



<b>WRITTEN DIRECTIVE</b>	No. PD17-0101	Page: 1 of 9
Subject:  WRITTEN DIRECTIVE SYSTEM: ESTABLISHMENT AND CONTROL	Effective Date:	09-27-17
	Supersedes/ Amends:	PD13-0101
	Reference:	12.2.1,12.2.2



**I. Purpose**

The purpose of this directive is to establish a method for drafting, issuing, cataloguing, reviewing, testing, and maintaining written directives for the Lynchburg Police Department.

12.2.1 F,G&H

**II. Policy**

It shall be the policy of the Lynchburg Police Department to provide employees with a clear understanding of job responsibilities and expectations through adoption of a formal written directive system.

**III. Procedure**

**A. GENERAL**

12.2.1 F

1. For the purposes of the written directive system, the following will be considered as written directives governing employees of the Lynchburg Police Department:
  - a. Code of Virginia 1950 (as amended).
  - b. Code of Ordinances for the City of Lynchburg (as amended).
  - c. City of Lynchburg Policy.
  - d. policy and procedural directives approved by the City Manager for application to all City departments.
  - e. written directives issued or authorized by the Chief of Police (to include the *Employee Rules of Conduct* and *Police Officer Code of Ethics*).

12.2.1 E

2. Directives currently in effect remain so until such time that each directive is amended, rescinded, or superseded by a new directive.

12.2.1 B

3. The Chief of Police has the authority to issue, modify, or approve agency written directives.

**12.2.1 C**

4. The Majors have the authority to issue, modify, or approve bureau-specific written directives and authorize Bureau Captains and Division Lieutenants to issue written directives necessary for the specific needs of their command.
5. Any written directive issued by this department is for department use only, and should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to third party claims.

**12.2.1 F,G, &H****B. DEFINITIONS**

1. A *written directive* is any written document used to guide or affect the performance or conduct of department employees.
  - a. *Policy* -- that portion of a written directive which broadly states department principles and provides a framework for the development of procedures.
  - b. *Procedure* -- that portion of a written directive which serves as a guideline for performing department activities.

**12.2.1 H****12.2.1 G**

2. Written directives constitute overall statements of the policies and objectives of the administration and also provide mechanisms for implementation.
3. For the purposes of this directive and of the written directive system, the following general definitions will apply:
  - a. *Business day* -- Monday through Friday (0800-1700 hours), exclusive of holidays.
  - b. *Civilian employee(s), non sworn personnel* -- civilian employees of the Lynchburg Police Department, including all personnel not empowered by the Code of Virginia to enforce all the criminal laws of the Commonwealth.
  - c. *Department* -- shall refer, unless specifically stated otherwise, to the Lynchburg Police Department.
  - d. *Employee(s)* -- all persons, both sworn officers and civilians, employed by the Lynchburg Police Department.
  - e. *Memoranda* -- written documents that are generally used to direct, inform or inquire.
  - f. *Officer(s), member(s), sworn personnel* -- those sworn persons employed by the Lynchburg Police Department (to include police officers, supervisors and the Chief of Police) empowered to make arrests under Code of Virginia, Section 15.2-1704.

4. Any reference to the *Chief of Police*, or any supervisor will also refer to an employee designated to temporarily serve in such capacity.

C. ORGANIZATION OF MANUAL

12.2.1 D&E

1. The Policy and Procedure Manual will be organized in the following manner:
  - a. Table of Contents (unnumbered tab)
  - b. Directive 0100
  - c. Personnel 0200
  - d. Training 0300
  - e. General Conduct 0400
  - f. Arrest 0500
  - g. Use of Force 0600
  - h. Patrol 0700
  - i. Traffic 0800
  - j. Investigations 0900
  - k. Narcotics/ Vice/Intelligence 1000
  - l. Crime Scene 1100
  - m. Property and Evidence 1200
  - n. Records 1300
  - o. Reports 1400
  - p. Community Relations/Crime Prevention 1500
  - q. Internal Affairs 1600
  - r. Data Processing/Crime Analysis 1800
  - s. Intra/Interagency Cooperation 1900
  - t. Other 2000
  - u. Operational Memoranda 2100

**D. DISTRIBUTION****12.2.2 A,B**

1. The department's Policy and Procedure Manual will be electronic in nature and maintained on the LPD computer network accessible on all terminals for reference by all personnel.
  - a. The Policy and Procedure Manual will include all department wide and bureau specific directives.

**12.2.1 E**

2. Distribution of written directive information governing department-wide and bureau specific activities will be conducted as follows:
  - a. The Accreditation Manager will be responsible for:
    - 1) coordinating new and newly revised directives.
    - 2) distributing directives through the department e-mail / eSign system.
    - 3) Maintaining control of all original, signed directives
  - b. The Chief of Police will be responsible for training the Majors and his office staff regarding interpretation of directive policy, procedure and intent.

**12.2.1 E**

- c. Majors will be responsible for training of supervisors regarding interpretation of directive policy, procedure and intent.
- d. Each successive level in the chain of command will be responsible for the training of subordinate employees regarding interpretation of directive policy, procedure and intent.

**12.2.1 E 12.2.2 A,B**

3. Bureau and unit-specific written directives will be distributed and controlled with either or both of the following approaches:
  - a. An electronic manual will be maintained on the unit level and will be accessible on the LPD server, to include all bureau and unit directives.
    - 1) Directives will be indexed numerically.
    - 2) Unit employees will be granted ready access to the unit manual by means of computer system network access.

**12.2.2 C**

4. Upon transfer of an employee, the immediate supervisor will be responsible for training the newly transferred employee in all bureau, unit or section-specific directives currently in effect.
5. Bureau and unit-specific written directive training for newly transferred employees will be documented by means of esign.

**E. INTEGRITY OF MANUAL**

1. The Policy and Procedure Manual located on the LPD server will be the standard directives reference for the Lynchburg Police Department.
2. The Policy and Procedure Manual is intended exclusively for use by employees of the Lynchburg Police Department.
3. Neither the manual nor any of the contents therein will be disseminated without the authorization of the Chief of Police.

**12.2.1 E****F. CATALOGUING OF DIRECTIVES**

1. Cataloguing system for *department-wide* directives:
  - a. Directives issued by the Chief of Police will be in the *Policy and Procedure Directive* format.
  - b. Departmental directives will be assigned:
    - 1) a code prefix of two letters (PD), indicating department-wide distribution
    - 2) a two digit code indicating the year of issue
    - 3) a directive number, indicating subject matter addressed.
    - 4) Should a directive be modified more than once in a calendar year, a number shall be added to the end to indicate the version of the directive (PD 07-1901-**01**, PD 07-1901-**02**, etc.).
  - c. Except when mandated otherwise, each department-wide directive will be reviewed by the command staff, revised as needed, and distributed on eSign to appropriate department personnel at least triennially. Review should take place on a schedule controlled by the Accreditation Manager. Directive review and electronic signatures will be recorded through the eSign program on the police computer network.
  - d. *Operational Memoranda* issued by the Chief of Police as temporary policy and procedural guidelines to all employees (see III, G, 1, a) will be catalogued as follows:
    - 1) a code prefix of two letters (ME), indicating department-wide distribution
    - 2) a two digit code indicating the year of issue
    - 3) a 2100 series number, indicating an interim department directive.
2. Cataloguing system for bureau-specific directives:
  - a. Upon issue or review of any bureau-specific directive, the Major will establish that no conflict exists with:

**12.2.2 C**

- 1) City policy,
- 2) any department-wide written directive,
- 3) any effective bureau-specific written directives,
- 4) local, state or federal law.

**12.2.1 E**

b. New or revised directives issued by a Major will be written in directive format, and will be assigned:

- 1) a code prefix of two letters, indicating the applicable bureau.
- 2) a two digit code indicating the year of issue.
- 3) a directive number, indicating subject matter addressed.

**12.2.1 E**

c. Bureau prefix codes will be as follows:

- 1) Field Operations - FO
- 2) Investigations - IN
- 3) Administration - AD

d. All bureau-specific directives will be reviewed at least triennially at the direction of the Bureau Major.

**12.2.1 C&E**

3. Cataloguing system for unit-specific directives:

a. New or revised unit-specific directives will be issued in directive format will be assigned:

- 1) a code prefix of two letters, indicating the applicable unit
- 2) a two digit code indicating the year of issue
- 3) a directive number, indicating subject matter addressed.

b. This coded number will show the two letter prefix assigned to that component.

**12.2.1 E**

c. Unit prefix codes will be as follows:

- 1) Special Investigations Group VI
- 2) Personnel and Recruiting Unit PT
- 3) Special Operations Unit SO

d. All unit-specific directives will be reviewed at least triennially at the direction of the unit supervisor.

### G. OPERATIONAL MEMORANDA

1. The use of *Operational Memoranda* is authorized as a means of providing temporary policy and procedural guidelines or instructions to all employees of the Lynchburg Police Department, until a written directive can be modified or placed into effect.
2. Such Operational Memoranda will serve the following purposes:
  - a. to establish department wide, bureau, unit, or section specific policy and procedural directives, and
  - b. for informational purposes by detailing specific and timely information relevant to matters of general interest to the department, or designating employees to fulfill requirements or duties set forth in existing written directives.
3. Such *Operational Memoranda* will remain in effect for a maximum of twelve months from its effective date; or until a permanent written directive is issued to replace it or the memoranda is rescinded by the Chief of Police.

#### 12.2.1 E / 12.2.2 B

### H. FILING AND MAINTENANCE OF WRITTEN DIRECTIVES

1. Department-wide written directives will be filed as follows:
  - a. The original directive signed by the Chief of Police will be forwarded to the Accreditation Manager for filing.
  - b. New or modified bureau specific directives will be posted into the LPD eSign program for review, testing, employee comprehension, and electronic signature to verify receipt of directives
2. Bureau specific written directives will be filed as follows:
  - a. The original bureau-specific directives will be maintained by the Accreditation Manager.
  - b. New or modified bureau specific directives will be posted into the LPD eSign program for review, testing, employee comprehension, and electronic signature to verify receipt of directives.
  - c. Original unit-specific directives will be maintained by the unit supervisor. An electronic copy of the directive will be sent to the Accreditation Manager so that it can be posted on the server.

#### 12.2.2 C

#### 12.2.2 A,B

3. The Accreditation Manager will be responsible for the following functions:
  - a. maintaining the original, signed hard copies of all department-wide and bureau specific written directives issued by this department. This includes ensuring that all current directives are posted on the LPD server.
  - b. ensuring that all original, department-wide and bureau specific directives are retained in the master file until rescinded or superseded

- c. supplying copies of directives as needed: including periodically making a CD copy of all directives for storage at the Information Desk for access by all affected personnel
- d. maintaining current directive indexing information
- e. reviewing department-wide written directives on an on-going basis to update procedural references and to rectify any conflict of a written directive with:
  - 1) local, state or federal law
  - 2) department procedures
  - 3) municipal or inter-agency procedures or agreements.
- f. posting and maintaining test questions for all department-wide directives in the LPD eSign program.
- g. posting written directives into the LPD eSign program for review, testing, and electronic signature.

12.2.2 C

12.2.1 I

I. WRITTEN DIRECTIVE REVIEW PROCESS

1. A written directive review process will examine policies, procedures, rules and regulations incorporated within department-wide written directives:
  - a. prior to issuance in the instance of a newly-developed directive.
  - b. when significant changes are made to an existing directive.
2. Minimally, all new and revised directives will be reviewed by:
  - a) the Accreditation Manager (Process Coordinator), and
  - b) the Majors, and
  - c) the Chief of Police
3. When applicable and as time permits, directive reviews will be sent out to all Division Captains and unit supervisors. They will solicit the opinions of employees within their division regarding directives, so as to incorporate the widest possible range of opinion into their appraisals. Comments will be returned within the time frame specified.
4. Once a written directive has been reviewed by all necessary personnel, the final product will be forwarded to the Chief of Police for his final review and signature.
5. After the written directive has been approved and signed by the Chief of Police, the directive will be posted on the server superseding any existing document.

12.2.2 C



6. All new or modified directives will be posted into the LPD eSign program for review and electronic signature.

*Original Signed*

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Raul M. Diaz  
Chief of Police

September 27, 2017

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Date