	POLICY & PROCEDURE	SERIES # 100	PAGE 1 OF 17
	SUBJECT		EFFECTIVE DATE
	DIVISION WRITTEN DIRECTIVE SYSTEM		05/29/19
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #100 dated 01/09/07 and Chief's Directive 100.4 dated 11/04/15.		

I. PURPOSE:

The purpose of this policy is to establish a formal written directive system for the Hampton Police Division. The Chief of Police has the ultimate authority to issue, modify, or approve agency written directives (with the exception of City Policy and State Code).

II. POLICY:

The effective operation of an organization depends upon its ability to direct, coordinate, and control members and activities. The basic mechanism for doing so is a formal written directive system. A well designed and correctly implemented written directive system provides employees with a clear understanding of the constraints under which they should operate and expectations they should fulfill. The purpose of the Hampton Police Division written directive system is to provide uniform direction and control of members and activities.

III. PROCEDURE:

A. The Hampton Police Division's Written directive system shall consist of the following elements:

1. RULES AND REGULATIONS

Rules and Regulations are issued by authority of the Chief of Police. They are designed to cover those circumstances in which no deviation or exceptions are permitted. All personnel will have access to the "Manual of Rules" containing the Rules and Regulations on the Division Intranet page of the Hampton Police Division. Unit Supervisors will be responsible to review the Rules and Regulations and any changes issued with the personnel within their unit. It is the responsibility of every member of the Division to read and understand the Rules and Regulations. Members will receive changes and updates to this manual via e-mail as issued by Professional Standards. A distribution list will be maintained with the Rules and Regulations change e-mail to show who received the information.

APPROVED:
CHIEF OF POLICE



Rules and Regulations are numerically indexed according to subject matter. The “Manual of Rules” serves as a guide for conduct and responsibility for all members of the Division. A hard copy of the Division Rules and Regulations will be maintained in the Office of the Chief of Police, each Branch Commanders office, Communications and the primary Wythe and Chesapeake Field Offices. The Day Shift Commanders will be responsible for updating and maintaining the Field Office Policy Manuals.

2. POLICIES AND PROCEDURE:

Policies and Procedures are issued by authority of the Chief of Police. Generally, policies and procedures provide information and guidance for Division personnel. They establish approved methods for accomplishing tasks. The policy and procedure is numerically indexed by functional responsibility. All personnel have access to the “Policy and Procedure Manual” and are responsible for its contents. Policy and Procedures are maintained by the Accreditation Office on the Police Divisions Intranet web page which is available to all members. Hard copies of the Policy and Procedure Manual shall be maintained in the Office of the Chief of Police, each Branch Commanders Office, Communications and the primary Wythe and Chesapeake Field Offices. The Day Shift Commanders will be responsible for updating and maintaining the Field Office Policy Manuals.

New and revised policies will be distributed Division wide via e-mail, and updated on the Intranet web page. Members will be responsible for reading and understanding these policies. Policy review documentation will be done on the Division’s Training Network PoliceOne, creating a read receipt. Personnel are required to log onto their PoliceOne account and review these policies and complete the training requirement within 30 days when possible. Civilian employees will do the same on LocalGovU for those policies that pertain to them.

Policies and Procedures are available to field personnel via their Mobile Data Terminal (MDT). Officers without an MDT are encouraged to maintain the electronic copy in a folder on their e-mail for quick access. Members may use their Division issued cellular phone to access their e-mail account. Superseded/cancelled Policies shall be deleted. The Policy and Procedures web page includes a Table of Contents and an Alphabetical Index of topics which is also maintained by the Accreditation Office. The format for Policy and Procedure is identified in **Appendix B**. The Accreditation Manager will maintain the distribution list for each policy update or new policy issued.

All sworn personnel prior to being issued their firearms shall be issued copies of P&P 537 Use of Deadly Force, and P&P 533 Use of Force

and Related Equipment and be instructed on their contents.

3. DIVISION PLANS:

A Division plan is a comprehensive and systematic method for achieving specific objectives. Plans normally include those procedures or techniques utilized by a particular segment of the Police Division in performing its duties. Division plans are issued by the authority of the Chief of Police and are distributed to personnel in the respective organizational component affected by the plan. Additionally, copies of all Division Plans will be maintained in the Office of the Chief of Police, Branch Commanders, Accreditation and on the Division's Intranet Web Site. Access to the manual should be made available to all sworn personnel by their Branch Commanders. The format for Division Plans is identified in **Appendix C**.

4. GENERAL ORDERS:

A General Order is a written order issued by the Chief of Police setting forth a new rule or organizational change, which affects all members and employees of the Division. General Orders are distributed to all personnel via Division e-mail and are normally filed in chronological order. General Orders will be maintained in the Office of the Chief of Police and on the Division Intranet site. The format for General Orders is identified in **Appendix D**.

5. SPECIAL ORDERS:

A written order issued by the Chief of Police which affects and is distributed to certain segments or members of the Division. Special Orders may include personnel assignments, promotions, transfers, and procedures, which govern Special events and circumstances, and are self-canceling by nature. Special Orders are normally filed in chronological order and shall be maintained in the Office of the Chief of Police and are available to all personnel on the Division Intranet. Special Orders will be distributed via Division e-mail and also will be available to all personnel on the Division's Intranet. The format for Special Orders is identified in **Appendix E**.

6. TRAINING ORDERS:

A written order issued by the Professional Standards Commander under the direction and authority of the Chief of Police or the Professional Standards Commander. Training Orders are utilized in the assignment of Division personnel to specific training sessions. These orders are distributed to affected personnel, their supervisors, and Branch Commanders. Training Orders are maintained in the Training Academy of the Professional Standards Branch and are

indexed chronologically. The format for Training Orders is identified in **Appendix F**.

7. **INSTRUCTOR ORDERS:**

A written order issued by Professional Standards under the direction and authority of the Chief of Police or the Professional Standards Commander. Instructor Orders (similar in nature to Training Orders) are issued to assign qualified individuals for teaching duties. These orders are distributed to affected personnel, their supervisors and Branch Commanders. Instructor Orders are maintained in the Training Academy of Professional Standards and are indexed chronologically. The format for Instructors Orders is identified in **Appendix G**.

8. **PERSONNEL ORDERS:**

A written order issued by a Branch Commander under the direction and authority of the Chief of Police. The personnel order is used when an employee is transferred within the particular Branch. These orders are maintained in the Branch and distributed through Division e-mail. The format for Personnel Orders is identified in **Appendix H**.

9. **CHIEF'S DIRECTIVES:**

Written instructions issued by the Chief of Police to govern procedures to be followed in a particular circumstance. The Chief's Directive is issued to affected personnel (it may impact the entire Police Division or specific individuals). Chief's Directives are indexed by subject area as are policy and procedures. The Chief's Directive can be used in a manner similar to policy and procedure, but with a limited distribution requirement. The Chief's Directive may be used as an interim change to policy and procedure. Chief's Directives are maintained in the office of the Chief of Police. The format for chief's Directives is identified in **Appendix I**.

10. **PERSONNEL DIRECTIVES:**

Personnel Directives (similar in nature to Training and Instructors Orders) are issued by the Professional Standards Branch for specific personnel assignments such as assessments, division physicals, meetings and boards. These orders are distributed to affected personnel, maintained in the Training Academy of the Professional Standards Branch and are indexed chronologically. The format for a Personnel Directive is identified in **Appendix J**.

11. **BRANCH DIRECTIVE:**

A written instruction issued by a Branch Commander establishing

procedures to be followed affecting operations within a Branch. The directive is distributed to all personnel and is indexed and filed in chronological order. The directive is maintained by the issuing Branch. The format for Branch directives can be located in **Appendix K**.

12. **MEMORDANDUM:**

An informal statement issued among units and personnel to clarify, recommend or transmit information. Normally, a memorandum will not contain a policy statement, but will only clarify existing policy, procedures, orders and directives.

13. **ABRIDGED HAMPTON CITY CODES:**

A link to the Hampton City Codes will be located on the Division Intranet web page. These City Codes will be maintained and updated by the Training Academy. Training Bulletins will be sent to all sworn personnel when a change in City Code affecting police enforcement codes occurs and the web site will be updated.

14. **VIRGINIA STATE CODES:**

The Virginia State Code and abridged versions of the same are recognized by the Division as written directives. The Division maintains a complete set of Virginia State code books in the Crimes Against Property side of Investigative Services. In addition, State Code can be accessed in the legal library of the Circuit Court Building and on the Internet.

15. **CITY PERSONNEL POLICES**

City Personnel policy manuals can be located in the Office of Human Resources and on the City Internet web site.

16. **TRAINING BULLETINS**


Training Bulletins issued by the Training Academy are used to provide guidance and/or affect the performance or conduct of employees. Training Bulletins may provide written direction on how to conduct certain tasks or procedures. Training Bulletins are issued electronically and maintained for reference purposes on the Division Intranet site under Training.

- B. All Rules and Regulations, Policy and Procedures, Chief's Directives, and General, Special, Training, Instructor and Personnel Orders and Directives will be assigned a control number. In addition, these directives will contain a subject title, whether it is an original, amendment, or cancelation of a previous directive; the effective date and the signature of the proper

authority.

- C. The following procedures will be utilized for indexing, purging, updating and revising written directives:
1. The Accreditation Manager will continually review policies and procedures to ensure validity and compliance with Accreditation Standards. Changes to existing policy or creation of a new policy will be initiated after conferring with the appropriate Unit Commander, legal advisor, or other person with knowledge. Policy changes may also be initiated by the Chief of Police or any member who has noted a need for review, provided the need for change has been approved by the appropriate Unit Commander.
 2. The policy will then be sent through the Policy and Procedure Committee for review.
 3. Once changes have been made, the policy will then be sent for Staff Review.
 4. The final step in the review process is a review by the City Attorney's Office.
 5. After completing the review process and necessary changes have been made, the policy will then be presented to the Chief of Police for approval and signature.
- D. When applicable each Branch Commander will maintain a written receipt that indicates that appropriate major documents have been distributed and received by sworn officers under their command (**Appendix A**).
- E. An effective communications system requires concise, clear, and timely distribution of information. Equally as important, a formal receipt system will ensure that each member receives the information.
- F. Unit Commanders will ensure that major documents are presented for roll-call training in an effort to clarify and reinforce information contained within the document.
- G. This written directive system is established under the authority of the Chief of Police. Any revisions, deletions, additions, or changes will remain the discretion of the Chief of Police.

APPENDIX B

	POLICY & PROCEDURE	SERIES #	PAGE 1 OF
	SUBJECT		EFFECTIVE DATE
			OVERSIGHT
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #	

I. **PURPOSE:**

II. **POLICY:**

III. **DEFINITIONS:** (if needed)

IV. **PHILOSOPHY** (if needed)

V. **DISCUSSION** (if needed)

VI. **PROCEDURE:**

**APPROVED:
CHIEF OF POLICE**



APPENDIX C

HAMPTON POLICE DIVISION

(Insert Plan Title)

Revised: (Insert Date)

APPENDIX D

**HAMPTON POLICE DIVISION
Office of the Chief of Police**

GENERAL ORDER: (Order no.)

(Date)

SUBJECT:

**(INSERT NAME)
Chief of Police**

**Distribution:
Division Wide by E-mail**

APPENDIX E

HAMPTON POLICE DIVISION
Office of the Chief of Police

SPECIAL ORDER: (Order no.)

(Date)

SUBJECT:

(INSERT NAME)
Chief of Police

Distribution:
Division Wide by E-mail

APPENDIX F



**Hampton Police Division
Training Academy**

Training Order:

Date

The following personnel are scheduled for training as indicated:

School:

Dates:

Time(s):

Location:

Personnel: (See attached sheet)

SPECIAL INSTRUCTIONS (AS CHECKED BELOW) :

Contact Administrative Branch one week prior to the training date.

Return the attached sign-off sheet within 5 days upon completion of training.

Use a city vehicle

Attached is a PIC-1 form that is required for out-of-state training in order that proper in-service credit is received by DCJS. Have this form signed and forward it with a copy of the course curriculum/ agenda to (Training member).

This training is required for State Re-certification. Officers listed above are not to schedule any court during their training dates, and any court set for these dates will be continued.

ALL OFFICERS ARE REMINDED TO NOTIFY (Training member) (727-2896) AT ONCE IF A CONFLICT EXISTS BETWEEN SCHEDULED TRAINING AND COURT CASES SET FOR TRIAL. IN EVERY INSTANCE, COURT CASES WILL TAKE PRECEDENCE OVER TRAINING. IN THE EVENT OF AN EMERGENCY, ILLNESS OR UNFORESEEN CIRCUMSTANCE THAT THIS TRAINING CANNOT BE ACCOMPLISHED, PLEASE NOTIFY YOUR IMMEDIATE SUPERVISOR AND THE TRAINING UNIT.

Anyone having questions should contact the Training Section. Division member(s) will make arrangements with the Unit Commander to schedule flex time (as appropriate).

By: (Insert name) , Commander
Professional Standards

Distribution:

APPENDIX G



**Hampton Police Division
Training Academy**

INSTRUCTOR ORDER:

Date:

TO:

YOU ARE ASSIGNED TO INSTRUCT:

SUBJECT:

Dates:

Time(s):

Location:

TOTAL HOURS REQUIRED:

TYPE OF SCHOOL: Basic Academy In-service Other

Special Instruction:

Please make arrangements with your supervisor for rescheduling of duty time to accommodate this assignment. If this cannot be accomplished, compensatory time will be awarded.

Anyone having any questions should contact the Training Unit.

By: (Insert Name), Commander
Professional Standards

Distribution:

APPENDIX H

**HAMPTON POLICE DIVISION
(INSERT APPROPRIATE BRANCH)
COMMANDER'S OFFICE**

PERSONNEL ORDER: (#)

(Date)

The following assignment is effective as noted:

Asst. Chief (Insert Name)
Commander, (INSERT APPROPRIATE BRANCH)

Distribution:
Division Wide E-mail

APPENDIX I

**HAMPTON POLICE DIVISION
OFFICE OF THE CHIEF OF POLICE**

CHIEF'S DIRECTIVE: (Insert number) _____ (Insert Date)

SUBJECT:

**(INSERT NAME)
Chief of Police**

Distribution:

APPENDIX J

**HAMPTON POLICE DIVISION
PROFESSIONAL STANDARDS BRANCH**

PERSONNEL DIRECTIVE: (insert name) _____ Date: (insert date)

SUBJECT: (insert subject title)

**ALL OFFICERS ARE REMINDED THAT IT IS YOUR RESPONSIBILITY TO
CONTINUE COURT CASES WHICH MAY CONFLICT WITH THIS SCHEDULE.**

Anyone having any questions should contact the Training Section, Sgt. (insert name and phone extension). Division member(s) will make arrangements with their Unit Commander to schedule flow time (as appropriate).

(insert name), Commander
Professional Standards Branch

Distribution:

APPENDIX K

**HAMPTON POLICE DIVISION
(Insert Branch Name)**

(Insert Branch Name) BRANCH DIRECTIVE: (Insert #) (Date)

SUBJECT: (Insert subject)

PURPOSE: (State purpose and procedure)

**Asst. Chief (Insert name)
Commander, (Insert Branch Name)**

Distribution: