



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **WRITTEN DIRECTIVES SYSTEM**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

NUMBER: 1.01
ISSUED: 03/30/2021
EFFECTIVE: 03/30/2021
 RESCINDS
 AMENDED
WILEAG 5TH EDITION
STANDARDS: 1.4.4

PURPOSE: The purpose of this Policy & Procedure is to implement a Written Directives System for the Portage Police Department. This Policy & Procedure establishes the authority to issue Policy & Procedures, Directives, Special Orders, and Intra-Departmental Communication, whether permanent or temporary in nature. This Policy & Procedure will further provide procedures and authority for the formatting, updating, purging, and dissemination of all department written directives. The method for handling the exchange of routine information in written form is also included.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. POLICY & PROCEDURES
- IV. DIRECTIVES
- V. SPECIAL ORDERS
- VI. WRITTEN INTRA-DEPARTMENTAL COMMUNICATION
- VII. ISSUING AUTHORITY
- VIII. FORMATS
- IX. PREPARATION
- X. POLICY & PROCEDURES MANUAL

- XI. SCOPE AND DISTRIBUTION
- XII. AMENDING AND CANCELING
- XIII. MAINTENANCE AND RETENTION
- XIV. REVIEW OF POLICY & PROCEDURES

I. DEFINITIONS

- A. Written Directives: Written directives are position statements by or authorized through the Chief of Police that guide or direct the actions and activities of all department members. Written directives encompass all means by which this department communicates instructions, orders, and duty requirements to its members; to include policies, procedures, rules, regulations, Policy & Procedures, special orders, memoranda, and instructional materials.

II. POLICY

- A. The Portage Police Department recognizes that it has an obligation to provide its members with guidelines that will allow them to fulfill their responsibilities in compliance with department expectations. Therefore, it is the policy of the Portage Police Department to have a sound and unified system of written directives as a necessary tool to meet these obligations.

III. POLICY & PROCEDURES

- A. Policy & Procedures are the standing, long-term written directives of the Portage Police Department which direct and guide all members in the proper performance of their duties. They are designed to be in effect for the indefinite future, but are always subject to modification or removal when deemed necessary by the Chief of Police. Proper subjects of Policy & Procedures include;
 - 1. Institution of permanent policies, rules and procedures,
 - 2. Permanent changes in the department,
 - 3. Installation of permanent programs which affect the whole program,
 - 4. Permanent personnel policies and procedures including recruiting, hiring, training and promotions, but not including status changes such as transfers, promotions and demotions,
 - 5. Use of department facilities and equipment and expenditures of funds, and
 - 6. Relationships with other agencies and citizens.
- B. The Policy & Procedures of the Portage Police Department are for internal use only and do not enlarge the liability, civil or criminal, of the department, the City of

Portage, or the member in any manner. The Policy & Procedures should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Policy & Procedures by an employee, if proven, can only form the basis of a complaint by the department, and then, only in a non-judicial administrative setting.

IV. DIRECTIVES

- A. Directives are the step-by-step procedures for selected department activities not included in a Policy & Procedure.
- B. Directives may be issued for the following purposes:
 - 1. To disseminate information or instructions, which do not warrant a Policy & Procedure.
 - 2. To emphasize portions of previously issued Policy & Procedure.
 - 3. To inform department members of the actions or policies of other agencies.

V. SPECIAL ORDERS

- A. Special Orders announce policies and procedures of a temporary nature and may have a specific expiration date. They are also used for the announcement of specific personnel matters involving status. Proper subjects of Special Orders include:
 - 1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing the instructions.
 - 2. Procedures designed to cover a special occurrence or event, which is of a temporary or short-term nature.
 - 3. Directions to a specific unit or units that do not influence the operations of others and for which no organizational change is needed.
 - 4. Announcement of assignments and other specifications involving department members including new appointments, assignments, promotions, demotions, suspensions, restoration to duty and employment terminations.

VI. WRITTEN INTRA-DEPARTMENTAL COMMUNICATION

- A. The routine exchange of written information which includes lateral communication between shifts, supervisors, members, etc., as well as requests of information, training, and general exchange of information from subordinates to supervisors is considered to be intra-departmental communication. Generally, this communication will be in the form of email messages.
- B. However, this type of communication may also be typed or legibly handwritten on department letter head. This type of communication is not to be used in lieu of any

existing department forms such as overtime requests, exchange of days off, etc.

VII. ISSUING AUTHORITY

A. The Chief of Police shall issue Policy & Procedures and Directives.

B. The Chief of Police or designee shall issue Special Orders.

VIII. FORMATS

A. Policy & Procedures consist of a heading page and subsequent pages.

1. The heading blocks contain subject, Policy & Procedure number, date of issue, effective date, scope, distribution, rescind/amend section, reference section, and WILEAG (Wisconsin Law Enforcement Accreditation Group) standards reference section.
2. Policy & Procedures will be numbered by chapter number and subchapter number (e.g. 1.01, 2.01, etc.).
3. The Rescind/Amend section will provide any applicable cancellation and/or amendment information regarding former written directives.
4. The reference section will contain references to other published documents if appropriate or State Statutes pertaining to the Policy & Procedure.
5. The purpose of the Policy & Procedure will appear below the heading. It will give the reader an overview of the contents of the Policy & Procedure.
6. The main sections of the Policy & Procedure will be listed next to enable the reader to easily locate the section of interest.
7. The body of the Policy & Procedure will follow the standard outline format.

B. Directives consist of a similar format to a Policy & Procedure.

1. The heading blocks contain subject, date of issue, effective date, and reference section.
2. The body of the directive will follow the standard outline format similar to a Policy & Procedure.

C. Special Orders consist of one or several pages.

1. The heading blocks contain subject, Special Order number, date of issue, effective date, expiration date, distribution, and reference section.
2. Special Orders will be numbered by year and sequential number (e.g. 2013-01, 2013-02).

3. The purpose of the Special Order will appear below the Special Order heading blocks.
 4. Depending upon the nature of the Special Order, the body can be in accordance with the standard outline format or it may be presented in narrative form.
- D. Written Intra-Departmental Communications will primarily consist of email messages.
1. A purpose for the communication will be entered into the SUBJECT box.
 2. The body may take whatever format most effectively conveys the necessary information or instructions.

IX. PREPARATION

- A. The Chief of Police may ask any employee within the department which is the main beneficiary (when applicable) of a Policy & Procedure, Directive, or Special Order for its drafting and submission to the Chief of Police for approval.
- B. Written orders shall not conflict with established policy and/or procedure dictated by a higher authority such as administrative regulation or statutory law.
- C. Whenever applicable, all written orders shall indicate references directing attention to other published documents and written sources.
- D. Department personnel shall receive training as needed and applicable for a Policy & Procedure prior to its effective date.

X. POLICY & PROCEDURES MANUAL

- A. An Official Policy & Procedures Manual that will contain all Policy & Procedures issued will be kept on the department sever.
 1. A table of contents will list each Policy & Procedure in numerical order.
 2. The Chief of Police or designee will be responsible to update the Policy & Procedures as they are added or updated.

XI. SCOPE AND DISTRIBUTION

- A. The scope of each Policy & Procedure or Directive will be noted in the header section. The scope will indicate who is to receive training on the Policy & Procedure or Directive.
- B. The distribution for each Policy & Procedure or Directive will be noted in the header section. All Policy & Procedures will be distributed to the Policy & Procedures

Folder on the department server. All Directives will be distributed to the Directives Folder on the department sever.

1. In addition to being distributed to the Policy & Procedures Manual, Policy & Procedures will be distributed to:
 - a) All Department Personnel: All sworn personnel and all civilian personnel will receive a copy of each Policy & Procedure.
 - b) All Sworn Personnel: Only sworn personnel of the department will receive a copy of each Policy & Procedure.
 - c) Any additional distribution may be authorized by the Chief of Police and indicated in the distribution section of the Policy & Procedure header.
2. All Policy & Procedures Manuals or electronically stored copies are the property of the Portage Department. Any employee leaving the department for any reason shall immediately return their manual or electronic files to the Chief of Police.

C. The Assistant Chief (or designee) will be responsible for:

1. The distribution of Policy & Procedures and electronic signature sheets for each employee.
2. Ensuring that training is conducted on all Policy & Procedures when issued and that all personnel understand the Policy & Procedure.
3. Ensuring that each employee signs an electronic signature when they receive training for a Policy & Procedure, and if indicated in the distribution, when each employee receives a copy of the Policy & Procedure.
4. Completed electronic signatures will be saved within the Policy & Procedure Distribution program (Deer Creek Technologies, Training Roll Call). Electronic signatures will be obtained after the distribution of the Policy & Procedure. (Exceptions may be made for employees on vacation or other approved leaves.)
5. Yearly review of Policy & Procedures required by law; complete Policy & Procedures review pursuant WILEAG requirements.
6. Yearly review of any other written directives, etc.
7. Written communications no longer applicable are to be rescinded upon the date they are outdated, amended, replaced, cancelled, etc. In addition, yearly review will be completed by an assigned supervisor to assure that all written communications in place are current and up to date.

XII. AMENDING AND CANCELING

- A. The authority to amend or cancel written orders is restricted to the Chief of Police.
- B. An amendment to a Policy & Procedure will be issued to:
 - 1. Change an existing provision or procedure,
 - 2. Cancel or delete a portion of a Policy & Procedure; or
 - 3. Add a procedure or information to the Policy & Procedure.
- C. A Policy & Procedure will be amended by rewriting the original Policy & Procedure, and by indicating the original Policy & Procedure number and date in the “Amends” header section of the new Policy & Procedure.
- D. An order which cancels another order will identify the canceled Policy & Procedure in the “RESCINDS” section of the header.
- E. Directives will be amended by rewriting the original procedure, indicating the new effective date, and replacing the old procedure with the new procedure.

XIII. MAINTENANCE AND RETENTION

- A. The master file of Policy & Procedures, Directives, and Special Orders will be kept on the department server.

XIV. REVIEW OF POLICY & PROCEDURES

- A. All Policy & Procedures shall be reviewed at least once within a three year period or between Wisconsin Law Enforcement Accreditation Group accreditation reviews unless other required review periods are specifically noted in any Policy & Procedure.

All written policies, procedures, directives, and rules in force on the effective date of this Policy & Procedure will remain in force until canceled by or incorporated into this Written Orders System. In the event any part of this Policy & Procedure conflicts with the interpretation of any existing policy, procedure, directive, or rule, this Policy & Procedure shall supersede the older.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/30/2021
Updated 03/12/2026