

10.010 DISTRIBUTION OF POLICIES, PROCEDURES AND OTHER DIRECTIVES

Reference:

Procedure 10.000 – Procedure Manual and other Binding Written Directives

Purpose:

To promptly provide all Department members with current revisions and additions to binding directives so that professional excellence is maintained when performing various tasks and enforcement of laws and ordinances.

Policy:

The Department will distribute all policies, procedures and other directives to all personnel within the Department through weekly Staff Notes. Updated policies, procedures and directives are also available to all Department personnel on the Department intranet.

Procedure:

- A. Bureau Commanders will:
 - 1. Distribute Staff Notes to all district and section commanders under their command every Tuesday at the Department staff meeting.
- B. District/Section Commanders will:
 - 1. Ensure that all personnel under their command are made aware of any new or revised policies, procedures or other directives contained in the weekly Staff Notes.
 - a. Ensure that a check-off list is completed weekly indicating that personnel under their command were made aware of new or revised policies, procedures or other directives contained in the Staff Notes.
 - b. Maintain a file of completed check-off lists attached to the respective copy of the Staff Notes.
 - 1) Retain the check-off lists for the current year plus three previous years.
 - c. On November 1st of each year, forward a sample copy of a check-off list, which was completed during that year, to the Accreditation manager for insertion into CALEA files.
 - 2. Maintain a District/Section Standard Operating Procedure (SOP)
 - a. An SOP is a document containing instructions on how personnel within a district/section perform certain tasks.

- 1) Ensures routine jobs are performed uniformly and in compliance with Department policy and procedure.
 - 2) Covers the unique operation of a specific district/section.
 - 3) Should not be a replication of the Procedure Manual.
- b. One SOP book will be maintained for each district/section which will contain a separate section for each unit within that particular district/section.
- 1) There will be a separate SOP for any specialized unit within a district/section that has different operations than the general personnel assigned to the district/section.
 - 2) The SOP books will be crafted using the blank SOP templates located in the CPDFORMS folder on the Department's "H" drive and contain the following:
 - a) Cover page.
 - b) Table of Contents
 - c) Effective date
 - d) Revised date
 - e) Reviewed date
 - 3) SOP's will be written in an outline form.
 - 4) The SOP's will be written using the following numbering system.
 - a) Any SOP that refers to the operations for anyone assigned to the district/section would be listed under section 1.00.
 - b) Additional SOP's under this section would be numbered sequentially, increasing .05 increments. Example: 1.00, 1.05, 1.10, etc.
 - c) Each separate unit SOP under a district/section will be numbered separately beginning with different whole number. Example: Inspections Section would begin with 1.00 for the entire section. Court Control 2.00, 2.05, etc. Detail Coordination 3.00, 3.05, etc.
 - 5) District/Section Commanders will review their respective SOP's at least once every year.
 - a) District/Section SOP's will be reviewed whenever there is a new district/section Commander.

- C. Department Personnel will:
1. Complete a check-off list indicating that they were made aware of changes to policies, procedures or other directives contained in the Staff Notes.
 2. Thoroughly acquaint themselves with new or revised policies, procedures or other directives contained in the Staff Notes.