



TRAPPE POLICE DEPARTMENT

Title: Written Directives System	Directive #: 1.1
Issued: 10.1.2016	Revised: 10.1.2016
Approved By: George N. Ball, Jr. Chief of Police	

A. Purpose

To establish and maintain a reference source regarding the Trappe Police Department policies, procedures, regulations and written directives.

B. Policy

The Trappe Police Department will maintain a standardized written directive system.

C. Definitions

ADMINISTRATOR:

- Those personnel whose primary responsibilities involve direction, management, or administrative support of an operation

CHIEF:

- Chief of Police

COMMISSIONED RANK:

- Any rank from Lieutenant and above, but does not include the Chief of Police

NON-COMMISSIONED RANK:

- Any rank below Lieutenant

TPD:

- Trappe Police Department

DEPARTMENT:

- Trappe Police Department

DEPARTMENTAL WRITTEN DIRECTIVE:

- Any written directive issued by the Chief of Police, or his designee that is of an administrative, personnel, operational or support nature/function.

TRAPPE POLICE DEPARTMENT MANUAL:

- The TPD written directives manual

EMPLOYEE:

- Any employee of the TPD

GENDER:

- Use of the masculine gender includes, where applicable, the female gender.

LAW ENFORCEMENT AGENCY:

- Any law enforcement agency of any department, county, or municipality of the state, including sheriffs, and unless otherwise limited, also includes similar agencies of other states and the United States of America.

MAY/SHOULD:

- The action to be taken is discretionary

PROCEDURE:

- A written directive establishing TPD standards for what is to be done and the way it should be done

RANK:

- A relative position in the chain of command established by rule

SHALL/WILL:

- The action is mandatory

SUPERVISOR

- Those personnel who have been delineated, either by rank or classification as having responsibilities that involve the direction/supervision of personnel on a first line or second line basis. Where no personnel of supervisory rank are available for dispatch in an area, a senior officer may be designated as an acting supervisor.

D. Procedures

1. Applicability

- a. The provisions of these written directives govern all TPD Personnel to the extent they are not in conflict with any established law or ordinance or Town of Trappe Personnel policy.
- b. The policies, procedures, regulations and written directives are for TPD use only and do not apply in any criminal or civil proceeding.
- c. TPD written directives, policies, procedures and regulations should not be construed as the creation of higher legal standards of safety and care in an evidentiary sense with respect to third party claims.
- d. Deviations from these written directives, policies, procedures and regulations may form the basis for TPD administrative sanctions, a higher level of training, and/or new policy guidelines. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

2. Written Directives System

- a. The written directives system is designed to:
 - (1) provide employees with a clear understanding of TPD policies, procedures, guidelines and expectations.

(2) provide all employees with an on-the-job reference source.

E. Responsibilities

1. The Chief of Police or his designee will:
 - a. publish or cause to be published, all written directives and revisions as needed; and,
 - b. disseminate or distribute all written directives, rules, regulations and policies to all TPD employees; and,
 - c. ensure that a permanent file of all the written directives/policy revisions are maintained.
2. TPD Employees will familiarize themselves with and adhere to all written directives, rules, regulations and policies of the TPD. Employees issued a Written Directives manual will keep it up to date and incorporate all revisions in the manual at the time they are received.