1.1 DEPARTMENT MANUAL AND WRITTEN DIRECTIVES

SUBJECT: Department Manual and Written Directives

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<th>EFFECTIVE: 10-14-2020</th>
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<td>REVISED: 09-30-2020</td>
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William Cochran

William Cochran, Chief of Police

1.1.1 PURPOSE

Written directives inform members of the Department of expectations, requirements, and prohibitions. They provide guidance for duty performance, establish the basis for employee accountability, provide criteria for employee performance evaluation, and help to ensure consistency in police service and methodology.

1.1.2 POLICY

The Chief of Police is responsible for issuing, modifying, approving, and rescinding all written Department directives. A formal written directive system has been developed to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The Department and its members shall be guided by written directives, as prescribed herein. It is the responsibility of all employees to understand the written policies of the Department. <12.2.1.b, f>

1.1.3 THE TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

A. The Department’s written directives are developed to reflect and instill the agency’s mission and goals and to provide guidance in performing duties.

B. The Department disseminates existing, new, or newly revised directives to all personnel on Power DMS.

C. Directives are mandatory when the terms “shall,” “will,” and “must” are used. Directives are advisory when the terms “may” or “can” are used.

D. While it is important that supervisors at the operation level be able to issue orders and directives that swiftly, efficiently, and effectively address issues involving their commands, supervisors shall ensure that their orders, directives, and memorandums do not conflict with departmental orders contained in this manual.

E. Due to the special nature of police work, this manual may be more restrictive than City policy. In such cases, the directives in this manual shall prevail.
1.1.4 DEPARTMENT AUTHORIZED DIRECTIVES AND ORDERS FORMAT

A. Written Directives

1. The header for each policy shall contain a descriptive title for the policy, chapter, and section and the total number of pages. It shall also provide a signature line for the Chief of Police to sign acknowledging and enacting each policy. The Chief of Police has the sole authority to issue or modify the contents of this manual.

2. Each policy shall include a policy statement and may include rules, regulations, and procedures. Definitions shall be located in the appendix of the manual.

3. A modified decimal system shall be used to number each chapter, section, and sub-section of this manual to provide a quick reference and to maintain flexibility in revising and expanding its contents. The first digit shall designate the chapter, the second digit shall designate the section, and the final digit shall designate the sub-section.

B. Legal Bulletins (Formal)

1. The purpose of legal bulletins is to clarify questions and issues of current case law and statutory law. They are written by TPD’s legal advisor or other legal entities and disseminated for the purpose of clarifying points of law or matters of departmental concern.

2. The Legal Advisor or Policy and Accreditation Unit shall issue legal bulletins at the direction of the Chief and the request of the legal advisor.

3. Modifications to legal bulletins shall be made by issuing updated information.

4. The life of a legal bulletin shall be indefinitely.

5. The numbering system shall consist of two digits that reflect the last two digits of the year of issue followed by a dash and a sequential number starting at one every year.

6. The Chief’s office shall maintain a complete set of formal legal bulletins on the Department’s intranet as well as a record of bulletins that amend Department policy and ensure they are incorporated into Department policy at the time of the policy’s review.

C. Legal Bulletins (Informal)

The Department’s legal advisor may issue informal legal responses to questions from employees to clarify legal questions as they arise or to alert employees to legal items not requiring a formal legal bulletin via the Department’s email system.

D. Memoranda
1. A memorandum is a form of written communication within the Department used to direct, inform, or inquire when other types of written directives do not apply. A memorandum can be initiated by any member of the Department and directed to any other member through the chain of command.

2. All personnel may issue memoranda.

3. Modifications are not applicable to memoranda.

4. The life of a memorandum shall be until it is modified.

5. Memoranda are not required to be stored or maintained.

6. No numbering system is applied to memoranda.

1.1.5 SUGGESTIONS OR CHANGES TO WRITTEN DIRECTIVES

A. Employees who have suggestions or changes to Department directives may forward those suggestions in writing through their chain of command to the Policy Committee.

B. The request shall outline why the new policy or change to existing policy is needed and include a first draft of the suggested policy in TPD policy outline format.

C. Such requests shall not be held or stopped at any level and shall be forwarded through to the Bureau Commander to the Chief’s office.

D. Comments and opinions shall be added at each level of the chain of command, if necessary.

E. The proposed new policy shall be forwarded to the Policy Committee.

F. The Policy Committee shall review the proposed policy and submit it through the policy review process.

1.1.6 DISSEMINATION AND STORAGE OF DIRECTIVES

A. Distribution of existing, new, or newly revised directives to all affected personnel shall be disseminated electronically.

B. Acknowledgment indicating receipt and review of disseminated directives will be housed electronically.

C. A current electronic set of directives is available 24 hours a day, to all employees on Power DMS.
D. Archived revisions, rescinded, and/or purged written directives shall be indexed and maintained electronically in Power DMS for historical and reference purposes.

1.1.7 VESTED AUTHORITY

A. The Chief of Police has the authority to issue, modify, or approve Department written directives at any time.

B. The Department's legal advisor or other command staff personnel may be designated by the Chief of Police to review, modify, and release written directives.

C. Commanders and supervisors may distribute written directives at the bureau, unit, section, or squad level to direct personnel and internal operations within their respective commands, but shall not contradict General Orders. Copies of those directives shall be electronically sent to the Planning and Accreditation Unit.

1.1.8 WRITTEN DIRECTIVE REVIEW PROCESS

A. Written directive should be reviewed tri-annually to determine if changes should be made because of changed circumstances or occurrences during the previous year.

B. Command Staff shall review the General Order and either recommend changes or approve it for submission to the Chief of Police.