

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 10.03
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Directive and Information System		



I. Introduction

- A. A computer program is used to aid in the distribution of Division-**wide** publications. Division-**wide** publications are also made available to all personnel on the Division *intranet* **and in an electronic document management system**.
- B. Division Directives are written in a modified outline format, identifying the responsibilities for involved personnel. Unless indicated otherwise on the announcement or distribution cover sheet, all revised portions will be indicated by ***the*** use of bold italics in a half-point larger font.

II. Policy Statements

- A. Division rules, policies, and procedures are intended to guide personnel in the performance of their duties. When circumstances arise which are not specifically covered, personnel shall use their discretion and conduct themselves in such a manner so as to be consistent with the spirit of the **directives**.
- B. Division personnel becoming aware of a policy or procedure requiring revision shall forward detailed information regarding the proposed change through their chain of command.
- C. All Division-wide publications shall be sent to the Research and Development (R&D) Unit for review prior to final approval. R&D personnel shall check the publication for compliance or conflict with Division rules, policies, directives, and other Division-wide publications.
- D. Personnel creating or revising any Division-wide publication shall be responsible for notifying the appropriate unit with sufficient time for the affected unit to notify ***its*** personnel of the changes. The affected unit shall then make any appropriate changes to its Standard Operating Procedures (SOP) manual or other publications.
- E. Division personnel shall not print or distribute official Division-wide publications until they are approved by the Chief of Police.
- F. Division personnel shall certify the receipt and review of disseminated material by responding as directed at the time of distribution.
- G. Division supervisors of newly hired employees shall ensure the employee is familiar with the location and content of Division-**wide** publications as outlined in II, I, 5.
- H. Division personnel shall request replacement copies of disseminated materials as needed by contacting the R&D Unit.

I. Division-**wide** Publication Distribution

1. Division-**wide** publication updates shall be distributed electronically to personnel on a quarterly basis.
2. Division personnel may, but are not required to, maintain a printed copy of Division-**wide** publications.
3. Each bureau commander/manager shall designate a supervisor to maintain one hard copy and make it available to personnel assigned to his or her organizational component by placing it in a specified, accessible location.
4. Those choosing to maintain a printed copy shall ensure it remains current.
5. Division personnel shall remain familiar with the contents of Division-**wide** publications as follows:
 - a. All Division personnel
 - (1) Division Directives Manual
 - (2) Emergency Operations Manual
 - b. All sworn personnel and selected civilian personnel
 - (1) Aid to Enforcement Manual
Cruiser **District** Maps and **the** Patrol **Operations** Subdivision SOP **manual** shall also be distributed to Communications Bureau personnel.
 - (2) Arrest, Search, and Seizure Manual
 - (3) Criminal Complaint Manual
 - (4) Field Report Manual
 - c. All Division supervisors
 - (1) Supervisor's Manual
6. The R&D Unit, upon issuing new material, shall publish an up-to-date Inventory of Printed Materials List on the Division **intranet**.

J. Responsibility for Division-**wide** Publications

1. Aid to Enforcement Manual
 - a. Cruiser **District** Maps
 - (1) Formulated by the Communications Bureau **GIS Unit**
 - (2) Distributed and maintained by the R&D Unit
 - b. Patrol **Operations** Subdivision SOP
 - (1) Formulated by the Patrol **Operations** Subdivision
 - (2) Distributed and maintained by the R&D Unit
 - c. All other sections of the Aid to Enforcement Manual listed on the Inventory of Printed Materials List are formulated, distributed, and maintained by the R&D Unit.
2. Arrest, Search, and Seizure Manual
 - a. Formulated by the Legal Advisor's Office
 - b. Distributed and maintained by the R&D Unit

3. Criminal Complaint Manual
 - a. Formulated by the Legal Advisor's Office
 - b. Distributed and maintained by the R&D Unit
4. Division Directives Manual
Formulated, distributed, and maintained by the R&D Unit
5. Emergency Operations Manual
 - a. Formulated by the Event Management Unit
 - b. Distributed and maintained by the R&D Unit
6. Field Report Manual
Formulated, distributed, and maintained by the R&D Unit
7. Supervisor's Manual
Formulated, distributed, and maintained by the R&D Unit

K. Administrative Reporting Directory

1. The Administrative Reporting Directory is a list of all administrative reports produced within the Division.
2. The Accreditation Unit shall formulate, maintain, and distribute the Administrative Reporting Directory electronically to all **bureau commanders/managers** and **higher** each July.

L. Daily Bulletin

1. Division personnel may request information be **disseminated** to all Division personnel via the Daily Bulletin with approval from their **bureau commander/manager**.
2. The Daily Bulletin is published Monday through Friday, and all information or instructions in the Daily Bulletin that appear above the Chief's name shall have the force and effect of a direct order from the Chief of Police. Requests should be received by the Records Unit at least one day prior to the day it needs published.
3. All Division personnel shall read and familiarize themselves with each Daily Bulletin. Following any day(s) off, Division personnel shall read any Daily Bulletins not previously read.

M. Division-wide Emails

Division personnel may request information be **disseminated** to all Division personnel via an email with approval from their **bureau commander/manager**.

N. SOP Manuals

1. Supervisors shall follow the policies regarding the review, revision, content, and format of SOP manuals as outlined in the Supervisor's Manual. All **issued** SOP manuals shall have the date the manual was issued or revised listed on each page.

2. Each bureau commander/**manager** shall ensure that a current electronic copy is forwarded to the Technical Services **Section** (TSS) Webmaster when a revised manual is issued.
3. Each bureau commander/**manager** shall create and maintain an archived folder of the bureau's SOP manuals in printed or electronic format after each revision is approved and distributed and **shall** have them available for review in his or her office.

III. Procedures

A. Placing **I**nformation in the Daily Bulletin

1. Originator
 - a. Ensure the information to appear in the Daily Bulletin does not conflict with any Division directive, rule, policy, or procedure.
 - b. Create an email with the information to be placed in the Daily Bulletin. Write a letter only when use of the Division's email system is unavailable or impractical.
 - c. Include the following information with each request:
 - (1) The exact date the notice is to begin and the last date it is to appear in the Daily Bulletin
 - (2) The exact wording of the information
 - (3) The name of the person making the request
 - d. Forward the request through the chain of command to the **bureau** commander/manager for approval.
2. **Bureau** Commander/Manager
 - a. Deny the request and inform the originator if the information conflicts with a Division directive, rule, policy, procedure, or is otherwise inappropriate for Division-wide **dissemination**.
 - b. Approve the request**, review for completeness, and forward to the Office of the Chief of Police and Records **Unit** via the "Daily Bulletin" email account. If a printed copy of the request is forwarded, ensure the Record **Unit's** copy is received at least one day before it is to be published.
3. Chief's Office Personnel

Save and file the email thread or printed copy of the request.
4. Records Unit

Place the information in the Daily Bulletin.

B. **Disseminating** Information via Division-wide Email

1. Originator

- a. Ensure the information that is to appear in the Division-wide email does not conflict with any Division directive, rule, policy, or procedure.
- b. Create an email with the information to be **disseminated**.
- c. Include the following information:
 - (1) The date and time the email is to be sent
 - (2) The exact wording of the information
 - (3) The name of the person making the request
 - (4) Include what is to be placed in the “Subject” header
- d. Forward the request through the chain of command to the **bureau commander/manager** for approval.

2. **Bureau Commander/Manager**

- a. Deny the request and inform the originator if the information conflicts with a Division directive, rule, policy, procedure, or is otherwise inappropriate for Division-wide **dissemination**.
- b. Forward approved requests to the “Approved Announcement” email account, or personally send out the email Division-wide and send a copy to the “Approved Announcement” email account.
- c. **Disseminate** information to Division **personnel** as necessary.

3. PoliceNET Unit Sergeant

- a. Monitor the “Approved Announcement” email account and ensure approved emails are **disseminated**.
- b. Maintain an electronic folder of Division-wide emails that have been sent.
- c. Ensure emails generated by other City departments are **disseminated** to Division personnel as appropriate.

C. Writing or Revising Division-wide Publications

1. Originator

- a. Research the subject and solicit input from any unit affected by the proposed change.
- b. Prepare the proposal in the format consistent with the publication’s format. Include justification for the proposal.
- c. Forward the proposal through the chain of command to the **Public Accountability** Subdivision Deputy Chief.
- d. Ensure notification is made to any unit affected by the approved revisions.

2. **Public Accountability** Subdivision Deputy Chief

Forward through the chain of command to the R&D Unit for follow-up if appropriate.

3. R&D Unit Personnel
 - a. Review the proposal.
 - b. Research the subject and solicit input from any unit affected by the proposed revision.
 - c. Forward revisions for review as specified in the R&D Unit SOP **manual**.
 - d. When the revision is in the final form, submit a summary to the Chief of Police for final approval.
 - e. If approved, prepare the revision for publication.
 - f. Cause an entry to be made in the Daily Bulletin advising Division personnel that new or revised material has been issued.
- D. Revising SOPs
 1. Originator
 - a. Forward proposed changes through the chain of command to the R&D Unit.
 - b. Upon return, make any needed revisions and forward through the chain of command to the deputy chief for approval.
 2. R&D Unit Personnel
 - a. Review proposed changes for compliance or conflict with Division directives, rules, policies, procedures, or other Division-wide publications.
 - b. Make appropriate recommendations, and forward it to the Accreditation Unit.
 3. Accreditation Unit Personnel
 - a. Review proposed changes for compliance with Accreditation standards.
 - b. Make appropriate recommendations, and forward it to the originator.
 4. Deputy Chief

Forward the approved SOP **manual** to the bureau commander/**manager**.
 5. **Bureau** Commander/**Manager**

Ensure an electronic copy of the approved SOP **manual** is forwarded to the TSS Webmaster.
 6. TSS Webmaster

Place electronic copies of approved SOP **manuals** on the Division's intranet **and electronic document management system**.
- E. Distribution of Printed Material
 1. Originator
 - a. When notified by the Print Shop **Unit** that the work has been completed, pick up the order and review the final product to ensure accuracy.
 - b. Distribute the material in the appropriate slots in the mail room. For items too large for the mail room slots, notify the recipient to arrange for pickup.

2. Bureau Personnel Duties

- a. Cause the material to be distributed to the appropriate bureau personnel.
- b. Notify the R&D Unit in writing to update the Distribution List as needed.

F. **Division-wide** Publication Material Receipt Verification

1. Division Personnel

- a. Review all publications upon receipt or notification of revised materials.
- b. Respond appropriately as directed at the time of the distribution.

2. Supervisor

Follow up when notified that an acknowledgement was not received from an employee and ensure it is completed.

3. Bureau Commander/Manager or Designee

Upon notification from the Training **or Professional Standards Bureau** Commander of personnel who have not acknowledged receipt of the distribution 45 days from the date of distribution, notify their immediate supervisor(s) for follow-through.

4. Advanced Training Section **or R&D Unit Personnel**

45 days from the date of distribution, follow through in accordance with the **appropriate SOP manual**.