

## DEKALB POLICE DEPARTMENT

Subject: **Written Directives & Policy Manual System**

Policy #: **102.2**

Effective Since: 8-21-03

Originally Issued As: General Orders #

1 and # 2 of 5-25-95

Revision Effective: 1-1-19

FTO Training Task: # 4

Reference Material: IACP "Written Directives System" Research Paper

ILEAP Standards Covered: ADM.09.01, 09.02, 10.01, 11.01

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**PURPOSE:** It is the purpose of this policy to define the structure and application of this agency's written directives and policy manual system to provide employees with an understanding of its importance, use, and applicability. This manual has been prepared specifically for the employees of the DeKalb Police Department. It is designed to provide written documentation of the goals, objectives, mission, policies, procedures, rules, regulations, and practices of the department.

**POLICY:** This written directive system has been established by the department to inform employees of what is expected of them in the performance of their duties, to provide guidance in performing such duties, to establish the basis for employee accountability, and provide the standards to fairly evaluate individual and collective performances. It is the purpose of this policy to formally document the structure and components of the written directive system in a manner that will increase its utility and application and provide for continuity in its development. The policy manual is a flexible organization of written directives that can and will be modified as conditions demand. It is intended to reflect the current operations of the DeKalb Police Department.

### DEFINITIONS:

1. **Written Directives** : Written directives are official statements by or authorized through the Chief of Police that guide or direct the actions and activities of employees. Directives encompass all means by which this agency communicates instructions, orders, and duty requirements to its members, to include policies, procedures, rules, regulations, general orders, special orders, memoranda, and instructional materials.
2. **Policies** : Each established policy in this manual will include a policy statement. Policy statements are positional statements based on underlying organizational principles, goals, values, ethics, and operational philosophies. Policies as a whole are designed for general direction and guidance for use by all members of the department. Note that within policies are procedures and rules. [ILEAP ADM.09.01(a)]
3. **Procedures** : Each established policy in this manual will include procedures for carrying out the policy. Procedures build upon the foundation of policy statements to provide guidance on required, desired, or preferred methods of operations or conduct. Procedures provide detailed instruction on means and methods for carrying out the policy statement and generally draw the boundaries of permissible employee discretion in performing specific tasks or duties. [ILEAP ADM.09.01(b)]
4. **Rules** : As opposed to procedural statements that often provide flexibility and discretion for employees, rules are characterized by their inflexibility. Rules define situations where no deviation or exceptions to agency-authorized actions are permitted. Policy 103.5, Rules of Conduct, outlines general rules and regulations for the department. Within policies are other rules that are identified by terminology that require a certain course of conduct. [ILEAP ADM.09.01(c)]
5. **Terms Limiting Officer Discretion** : There are three categories of terms used in written directives. Personnel responsible for the development of such directives and employees who carry them out shall be aware of the limitations on employee discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.

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- a. Judgmental: the word "may" is used to convey the utmost discretion to employees. "May" indicates that employees should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of this agency, and the general guidance provided in statements of agency policy.
- b. Preferential: the words "should" and "should not" are used to convey the agency's desire for preferred actions in typical circumstances. Directives of this type should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. Employees are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation.
- c. Restrictive or Prohibitive: The terms "shall" or "shall not" or "will" or "will not" impose absolute requirements or prohibitions on employee actions. Considering that the full set of circumstances surrounding many situations confronted by employees cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary actions. Where deemed appropriate, these terms appear within policies, procedures, and rules.

### 6. **Definition of Terms in this Policy Manual :**

- a. Department, or Agency: DeKalb Police Department
- b. City: City of DeKalb
- c. Chief: Chief of Police
- d. Officer: Duly appointed police officer of the department, regardless of rank or assignment
- e. Employee, Personnel, or Member: Any civilian employee or sworn officer of the department
- f. Manual: This policy manual
- g. Supervisor: Officers above the rank of Police Officer, or any appointed civilian employee in a supervisory role
- h. On-duty Commander: The on-duty ranking officer in charge
- i. IACP: International Association of Chiefs of Police
- j. PERF: Police Executive Research Forum
- k. ILEAP: Illinois Law Enforcement Accreditation Program
- l. Gender neutrality: References made within written documents may refer to the masculine or neutral gender, and in practice shall apply to all employees regardless of gender.

### PROCEDURE:

#### **A. Directives Development and Approval**

1. It is the concurrent responsibility of all Division Commanders to ensure that policies, procedures, and other directives affecting their areas of responsibility reflect the best practices for accomplishment of organizational and division activities, duties, and responsibilities. Prior to issuing new or revised policies, a review system including all supervisory staff will be employed to check for accuracy, completeness, and consistency to applicable law and other policies. [ILEAP ADM.09.01(d)]
2. Maintenance of the written directive system is assigned or designated by the Chief of Police. The maintenance of the written directive system will coordinate all divisions, units, or sections of the department, and includes organization, review, revision,

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update, and purging of the agency policy manual on an ongoing basis. [ILEAP ADM.09.01(d)]

3. Division or unit Commanders may, with the approval of the Chief, issue directives through memoranda or special orders that have bearing only on the specific functions or operations of their area of responsibility. Such directives should be consistent with established policy and procedures.
4. The Chief of Police retains authority for final review and approval of all agency policy. [ILEAP ADM.09.01(e)]
5. Approved policies, procedures, rules, and special orders shall be distributed to all sworn personnel and other affected members, such as Communications and Records employees. Employees may be issued their own personal policy manual. The policy manual is also available to be viewed electronically. Any new or revised policies will be electronically disseminated to all employees. [ILEAP ADM.09.02(a)]
6. A master hard copy of the policy manual will be available in each primary division of the department: Patrol, Investigations, Communications, and Records [ILEAP ADM.09.02(b)]
7. Personnel will be required to sign a written or electronic document indicating receipt and review of any newly-disseminated agency policies. [ILEAP ADM.09.02(c)]

### **B. Policy Manual Components**

1. Organization: The policy manual is organized into four primary categories:
  - a. Administration (policies numbered in the 100's)
  - b. Personnel (policies numbered in the 200's)
  - c. Support Services (policies numbered in the 300's)
  - d. Operations (policies numbered in the 400's)
  - e. The manual also contains a table of contents and an alphabetical index by topic.
2. Each policy heading provides the following information:
  - a. Subject (Policy Name)
  - b. Policy Number
  - c. Effective Date, or Effective Since Date
  - d. Rescinds/Replaces: any document and date of last issue of any document being replaced; or Originally Issued As, naming the document and date originally issued
  - e. Current Revision Date
  - f. Related FTO Task Number
  - g. Reference Material; documented reference material is maintained by the ILEAP Accreditation Manager and may be reviewed by employees.
  - h. ILEAP Standards Covered (see below)
  - i. Number of Pages
  - j. The body of each policy contains the following:
    1. Purpose Statement
    2. Policy Statement
    3. Definitions
    4. Procedures
3. Beginning with the 2019 revision, the policy manual was revised using the ILEAP Standards Manual. The ILEAP Standard number is included in brackets following text that is intended to reflect the requirements of the cited ILEAP Standard number. From 2009-2018, the policy manual included CALEA citations in reference to the CALEA Standards Manual.

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### **C. Planning and Research**

1. The Commander of each division is primarily responsible for the planning and research functions for operations within their area of responsibility, including but not limited to the following:
  - a. Development of comprehensive operational needs.
  - b. Development and implementation of standard, special, and emergency procedures.
  - c. Provision of necessary resources to maintain operational effectiveness.
  - d. Budget requests and facilitation.
  - e. Sufficient research to ensure compliance to federal, state or local regulations.
  - f. Ongoing research on policy development to reflect the operating philosophy of the department and best practices to limit risks and liability.
  - g. The Commander may assign various elements of planning and research to divisional supervisors and employees as appropriate.
2. The Deputy Chief is primarily responsible for the overview of the planning and research functions of each division.
3. The Chief of Police is ultimately responsible for assigning and approving operational plans and any related research.

[ILEAP ADM.10.01]

### **D. Crime Analysis Functions**

1. The department will employ crime analysis services to provide the following:
  - a. An analysis of crime that has occurred within the City.
  - b. An historical context regarding the frequency, location, and circumstances of various crimes that have been committed.
  - c. The development of potential connections between events, persons or places to provide data on potential enforcement, educational, or community outreach efforts to reduce crime.
  - d. The ability to publish internal and/or external reports that document the instances of crime.
  - e. The ability to accurately report incidents of crime as required by federal and state agencies.
  - f. Additional research on crime trends and potential strategies to deter crime.
2. The department may employ dedicated employees to this effort or may rely on the services of employees who perform records and/or crime analysis functions within their areas of responsibility.

[ILEAP ADM.11.01]

**Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police .**

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.