



CENTREVILLE POLICE DEPARTMENT

Title: Written Directives System	Directive #: 1.1
Issued: 10.1.2016	Revised: 7.12.2018/Rev. #1
Approved By: Kenneth N. Rhodes Chief of Police	

A. Purpose

To establish and maintain a reference source regarding the Centreville Police Department policies, procedures, regulations and written directives.

B. Policy

The Centreville Police Department will maintain a standardized written directive system.

C. Definitions

ADMINISTRATOR:

- Those personnel whose primary responsibilities involve direction, management, or administrative support of an operation

CHIEF:

- Chief of Police

COMMISSIONED RANK:

- Any rank from Lieutenant and above, but does not the Chief of Police

NON-COMMISSIONED RANK:

- Any rank below Lieutenant

CPD:

- Centreville Police Department

DEPARTMENT:

- Centreville Police Department

DEPARTMENTAL WRITTEN DIRECTIVE:

- Any written directive issued by the Chief of Police, or his designee that is of an administrative, personnel, operational or support nature/function.

CENTREVILLE POLICE DEPARTMENT MANUAL:

- The CPD written directives manual

EMPLOYEE:

- Any employee of the CPD

GENDER:

- Use of the masculine gender includes, where applicable, the female gender.

LAW ENFORCEMENT AGENCY:

- Any law enforcement agency of any department, county, or municipality of the state, including sheriffs, and unless otherwise limited, also includes similar agencies of other states and the United States of America.

MAY/SHOULD:

- The action to be taken is discretionary

PROCEDURE:

- A written directive establishing CPD standards for what is to be done and the way it should be done

RANK:

- A relative position in the chain of command established by rule

SHALL/WILL:

- The action is mandatory

SUPERVISOR

- Those personnel who have been delineated, either by rank or classification as having responsibilities that involve the direction/supervision of personnel on a first line or second line basis. Where no personnel of supervisory rank are available for dispatch in an area, a senior officer may be designated as an acting supervisor.

D. Procedures

1. Applicability
 - a. The provisions of these written directives govern all CPD Personnel to the extent they are not in conflict with any established law or ordinance or Town of Centreville Personnel policy.
 - b. The policies, procedures, regulations and written directives are for CPD use only and do not apply in any criminal or civil proceeding.
 - c. CPD written directives, policies, procedures and regulations should not be construed as the creation of higher legal standards of safety and care in an evidentiary sense with respect to third party claims.
 - d. Deviations from these written directives, policies, procedures and regulations may form the basis for CPD administrative sanctions, a higher level of training, and/or new policy guidelines. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

2. Written Directives System
 - a. The written directives system is designed to:
 - (1) provide employees with a clear understanding of CPD policies, procedures, guidelines and expectations.
 - (2) provide all employees with an on-the-job reference source.

E. Responsibilities

1. The Chief of Police or his designee will:
 - a. publish or cause to be published, all written directives and revisions as needed; and,
 - b. disseminate or distribute all written directives, rules, regulations and policies to all CPD employees; and,
 - c. ensure that a permanent file of all the written directives/policy revisions are maintained.

2. CPD Employees will familiarize themselves with and adhere to all written directives, rules, regulations and policies of the CPD. Employees issued a Written Directives manual will keep it up to date and incorporate all revisions in the manual at the time they are received.