



COLUMBIA POLICE DEPARTMENT

"Policing Excellence through Community Partnerships"

Directive Type: General Order	Effective Date: 06-10-2016	General Order Number: 02.02
Subject: Direction		
Amends/Supersedes: Section 02, Chapter 02, Direction	Chief of Police: <i>WA Hullett</i>	
Distribution: All Personnel	Review Date: July 1	# of Pages: 5

1.0 DIRECTIVE

The Columbia Police Department will establish the role of authority in the management and administration of the Department and maintain a concise written system of directives and procedures to inform all employees of operational constraints.

2.0 COMMAND AUTHORITY

In order for the Department to operate efficiently and effectively each officer must recognize and accept accountability for his responsibilities and the use of his delegated authority.

2.1 Authority and Duties - Chief of Police

City of Columbia Ordinance Section 10-31

"The Chief of Police, subject to the City Manager, will have administrative supervision over the police department. He will be responsible for the enforcement of state laws and city ordinances, protection of life and property, preservation of law and order, investigation of crimes and suppression of vice, and he will direct the proper assignment of police officers, establish training programs, maintain adequate records, provide traffic control and enforcement, cooperate with other law enforcement agencies, establish departmental rules and regulations, and be responsible for the custody of city prisoners. The Chief of Police and police officers are given the same authority over lands owned by the city, or leased to the city beyond the city limits as they have within the city. He will perform such additional duties as may be assigned to him by the City Manager."

2.2 Succession of Command

Chief of Police

The Chief of Police will appoint an "acting Chief of Police" for a planned absence. In the event of the unplanned absence of the Chief of Police, or in exigent circumstances, the following order of command will be utilized:

1. Deputy Chief
2. Major of Operations Bureau
3. Major of Administrative Bureau
4. Major of Special Operations Bureau

Bureau and Division Commanders (Major and Captain)

In the event of a planned absence, the Bureau or Division Commander shall send a memo to the Chief of Police designating an interim officer in charge. On approval of the designation, the Office of the Chief will distribute the memo to all affected personnel.

Section and Unit Supervisors (Sergeant)

In the event of a planned absence, Section and Unit Supervisors shall send a memo through the chain of command to the Bureau Commander designating an interim officer in charge. On approval of the designation, the Bureau Commander will distribute the memo to all affected personnel.

2.3 Watch Commander (Lieutenant)

A Watch Commander will be on duty twenty-four (24) hours a day, seven (7) days a week. They will be responsible for operations personnel through out the City.

2.4 Responsibilities of Supervisory Personnel (Sworn and Non-sworn)

All supervisory personnel are accountable for the performance of employees under their immediate supervision. Supervisors will be aware that authority is accompanied by commensurate responsibility and each supervisor is accountable for the use of, or failure to use, delegated authority. Therefore, supervisors will be responsible for adherence to any rules, regulations, orders, or policies that apply to individuals whom they supervise. This directive applies to every level of supervision within the Department.

2.5 Obedience to Orders/Conflicting Orders

Employees will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. To permit effective supervision, direction and control, employees will promptly obey any lawful order of a superior.

An employee who is given a lawful and otherwise proper order that is in conflict with a previous order, rule, or directive will respectfully inform the superior officer issuing the second order that a conflict exists. The responsibility for countermanding the first order then rests with the person issuing the second order. If the superior officer issuing the second order does not alter or retract the conflicting order, the order will stand and the employee will obey the second order and will not be held responsible for disobeying the first order, rule, or directive.

2.6 Departmental Staff Meetings

To maintain cooperation and open lines of communication among all components, the Chief of Police will at his discretion, communicate daily with the command staff to discuss and review operational matters.

Division Commanders and Section/Unit Supervisors will conduct periodic meetings with their subordinates to discuss and seek input on relevant issues.

3.0 TYPES OF WRITTEN COMMUNICATION

In order to ensure the orderly flow of written communication within the Department, the following system of written communication is hereby established.

3.1 Departmental Directives and Procedures

Each member of the Department will have electronic access to the Columbia Police Department Directives and Procedures Manual. The manual serves as a general guide, outlining the general rules, regulations, directives and procedures of the Department. All personnel have the responsibility of becoming familiar with and abiding by the provisions set forth in the manual.

The electronic manual will be updated when necessary to reflect any changes in Departmental rules, regulations, directives, and procedures.

The Administrative Services Division is responsible for ensuring via Power DMS, that new and revised material is received by each member of the Department and will maintain records regarding the issuance of new policies, revised policies and Special Orders. Each employee must acknowledge that they have received and reviewed the new directive(s) or procedures, revisions or Special Orders.

Directives and procedures will be issued, modified and approved only by the Chief of Police and are binding until formally rescinded.

3.2 Special Orders

A Special Order originates in the Office of the Chief of Police. A Special Order is used to announce the implementation or revision of a directive as well as to address an ongoing issue. All special orders will be signed by the Chief of Police, are binding on all personnel and are effective on receipt.

3.3 Standard Operating Procedures

Standard Operating Procedures will provide instructional information on specific tasks or specific unit functions. Standard Operating Procedures will be reviewed prior to implementation by their respective Division Commander and approved by the Chief of Police.

3.4 Personnel Orders

Personnel orders will be issued to announce personnel actions such as transfers, promotions, assignments, and appointments.

Personnel orders will be issued by the Command Officer of a section or unit initiating the transfers and assignments within their span of supervisory control. All other personnel orders will only be issued by the Chief of Police. A copy of all personnel orders will be forwarded to the Human Resources Unit to insure proper routing of personnel matters.

3.5 Operational Plans

Operational plans will be issued to detail any special operations or events such as parades, crime suppression, marches, protest etc.

Any activities utilizing non-departmental personnel, sworn or non-sworn for official law enforcement operations shall require the formulation of an Operational Plan. The Operational Plan shall be forwarded to the affected Division Commander for approval. Any use of non-departmental personnel will be specifically listed and

identified in the Operational Plan including the intended roles and responsibilities to be assumed during the described operation.

The officer in charge of the special event or operation will be responsible for issuing an operational plan and forwarding a copy to the Special Events Coordinator for filing. Operational plans will be purged after two (2) years.

3.6 After Action Reports

After Action Reports will be issued by the officer in charge upon the completion of a special event, operation or vehicle pursuit. After action reports will be used to evaluate the special event, operation or vehicle pursuit and to detail the successes, problems encountered, actions taken to remedy the problems and recommendations for similar operations in the future and a copy will be forwarded to the Special Events Coordinator for filing. After Action Reports will be purged after two (2) years.

3.7 Memorandums

Memorandums may be issued by any member of the Department and are generally used to transmit information within the Department.

Memorandums should be addressed to the person(s) or group to which they apply.

Any member of the Department that issues a memorandum that contains information that will affect the operation of the Department must receive approval from the Chief of Police or his designee.

All memorandums that contain information not directly related to the operation of the Department will not be retained on file. (Example: death notices, athletic events)

All memorandums will be purged after one (1) year.

4.0 NEW OR REVISED DIRECTIVES AND PROCEDURES

The formation or revision of policies and procedures will be necessary on occasions because of changes in applicable state laws, city ordinances or professional standards. Therefore, to facilitate the review of proposed Departmental directives and procedures and the revision of existing ones before their promulgation the following procedure is established:

4.1 Directive Review

The Professional Standards Division will review the Department's Directives and Procedure manual on a continuing basis to identify any directives or procedures that have become inadequate or obsolete due to changes in procedures, statutes, ordinances, or accreditation standards. If a deficiency is noted, the Division will prepare a report outlining their findings and submit it to the Chief of Police. The entire manual will be reviewed annually, at the start of the fiscal year

4.2 Proposed New or Revised Directives

Proposals for new or revised directives or procedures may be forwarded to the appropriate Division Commander using the chain of command. The Division Commander will forward the proposal to the Professional Standards Division for research and review to ensure they do not contradict existing directives or applicable law. The division will forward a copy of the proposal to the Chief of Police who will determine what action, if any, is necessary. If it is determined that a new directive or procedure is needed or an existing one requires revision, the Professional Standards Division will:

1. Prepare a draft of the proposal

2. Distribute copies of the proposal to a review committee consisting of the Bureau Commanders for their review and comments; and
3. Establish a return date for the proposal, allowing members adequate time for the review and feedback process.

Review committee members are encouraged to seek feedback from other members of the Department, particularly those individuals who will be affected by the proposed directive and procedure.

Once the review committee has reached a consensus on the directive proposal or revision the results will be forwarded to the Professional Standards Division for directive formatting. A draft of the directive will be sent to the Chief of Police for final approval.

The Chief of Police has sole authority to issue, modify or approve all written directives and procedures. Upon approval by the Chief of Police, the Administrative Services Bureau will be responsible for the distribution of the revision (s).

The Administrative Services Bureau is also responsible for the indexing and purging of all Departmental Directives, Procedures and Special Orders.

5.0 IMPLEMENTATION OF A REVISED DIRECTIVE OR PROCEDURE

At the beginning of each section in the Columbia Police Department Directives and Procedures Manual, there will be a notation indicating the procedure number and title of the section:

<i>Directive Type:</i> General Order	<i>Effective Date:</i> <i>0X-0X-0X</i>	<i>Number: 02.02</i> <i>Direction</i>
<i>Subject: Direction</i>		

If a specific section or sub-section is in need of revision, the Chief of Police will issue a Special Order that will remain in effect until the revision is incorporated into the manual.

When an in depth revision is required or the revision significantly changes the format of a particular chapter, the entire chapter will be redistributed to all personnel. A revised date will be placed in the lower right hand corner.

Directives will include the following information:

- A directive number which is assigned by Policy Management. For revised Directives, the number will remain unchanged.
- Effective and revised dates.
- Directive title which states the content of the directive.
- Purpose which will include a basic explanation for the directive.
- Additional authority – A listing of statutes or regulations governing the directive.
- Scope – to who or what does the directive apply.
- Definitions of uncommon word or words with unique meanings.

6.0 DISTRIBUTION AND STORAGE OF REVISED DIRECTIVES OR PROCEDURES

New and revised directives or procedures are distributed via the Power DMS records management system are stored on the computer T drive as well as Power DMS.