

4. Relationship with other agencies and citizens.
- F. Special Orders – Issued to announce policies and procedures concerning a specific circumstances or events which are self canceling in nature, also to announce a newly adopted policy or procedure involving Department operation. Special Orders may be issued via email or departmental memorandum. Special Orders that deal with specific events or operations will self cancel upon the conclusion of the event or operation.
- G. Personnel Orders – Announce changes in official status or employment with the Department.
- H. Bulletins – Issued as a means for dissemination of information or instructions which do not warrant a formal Order and to serve as training aids which inform members of actions or policies of other agencies, or relate information pertinent to proper techniques for performing duties.
- I. Manuals – Issued within the Department prescribing policies, rules, regulations and procedures relating to specific subject areas.

III. ISSUING AUTHORITIES

- A. Department Written Directives shall be issued as follows:
 1. General Orders and Manuals shall be issued by the Chief of Police, with the review of the City Administrator.
 2. Special Orders shall be issued by the Chief of Police or a Bureau Commander with the approval of the Chief of Police.
 3. Personnel Orders and Departmental Bulletins shall be issued by the Chief of Police.
 4. Inter-office memoranda, shall not generally be used to address matters of policy. When memoranda address matters of procedure or rule, measures shall be taken to ensure that all affected personnel are advised of procedural changes, and have access to the memoranda at a central location for future reference. Only the Chief of Police, a Bureau Commander or their designee shall forward an Inter-Office Memorandum to any person in a department not within the Ballwin Police Department.
 5. Official Department stationary may not be used for outside correspondence without prior approval from the Chief of Police.
- B. The Office of the Chief of Police shall review, format and coordinate all Department General Orders, Special Orders, Departmental Bulletins, and Manuals issued within the Written Directive System, and shall prepare all Personnel Orders.

- C. The original signed copy of all General Orders, Special Orders, Personnel Orders, Departmental Bulletins and Manuals shall be retained in a master file in the Office of the Chief of Police.
- D. Generally, written directives under development or revision will be reviewed by the affected department personnel so that input may be offered prior to their promulgation.

IV. DISTRIBUTION OF WRITTEN DIRECTIVES

- A. Written Directives shall be distributed in following manner:

Department General Orders, Special Orders and Bulletins shall be updated and maintained on the Police Department computer system. In this system each employee can access all Written Directives. All personnel shall have access to the Department General Orders, Bulletins, and Rules and Regulations Policy Manual from our computer network which can be accessed from any Police Department computer. Additionally, all personnel shall have access to any Special Orders as they are issued, and Manuals pertaining to their individual elements from their immediate supervisors. Any order or manuals may be copied onto disc or flashdrive by any officer. Copies made in this manner are not official copies and it is the individual officers' responsibility to keep them updated

- B. Supervisors are responsible for ensuring that each employee has access to all Written Directives pertaining to their element of assignment. Personnel are responsible for knowledge of and compliance with the contents of each.

- C. The Office the Chief of Police shall be responsible for posting a copy of Written Directives on the bulletin board located in the Roll Call area and near the employee mailboxes of the Police Department for a period of at least thirty (30) days. Other electronic distribution may be authorized by the office of the Chief of Police. Employees shall be responsible for checking the bulletin boards / email each working day and reviewing recently published directives. A sign up sheet will be posted and personnel will be required to sign in acknowledgement of receipt and understanding of any new or changed written directive for posted directives. Electronically received directives will require a read receipt or other verification as directed.

- D. Newly hired employees, while on Field Training, will be issued an electronic copy of the General Orders Manual. This manual will be maintained by them and kept for the period of their field training, during which time they will be required to sign an acknowledgement form showing they have read and understand the General Order manual.

V. ORGANIZATION OF DEPARTMENT DUTY MANUAL

- A. Department Duty Manual

- 1. The Department Duty Manual shall be maintained online and updated through the Office of the Chief of Police.

- a. The Duty Manual shall contain:

- (1) Agency Value Statement
- (2) Agency Mission statement
- (3) All current General Orders
- (4) All current Special Orders.
- (5) The Department Duty Manual Inspection Record.
- (6) The index tab.
- (7) Alphabetical Index/Numbered Index.
- (8) Bulletins.
- (9) Manuals.

b. Indices

- (1) Alphabetical Index – An extensive alphabetical index system notes the location of any Order or subject in the Manual.
- (2) Numbered Index – The numbered index lists each Order in the Manual consecutively according to its permanent designator number and year of issue.

c. Format of Department General Orders

- (1) Printed at the top of the Order will be City of Ballwin Police Department; the following line shall designate General Order number which will correspond with the MPCFF Certification Standard it most closely corresponds to.
- (2) The upper left-hand corner of the Order shall contain:
 - (a) The effective date of the order.
 - (b) Personnel the Order is addressed to.
 - (c) Subject of the order.
- (3) The upper right hand corner of the Order shall contain cancellation or amendment of previous directive.
- (4) Subject titles by which the Order is to be listed in the Alphabetical Index shall be listed under “Index As”.

d. Indices for the duty Manual

- (1) Special Orders – Special Orders deal with a specific event or subject matter. Special Orders shall be in effect for a specified time period and shall be self-canceling at the end of that time. Therefore, Special Orders shall be retained through affected time period and shall then be purged upon cancellation.

- (2) General Order Index – The General Order Index lists each departmental General Order by a permanent designator number which is assigned based on the MPCCF standard number it most closely corresponds to.
- (3) Bulletin Index – The Bulletin Index lists each Departmental Bulletin by the year of issuance/revision and its permanent designator number.
- (4) Manual Index – This Index lists the Departmental Manuals by title according to issuance date.

e. General Information

- (1) Hardcopies of all current General and Special Orders and all manuals will be maintained by the Office of the Chief of Police and located in the Squad Room and Supervisor's Office. These manuals can be accessed if the computer network is inoperable.
- (2) Any Duty Manual and the materials contained therein are Department property and are to be returned to the Division of Administration upon employee's retirement or separation.
- (3) Any questions regarding the Duty Manual, or the contents thereof, should be directed to the employee's immediate supervisor and then to the employee's Bureau Commander.
- (4) Inter-Office Memos, Special Orders, and Personnel Orders may be filed as deemed appropriate.

f. Issuance of New Indices and Periodic Inspections

The Office of the Chief of Police shall annually publish new index data listing any new orders for the Department Duty Manual.

- (1) To insure that all Manuals are up-to-date, each person in possession of a Manual shall check the material contained therein against the new index sheets.
- (1) Any Employees in possession of a Manual shall be required to present the Manual for which they are responsible to respective supervisors for inspection as requested.
- (2) The Office of the Chief of Police shall conduct periodic inspections of any Department Duty Manuals issued to employees and elements of the Department.

- (4) It shall be the responsibility of each employee to review each written directive and inquire of their respective supervisor concerning any unclear orders. The employee shall then affix their initials to the order acknowledging receipt and understanding of that order.

VI. REVIEW FOR REVISION OR CANCELLATION

All General Orders, Special Orders, Bulletins, and Manuals which are not self-canceling shall be reviewed by the Office of the Chief of Police annually for relevancy, modifications, cancellations, or revisions.

VII. AGENCY FORMS

- A. In order to ensure accountability of all forms developed or modified by the Department, draft forms will be submitted to the Chief of Police through the chain of command along with a memo explaining their function and justification for use. The format of any submitted forms must be consistent with the records maintenance and data processing requirements of the Department.
- B. All submitted forms will be reviewed and approved by the Command Staff for use by the Department.
- C. In order to ensure that forms are not duplicated, they will be assigned a Department form number by the supervisor of the Division of Professional Standards/Community Affairs.
- D. Master copies of all departmental forms will be maintained by the Division of Professional Standards/Community Affairs. Existing forms will be reviewed annually by the Division of Professional Standards to determine if they should be cancelled, revised or continued in their present form.
- E. This procedure shall apply only to those forms developed, modified and reviewed by this Department. Outside agency forms shall be exempt from this procedure.

BY ORDER OF: Chief Steven Schicker 9/27/13
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 11/5/13
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

6.5, 6.6