
	Florida State University Police Department	
Written Directive System		
Revision Effective Date: 09/01/17	General Order 301	Attachments: None
Rescinds/Amends: 03 (11/10/14), 13-03, 11-03	Distribution: Department-Wide Pages: 6	CFA Reference: 3.01

Policy

Written Directive System Established [CFA 3.01]

The purpose of this general order is to establish the guidelines for the implementation, management, authority, and distribution of the Department's written directive system. It is the policy of the Florida State University Police Department that an organized and efficient system of policy will be utilized in order to minimize confusion and promote consistency in the Department's policies, rules, and procedures.

Procedure

A. General Orders

1. General Orders are the official written policies and procedures promulgated by the Chief of Police for permanent guidance of member behavior and conduct. Only the Chief of Police has the exclusive authority to issue, modify, cancel or approve any policy or procedure promulgated by General Orders. [CFA 3.01E]
 - a. **General Order Proposals:** General Order proposals such as the adoption of new order, or updating, revising or purging of an existing order is encouraged and may be initiated by any member.
 - b. **Development:** Once the need for written policy or procedure has been established in a specified area, the implementation of a General Order requires adherence to strict criteria. Information must be specific, accurate, and include all relevant data. The order shall be logical and organized for easy comprehension. General Order's text shall be written in the third person. Language shall be clear and concise.
 - c. **Format:** Each General Order created, revised or updated after the implementation of this general order revision shall be structured in the following manner: [CFA 3.01A]
 - 1) Each General Order shall have a header bearing the official title, effective or revision date, attachments, number of pages, scope of distribution, and statements regarding policy rescinded or amended. In addition, a statement indicating to which CFA standards the policy reference should be included in the header, if applicable.
 - 2) General Orders will be divided into sections according to subject material and assigned a three or four-digit number from the appropriate section. The following Sections will be used to number General Orders: [CFA 3.01B]

- 100 - Organization
- 200 - Authority
- 300 - Administration
- 400 - Personnel Procedures
- 500 - Training
- 600 - Response to Resistance & Weapons
- 700 - Field Operations
- 800 - Investigations
- 900 - Special Operations
- 1000 - Emergency Response Procedures
- 1100 - Communications
- 1200 - Records
- 1300 – Property & Evidence

Additional sections may be added as needed.

- 3) Each General Order shall have a policy section in which general departmental instructions shall be provided.
 - 4) Each General Order shall have a procedure section in which required procedures shall be detailed.
 - 5) General Orders shall have a Glossary section which defines terms used within the general order, if applicable.
 - 6) Each General Order shall have an Index section containing relevant phrases used for indexing the order for searching efficiency.
 - 7) Each General Order shall have a signature box affixed bearing the signature of the Chief and effective or approval date.
2. **General Orders Submission:** Amendments to existing policies shall be submitted in a strike through and underline format. Words to be deleted shall be struck through and words to be added will be underlined. (i.e.: text to be deleted text to be added) Proposals for new orders, and updating, revising, deleting or purging of existing orders shall be submitted either verbally or in written format to the Accreditation Manager or designee. The Accreditation Manager or designee may generate policy revisions as necessary.
 3. **General Order Research:** Upon receipt, the Accreditation Manager or designee shall review the request to ensure that the proposal meets minimum accreditation standards, if applicable, does not contradict/violate other existing agency directives or state statute and is properly formatted and is grammatically correct.
 4. **General Order Staff Review and Adoption:** Copies of newly proposed general orders and/or proposed revisions will be forwarded to the appropriate Section Command Staff member(s) and if applicable, the Section Supervisor(s) for review. (i.e. General Orders relating to Training will be forwarded to the Training Coordinator and/or their designee for review/approval, etc). Proposals will also be forwarded to subject matter expert(s) within the agency for review, if applicable. Proposals may be forwarded via e-mail or other prescribed method. [CFA 3.01D]

- a. Command staff, Supervisors and subject matter experts shall make every effort to complete the review within **ten (10) working days** upon dissemination of the proposal.
 - b. All recommended addenda or revisions to the proposal shall be directed in writing to the Accreditation Manager or designee. If written comments concerning addenda or revisions are not returned within the selected time frame given by the Accreditation Manager or designee, it will be presumed that staff members lacked addenda or revisions and concur with the proposal.
 - c. Upon the conclusion of the period of time imposed for staff review, of a general order proposal or revision, the Accreditation Manager or designee shall ensure that appropriate recommended changes are incorporated into the current version. If questions exist regarding a particular issue, the Accreditation Manager or designee will consult subject matter experts for clarification.
 - d. Minor revisions, which do not alter the substantive nature of a policy, may be made by Accreditation Manager or designee without a staffing stipulation.
 - e. The proposed or revised general order shall be forwarded to the Chief of Police for approval. The Chief of Police is the sole approving authority for General Orders. No General Orders shall be distributed without the express authorization of the Chief of Police. The approval of the Chief may be made by original signature and/or electronically.
5. **General Order Distribution:** All general orders are distributed, maintained and available to all members through computer access on an electronic **document management system (DMS)**. The distribution of all general orders and the management of DMS will be the responsibility of the Accreditation Manager, or designee. [CFA 3.01F]
- a. Once a new or revised general order has been approved by the Chief of Police, it will be forwarded to the Accreditation Manager for storage. [CFA 3.01G]
 - b. A copy of the general order will be uploaded to DMS and members will be notified of the update by the agency's electronic mail system and/or other methods deemed appropriate/necessary.
 - c. All members are charged with acquiring a sound working knowledge of the general orders. Each member will be responsible for accessing DMS and reading the new, revised or amended general order. Once a member has read the general order they will be required to electronically sign receipt of the general order, acknowledging they have read and understand it. If a member does not understand a general order they shall be responsible for seeking clarification from their immediate supervisor, when necessary.
 - d. Current members shall electronically sign the newly distributed general order within **30** calendar days of it being loaded into DMS, if applicable.
 - e. New members shall electronically sign for any current general orders related to their position within **90** calendar days of their hire date.
 - f. All supervisors shall ensure that members under their command have signed the general orders assigned to them within the prescribed timeframes.

- g. Minor revisions and amendments, which do not alter the substantive nature of a policy, may be exempt from review and new signatures as deemed appropriate by the Accreditation Manager.
6. **General Order Review:** In an effort to keep directives current, the Accreditation Manager, or designee, shall monitor general orders for revisions as needed. [CFA 3.01C]
 - a. A recommendation to purge or delete any general order shall be forwarded in writing to the Accreditation Manager for handling and disposition.
 7. **General Order Storage and Archiving:** The Accreditation Manager shall maintain general orders in an archival file(s) system. [CFA 3.01G]

B. Bulletins (Administrative, Operational):

1. A bulletin delineates a method for completing a specific task or carrying out agency activities. Bulletin(s) are issued under the authority of the Chief of Police by an appropriate Section Supervisor, for implementation at the Section or Unit level. [CFA 3.01E]
 - a. **BULLETIN Proposals:** Bulletin proposals such as the adoption of a new Bulletin, or updating, revising or purging of an existing Bulletin is encouraged and may be initiated by any member.
 - b. **Development:** Once the need for a Bulletin has been established in a specified area, the development of a Bulletin requires the adherence to a uniform format. Information must be specific, accurate and include all relevant information. The procedure shall be logical and organized for easy comprehension with the language being clear and concise.
 - c. **Format:** Each Bulletin created, revised or updated after the implementation of this general order revision shall be structured in the following manner: [CFA 3.01A]
 - 1) Each Bulletin will be titled with the section responsible for its issuance (“Uniformed Operations Bulletin (UO)”, “Special Operations Bulletin (SO)”, “Administrative Bulletin (A)” (etc.) as well as a codification letters and numbers consisting of the type of bulletin and year of issuance, followed by the sequential number of the bulletin for a particular section (A2013-01 for the first Administrative Bulletin of the year 2013, for example). [CFA 3.01B]
 - 2) Each Bulletin shall also have the date of issuance displayed.
 - 3) Each Bulletin shall also bear the signature of the authorizing authority.
 - d. **BULLETIN Distribution:** Once a Bulletin has been signed by the authorizing authority, the Bulletin will be provided to the Accreditation Manager or designee for filing and distribution, if applicable. Bulletins issued that delineate operating procedures during specific events/functions and bulletins that don’t effect the long term day to day operations of the agency, may be distributed via email by the initiating member. Bulletins issued that effect long term day to day operations will be uploaded into DMS. [CFA 3.01F]

- 1) Affected members will be notified of the update by the agency's electronic mail system and/or other methods deemed appropriate/necessary.
 - 2) Current members shall electronically sign the newly distributed Bulletin (s) related to their position that are uploaded into DMS within **30** calendar days.
 - 3) New members shall electronically sign for any Bulletin(s) related to their position that are uploaded into DMS within **90** calendar days of their hire date.
 - 4) All supervisors shall ensure that members under their command have signed the Bulletin(s) assigned to them within the prescribed timeframes.
- e. **BULLETINS Review:** All Bulletin(s) will be revised as needed. [CFA 3.01C]
- f. **BULLETINS Storage and Archiving:** The Accreditation Manager shall maintain Bulletin(s) in an archival file(s) system. [CFA 3.01G]

C. Training Bulletins

1. Training Bulletins are initiated, approved, distributed and maintained by the Training Coordinator or designee. Training Bulletins are routinely issued to notify members of training course assignments. If a Training Bulletin, other than course assignments is issued, it may be uploaded to DMS or by other means at the discretion of the Training Coordinator or designee. Each Training Bulletin will be titled as "Training Bulletin" as well as a codification letter and numbers consisting of the type of bulletin and year of issuance, followed by the sequential number of the Bulletin (T2013-01 for the first Training Bulletin of the year 2013, for example).

Glossary

Amend -To add, delete, or rephrasing.

Bulletin - A written record or communication generally used to clarify or inform.

Command Staff - Those persons in the position of Lieutenant or higher, as denoted on the Departmental organization chart.

General Order - An order providing direction and that affects all Departmental employees.

Index - Alphabetized listing of names, places, or subjects to facilitate reference.

Policy - A written statement that is a broad statement of departmental principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules and regulations.

Procedure - The manner of performing and/or affecting something.

Rescind - To make void; repeal or remove.

Rule - A set of specific guidelines to which all employees must adhere.

Index

This general order shall be indexed as:

Bulletin

General Orders

Manual of General Orders

Policy

Procedure

Written Directives

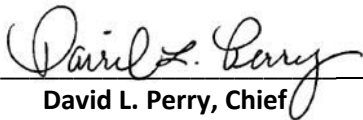
Administrative Bulletin

Operations Bulletin

Training Bulletin

MTC 08/21/17 Filed: General Order 301

Title: **Written Directive System**

Approved: 
David L. Perry, Chief

Date: 08/21/17