WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Written Directives		Policy # 1.4.3
Accreditation 1.4.3		
Effective Date: June 5, 2008	Revised Date: February 6, 2013	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

1.4.3 WRITTEN DIRECTIVES

A. PURPOSE

The purpose of this policy is to familiarize police officers with the procedures of the Police Department regarding the responsibility for the contents, maintenance and security of all manuals issued by the Department.

B. WRITTEN DIRECTIVES

1. The Written Directives System for the West Norriton Township Police Dept. consists of three main sections. They are the GENERAL ORDERS, the PERSONNEL ORDERS, and the SPECIAL ORDERS.

2. General Orders are issued for the purpose of announcing adoption or revision of policies and procedures of the police department.

3. Personnel Orders are issued with instructions to a specific officer or Division within the police department.

4. Special Orders are issued for the purpose of dispensing specific information and instructions to any and all members of the department.

C. Issuing Authority

1. Only the Chief of Police has the authority to issue or change GENERAL ORDERS, PERSONNEL ORDERS, or SPECIAL ORDERS. In the absence of the Chief of Police his designee shall have this authority.

2. All proposed policies shall be reviewed by the Chief of Police, the Deputy Chief of Police and all appropriate supervisory personnel as determined by the Chief prior to their issuance.

D. Memoranda

1. Memoranda are written information issued within the police department either between officers or groups of officers.

2. Memoranda are written to disseminate any information that an officer feels is relevant to any or all other officers.

3. Memoranda may be issued by the sergeants or the detectives and may go to any other member of the police department.

D. All General Orders, Personnel Orders, and Special Orders shall contain a date of issue and an effective date They will also contain a notation at the bottom as to whom the order was distributed to.

E. All orders, as needed, shall be reviewed, updated and reissued. All orders that are issued as revisions shall have a revision date on them to indicate when they were changed.

F. Manuals shall be indexed and all General Orders numbered to allow for quick access and retrieval of information.

G. As part of the General Order system the West Norriton Township Police Dept. shall establish and maintain a Mission and Values Statement, which will state the purpose and ideals of the West Norriton Township Police Dept.

H. Cancellation of Orders

1. All General Orders shall remain in effect until cancelled or superseded.

2. Special Orders shall remain in effect until cancelled by the issuing authority.

3. Existing orders, policies and procedures not covered by a General Order or Special Order are to be considered in effect unless repealed.

I. All affected personnel shall receive training on any new or revised policy related to an accreditation standard.