WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Dissemination and Storage of Written Directives	**Policy # 1.4.4**
Accreditation 1.4.4	
Effective Date: June 5, 2008	**Revised Date: February 7, 2023**
By Authority Of: Chief Michael A. Kelly	**Signature:** Michael A. Kelly

1.4.4 DISSEMINATION AND STORAGE OF WRITTEN DIRECTIVES

A. All officers will be held responsible for the subject matter of the Department Orders. They will be provided with a copy of all General Orders and familiarize themselves with all Personnel Orders and Special Orders that directly affect them.

B. All policies shall be stored within the PowerDMS system and are available to all officers at any time.

C. When a new or revised policy is issued it shall be entered into the PowerDMS system and all officers will be notified of the entry.

D. Each officer shall be responsible for reading and understanding the new or revised policy, complete the attached test, if any is attached, and then sign off on the policy within the DMS system.

E. A copy of the Departmental Manual shall be kept in the Departmental computer system within the PowerDMS system where all officers shall have access to it at all times.