, skill level, training, experience, and good judgement. The written directive system exists to provide guidance for employee behavior. Violations of these directives can form the basis for corrective action.

This policy will document the structure, authority to issue, modify, or repeal all policies and procedures within the system. Furthermore, it will formalize the implementation and receipt of all policies and procedures authorized by the Chief of Police.

III. PROCEDURE

A. Directives

1. Policy or Procedure

- a. A written document that describes the standard guidelines to be followed when accomplishing a specific task.
- b. Regulates actions, conduct, and behavior of employees to ensure consistency.

2. Special Order

- a. A written document to be utilized for specific significant events.

b. Special Orders may be temporary or permanent in nature.

3. Written Directives

a. A written document providing guidance on practice and behavior expected of employees that is not specifically covered in an enumerated policy or procedure.

i. Training Manuals/Materials

ii. Memorandums

iii. Electronic Mail

b. A Written Directive may include City of East Lansing Employee general work rules, contracts, and guidance authorized by the Chief Personnel Officer or his/her designee.

c. Any procedural guidance established by the Ingham County Prosecutor's Office or East Lansing City Attorney's Office.

B. Authority to Issue, Modify, Repeal, or Review

1. The Chief of Police shall have the authority to issue, modify or repeal any East Lansing Police Department policy, procedure, special order, or written directive.

2. The Chief of Police may authorize designated staff members to review and make recommendations on existing or new directives. The Chief of Police has the authority to designate reviewing staff members based upon position, knowledge, or other area of expertise.

C. Written Directive Structure and Format

1. All policies, procedures, and special orders shall be structure in a standardized format.

a. Subject

i. Each policy, procedure, and special order shall contain a Subject (Title) describing the directive.

b. ELPD Policy Number

- i. Each policy, procedure, and special order shall contain a policy number that corresponds with an existing chapter in the Michigan Association of Chiefs of Police Accreditation Standards Manual.
- ii. The following prefixes shall be utilized:
 - a) 100: Administrative
 - b) 200: Personnel
 - c) 300: Operations
 - d) 400: Investigations
 - e) 500: Arrestee, Detainee, Prisoner Handling
- c. Effective and Revision Dates shall be noted on the header of the directive.
- d. Distribution scope shall be noted.
- e. Michigan Association of Chiefs of Police Accreditation Standard title and code shall be noted on each directive to correlate with the applicable standard.

D. Implementation and Receipt

1. Upon authorization by the Chief of Police new and updated policies, procedures, and special orders will be distributed to all employees via electronic mail or an approved software system.
2. The employee will acknowledge receipt of the directive via electronic mail response or method specified by the current tracking software system, i.e. Power DMS.
3. The tracking software will note the changes made within a document when revisions are released. If a revision is released via electronic mail, the changes will be highlighted within the document thereby allowing the employee to easily identify the updates.
4. The revision date shall be noted in the header of the document.
5. Department supervisors are responsible for notifying and reviewing all directive revisions with their staffs. This may be accomplished during unit meetings, shift briefings, or training sessions.

E. Review, Revision, and Repeal

1. All department policies, procedures, and special orders shall be reviewed for accuracy and relevance on a recurring annual basis.
2. The Chief of Police shall assign supervisory personnel to conduct the annual review within a specific timeframe. Supervisory personnel may enlist the assistance of other department employees with specialized knowledge regarding a particular directive. Supervisory personnel shall notify the Chief of Police with their review findings by the due date given.
3. All department policies, procedures, and special orders may be reviewed for modifications outside of the annual review period when:
 - a. Changes occur to labor agreements, City of East Lansing personnel rules, laws, ordinances, or equipment.
 - b. The practice is no longer effective or acceptable.
 - c. Any other time when directed by the Chief of Police.

F. Archives

1. A department Administrative Assistant will be responsible for maintaining an archival file of all directive revisions or repeals.

IV. CANCELLATIONS

None

Authorized By:



Kim Johnson, Chief of Police