POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to create, maintain, and disseminate written standards through a variety of documents which establish work conditions, rules and regulations, department orders, and other directives. Each employee is responsible for familiarization with all written directives and for notification of supervisory personnel when recognizing that a directive requires revision or update.

In order to accurately and effectively communicate information, the CRPD maintains a policy manual consisting of directives. Other documents such as interdepartmental communication, personnel orders, and the City of Cedar Rapids Personnel Policy Manual are utilized to facilitate the flow of information and provide written guidelines for consistency and standardization of performance for specific workgroups within the city. [12.2.1f]

PROCEDURE:
Directives give reference to the entire department including:
- They serve to define policy, direct procedures, state rules and regulations, and result in a change in or addition to the CRPD operations.
- Directives are issued only by the Chief of Police, except as noted in this directive, and are effective permanently unless revoked or replaced by another directive.
- The composition of the directives maintain the header used on this directive which consists of a Policy Title, Standard/Ref #, Approved by, Reviewed Date, and Revised Date. [12.2.1d]
- All directives will be paragraph justified, employ a 12-point pitch, and typed in Arial Narrow.

Personnel Orders
Personnel Orders are issued for the purpose of announcing the following:
- The appointment of new personnel
- The assignment or transfer of members from one unit to another
- The promotion or demotion of members from one rank to another
- The assignment to schools or other special assignment
- The restoration to duty following prolonged absence
- The resignation, retirement, or death of a member

Personnel Orders are issued only by the Chief of Police. Personnel Orders do not result in a change or addition to the Directives Manual and are not to be placed in the manual. All Personnel Orders will be maintained by the Chief of Police’s office.
Special Orders
Special Orders are issued to define policy and/or direct procedure in regard to specific circumstances, responsibilities, events or activities which are normally applicable only to a specific segment or activity of the department. Special Orders may be used to provide information or updates that require some procedural guidance but do not require updating of directives.

Special Orders may be issued by the Chief of Police, Deputy Chief, Captains, or Lieutenants.

Inter-Department Memorandums and Electronic Mail Systems
Inter-department memorandums and electronic mail systems are utilized for written communication primarily as a device to direct, inform or inquire. They may be originated by any member and directed to any member of the department. Inter-department memorandums and electronic mail systems may be used as follows:
- To disseminate information or instructions which do not warrant a formal order, such as notice of a position/job opening and procedures for application.

City of Cedar Rapids Personnel Manual
The personnel manual contains policies, procedures, rules, and regulations applicable to city employees, including members of the CRPD (when a topic is not addressed in the bargaining contract).

Authority to Issue [12.2.1b,c]
The Chief of Police is the issuing authority for written directives, including modifications. In the absence of the Chief of Police, the Deputy Chief shall have the authority to issue modifications. Any modifications issued by the Deputy Chief in the absence of the Chief of Police shall have the authority of policy/procedure but shall be subject to review and final approval by the Chief of Police.

Knowledge of Orders
All employees shall familiarize themselves with all directives, including those which have been disseminated during their absence(s) from duty. Supervisors shall assume responsibility to cover new directives with their subordinates. Briefings on new directives shall occur during shift briefing and training sessions. All employees will sign a form acknowledging receipt and understanding of each directive and of any revisions.

Directive Review and/or Formulation
Directives and Special Orders shall be reviewed as determined by the Chief of Police.

Subject Matter Experts (SME) may be required to review specific directives and submit revisions. If possible, input shall be sought from multiple levels of the organization. Employees are encouraged to
develop and utilize best practices, examine the use of new concepts, and to use available resources efficiently and effectively. When the need arises for a change in procedure(s), all employees are encouraged to assist in the research and development of new or revised directives or policies. Any suggestion to change directives may be submitted through the chain of command.

When a change is requested to a directive, the Accreditation Manager will review current policy and determine if the policy changes comply with CALEA standards. If the changes are needed, the Accreditation Manager will work with the appropriate Division Commander to assure that there is no conflict. [12.2.1i]

Once inputs are consolidated and revisions complete, the Accreditation Manager will submit to the Chief of Police for approval.

**Distribution**
The Accreditation Manager will then distribute the directive(s) change(s) to commanders and supervisors. They are responsible for making sure that all personnel under their direction are made aware of the changes and sign offs are done by given deadline. [12.2.2a, c]

**Purging Directive Manual** [12.2.1e, 12.2.2b]
Obsolete directives will be purged from the Directives Manual file and archived under a restricted-access folder on the shared drive by the Accreditation Manager immediately after the directive has been made into effect.