

Laurel Police Department – General Order  
Chapter 0, Section 100, Order 104 – Written Directives  
August 11, 2013

**0 / 104.05 POLICY**

It is Department policy to adhere to a written directive system.

**0 / 104.10 PURPOSE**

The written directive system provides members with a clear understanding of the direction in which they should fulfill.

**0 / 104.15 DEFINITIONS**

|                   |   |
|-------------------|---|
| ADDENDUMS         | Written directives that are either informational or that change policy or procedure. Memorandums relate messages and informal material of Department wide interest or relevance. Memoranda also provide timely dissemination of policy and procedural changes.  |
| GENERAL ORDER     | A written directive, approved by the Chief of Police that is permanent and can only be canceled by the Chief. General orders deal with policy, rules, and procedures that affect more than one organizational component of the Department.  |
| MANUALS           | Compilations of written directives. Manuals include the General Order Manual, the Criminal Investigations Manual, the SOP (Standard Operating Procedure) Manual, the Field Training Manual, CALEA's All Hazard Guide Background Investigation Manual, Internal Investigation Manual, the Communications Training Resources Manual, the Public Information Officer Manual and the Administrative Manual. |
| POLICY            | A written directive that is a broad statement of Department principles.   |
| SPECIAL ORDER     | A written directive that is of a temporary nature. Special orders may announce policies or procedures directed to a specific circumstance or event or directed to specific segments of the Department. Special orders may be self-canceling or may be canceled at the direction of the Chief.   |
| WRITTEN DIRECTIVE | Any document that is intended to affect or guide the action of departmental personnel. Written directives include regulations, general orders, special orders, personnel orders, addendums, instructional material, and departmental manuals. Written directives also include City issued policies.   |

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**0 / 104.20 PROCEDURES**

**A. GENERAL**

1. The Chief of Police is vested with the authority to issue, modify or approve Department written directives.

**B. DEVELOPMENT**

1. Any proposal from Bureaus or Sections, which affects policy or procedure, will be forwarded through the chain of command to the Office of the Chief for assignment to the Office of Compliance.
  - a. The Office of Compliance will tailor the proposal into a written directive (or revision of a written directive).
  - b. Drafts of General and Special Orders, and SOPs will be distributed to the following persons for review and comment: Chief, Deputy Chief of Police, and Command Staff Personnel.
  - c. The Office of Compliance will consider all comments and will prepare the Order for signing by the Chief.
2. Memoranda that are informational in nature and do not affect current policy or procedures do not require sequential Departmental numbers.
  - a. Bureau Commanders may issue memorandums without forwarding them to the Chief for approval.
  - b. Copies of all memorandums will be forwarded to the Office of Compliance.
3. Training Bulletins will be developed and distributed by the Office of Compliance.

**C. DISTRIBUTION**

1. All Written Directives will be distributed to all sworn members and civilian personnel.
  - a. General Orders, new and revised, shall be distributed via the General Order Management System.
    - 1) Only the Office of the Chief Police, Compliance Office and City of Laurel Administrator's Office shall receive a printed version.
  - b. Administrative Directives, new and revised, will be distributed to all sworn members and civilian personnel.
    - 1) Copies of all additions, changes and updates will be provided to the Office of Compliance.
  - c. Field Training Manuals will be distributed to Field Training Officers and any officers undergoing the field training at the time changes become effective.
    - 1) Copies of all additions, changes and updates to the Manual will be provided to the Office of Compliance.

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- d. Background Investigations manual Additions/updates to the Background Investigation Manual will be placed in the Background Investigation Manual in the Special Operations Bureau and Recruitment Office.
  - e. Internal Investigative Manual, additions/updates, will be distributed to all supervisory personnel, both sworn and civilian, and to Command Staff for addition to their manuals.
    - 1) Copies of all additions, changes and updates will be provided to the Office of Compliance.
  - f. Communications Training Resources Manual, additions and revisions, shall be housed in the Communications Office.
  - g. Informational Memoranda will be distributed only to affected personnel, however copies will be provided to the Office of Compliance.
  - h. Instructional material will be distributed to all affected personnel.
    - 1) Copies of instructional materials will be provided to the Office of Compliance for inclusion in standards files.
2. Written acknowledgment of receipt of written directives shall be made in the following manner:
- a. General Orders  
Acknowledgement via the General Order Management System
  - b. All Other Written Directives
    - 1) A receipt form will be given to each Bureau Commander, Sergeant, and Section for their personnel.
    - 2) Every employee responsible for maintaining a manual will receive the new Order or Memorandum or Addendum and will sign and date the Written Directive Receipt form.
    - 3) All receipt forms shall be returned to the Compliance Office within twenty (20) days of issuance of the written directive
3. Special Orders, and SOPs, as well as any updates to the FTO Manual are to be placed in the common manuals available in the Squad Room, Communications unit, and Bureau offices.
- a. All updates and changes to the Background Investigation Manual will be placed in the manual located in the Special Operations Bureau and Recruitment Office.
  - b. It will be the responsibility of individual personnel to maintain their SOP and Administrative Manuals.
  - c. The Chief Police Communications Specialist or his/her designee will be responsible for maintaining all copies of the Communications Training Manual.
  - d. Field Training Officers will be responsible for keeping their own copies of the Field Training Manual up to date.
  - e. Supervisors and Command Staff personnel will be responsible for maintaining their individual Internal Investigation Manuals.
4. Supervisors are responsible for:
- a. Verbally reviewing the newly issued Order, directive or SOP with their subordinate personnel; and

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- b. Conducting semiannual inspections of Administrative manuals assigned to their personnel or section.

**D. INDEXING**

- 1. The Office of Compliance shall index all General Orders placed into the General Order Management System.
- 2. The Administrative Manual shall be indexed by title.
  - a. The following procedures will be used when placing a new written directive in the Administrative Manual:
    - 1) The directive's title, order number, and order type must be written in the Table of Contents.
    - 2) The title will be placed in the index of the Administrative Manual.
    - 3) Any directives that are canceled by the new directive must have the entries in the Table of Contents cross-referenced to the new directive.
    - 4) Insert the new directive into the appropriate section in numerical sequence in the manual. Any canceled directives should be removed from the manual.
    - 5) The Office of Compliance will periodically distribute updates of the Table of Contents for the SOP Manual and the Administrative Manual index.

**E. REVOCAION OF DIRECTIVES**

- 1. All written directives may be canceled by:
  - a. A cancellation notice in the newly issued directive, or
  - b. An addendum issued by the Chief specifically canceling a directive.

**0 / 104.25 LEGISLATION AND REFERENCES**

None

**0 / 104.30 ANNEX**

None