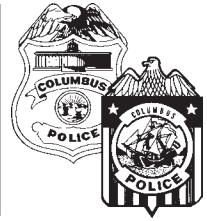


Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 3.04
	REVISED Feb. 28, 2005	TOTAL PAGES 5
Directive and Information System		



Cross Reference: 1.02, 1.11, 1.13, 3.19

I. Introduction

- A. ***A computer program accessing the personnel database is used to aid in the distribution of Division publications. Division publications are also made available to all personnel on the Division Intranet.***
- B. ***Division Directives are written in a modified outline format, identifying the responsibilities for involved personnel. Unless indicated otherwise on the distribution cover sheet, all revised portions will be indicated by 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 Directive system.
- 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 Unit for review prior to final approval. Research and Development Unit personnel shall check the publication for compliance or conflict with Division Rules, Policies, or Directives and other Division-wide publications.
- D. Personnel creating or revising any Division-wide publication shall be responsible for notifying the appropriate unit before publishing any changes that will affect that unit. This notification shall be made allowing sufficient time for the affected unit to notify their personnel of the changes. The affected unit shall then make any appropriate changes to their SOP 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 ***inspectional*** material by signing the cover sheet accompanying each distribution.

- G. Division-wide publications shall be formulated, distributed, and maintained as follows:
1. Division Directives, Informational Bulletins, and Training Supplements are distributed to all Division personnel. The Patrol Subdivisions SOP, Criminal Complaint Manual, and Aid to Enforcement Manual are distributed to sworn **and select non-sworn** personnel. All the aforementioned items are inspectional.
 2. ***Division Directives are formulated, distributed, and maintained by the Research and Development Unit.***
 3. The Field Report Manual is formulated and maintained by the Research and Development Unit **and is distributed via the Division Intranet.**
 4. Cruiser Maps are formulated, distributed, and maintained by the Research and Development Unit.
 5. City Code Sections of the Aid to Enforcement Manual are distributed and maintained by the Research and Development Unit.
 6. Patrol Subdivisions S.O.P. Manual is formulated by the Patrol East and West Subdivisions and is distributed and maintained by the Research and Development Unit.
 7. Training Supplements are formulated, distributed, and maintained by the Advanced Training Section.
 8. Arrest, Search, and Seizure Manual is formulated by the Legal Advisor's Office and is distributed and maintained by the Research and Development Unit.
 9. Criminal Complaint Manual is formulated by the Legal Advisor's Office and is distributed **and maintained** by the Research and Development Unit.
 10. Administrative Reporting Directory is a complete listing of all administrative reports produced within the Division and is updated in July of each year. It is formulated, maintained, and distributed to all Division supervisors by the Accreditation Unit.
- H. ***The Daily Bulletin is published Monday through Friday.*** All information/instructions in the Daily Bulletin that appear above the Chief's **name** have the force and effect of a direct order from the Chief of Police. ***All Division personnel shall read and familiarize themselves with each Bulletin. Following any day(s) off, Division personnel shall read any Bulletins not previously read.***
- I. Standard Operating Procedure (S.O.P.) Manuals
1. All S.O.P. manuals issued by Division components shall have the date the manual was issued or revised listed on each page.
 2. All S.O.P. manual revisions shall be sent to the Research and Development Unit to be reviewed for compliance or conflict with Division Rules, Policies, Directives, or other Division-wide publications. Following this review, the Research and Development Unit will forward the manual to the Accreditation Unit, who will review it for compliance with CALEA standards and return

it to the original sender. The manual will then be forwarded with any necessary changes to the appropriate deputy chief for final approval before issuance.

3. Each bureau commander shall ensure that an up-to-date copy of every S.O.P. from their respective bureau and all updates/revisions are forwarded to the Accreditation Unit when issued.

III. Procedures

A. Placing information on the Daily Bulletin

1. Originator
 - a. Ensure the item that is to appear on the Daily Bulletin does not conflict with any Division Directive, Rule, Policy, or procedure.
 - b. Include the following information with each request:
 - (1) The exact date the notice is to begin and the last date it is to appear on the Bulletin.
 - (2) The exact wording of the information.
 - (3) The signature of the person making the request.
 - c. Forward duplicate copies of the request through the chain of command to your deputy chief for approval.
2. Deputy Chief
 - a. If the information conflicts with a Division Directive, Rule, Policy, or Procedure, deny the request and inform the originator of the reason for denial.
 - b. Route any approved request to the Professional Standards Bureau Commander.
3. Professional Standards Bureau Commander

Forward the request directly to the Chief's Office for processing no later than 4:00 P.M. the business day before it is to appear on the Bulletin.
4. Chief's Office Personnel
 - a. Date and time stamp the request.
 - b. Assign a number to the request.
 - c. File the original and forward a copy to the Records Unit.
5. Records Unit

Place the information on the Daily Bulletin.

B. Writing/Revising/Distributing ***Inspectional Material***

1. Originator
 - a. Research the subject, soliciting input from any unit affected by the proposed change.
 - b. Prepare a specific proposal in a format consistent with the Directive system. Include justification for the proposal.

- c. Forward through the chain of command to the Administrative Subdivision Deputy Chief.
2. Administrative Subdivision Deputy Chief
Forward through the chain of command to the Research and Development Unit for follow-up, if appropriate.
3. Research and Development Personnel
 - a. Consider 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 Research and Development Unit S.O.P.**
 - 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 on the Daily Bulletin advising Division personnel that new or revised **inspectional material** has been issued.
- C. Distribution of Printed Material
 1. Originator
 - a. When notified by the Print Shop 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 Mailroom. **For items too large for the mailroom 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 Research and Development Unit in writing to update the Distribution List, as needed.**
- D. **Inspectional Material** Receipt Verification
 1. Research and Development Personnel
 - a. Generate a copy of the Acknowledgement of Distribution rosters and forward the appropriate roster to each bureau/zone.
 - b. Review and file the completed rosters upon being returned.
 2. Division Personnel
 - a. Review all material upon receipt of the distribution.
 - b. Complete and sign the cover sheet in the location indicated, acknowledging receipt and review of the material.
 - c. Return the signed cover sheet to your immediate supervisor.
 3. Supervisor
Forward all signed cover sheets to your bureau/zone designee.

4. Bureau/Zone Designee

- a. On the Acknowledgement of Distribution roster, indicate receipt of the signed cover sheet from each employee.
- b. Maintain signed cover sheets **in the bureau files**.
- c. Forward the completed Acknowledgement of Distribution roster to the Research and Development Unit.

E. Maintenance of Printed Material

1. Personnel Responsible for Maintenance

- a. Maintain Division Directives until they are rescinded or revised.
- b. Maintain Informational Bulletins as indicated in the "EXPIRES" block at the top of page 1 or until rescinded or revised.
- c. Maintain Training Supplements until they are rescinded or revised.
- d. Maintain the Arrest, Search, and Seizure Manual material until it is rescinded or revised.
- e. Maintain the Criminal Complaint Manual material until it is rescinded or revised.
- f. Maintain Aid to Enforcement Manual material until it is rescinded or revised.

F. Inspection of Printed Material

1. Research and Development Unit

Upon issuing new inspectional material, publish an up-to-date "Inspectional Printed Materials Inventory" on the Division Intranet.

2. Division Supervisors

In January of each year, conduct an inspection of all employees under your command for maintenance of all items on the "Inspectional Printed Materials Inventory." **Conduct additional inspections as desired.**

G. Requesting Replacement Copies of Inspectional Material

1. Requesting Personnel

Forward all requests for replacement copies of inspectional material to your immediate supervisor for approval.

2. Supervisor

Upon approval, forward the request to the appropriate unit.