

**POLICY
204**

**EFFECTIVE
Date
04-15-16**

**Eugene
Police Department**



Internal Written Communications

204.1 PURPOSE AND SCOPE

This policy applies to those written communications intended for recipients inside the department.

204.2 DIRECTIVES FROM THE OFFICE OF THE CHIEF OF POLICE

204.2.1 COMMAND DIRECTIVE

(a) A Command Directive may only be issued upon authority of the Chief of Police. It generally applies to the entire department or to personnel of more than one division, and generally changes policy in some manner. It may implement a change to an existing department policy, or may implement a department policy, either by introducing a new written policy or by itself prescribing required actions or conduct.

(b) A Command Directive remains in effect until it is superseded by another command directive or written policy, until it is rescinded, or until its expiration date, if one is specified, whichever is soonest.

204.2.2 ADMINISTRATIVE DIRECTIVE

(a) An Administrative Directive may only be issued upon authority of the Chief of Police or the Assistant Chief of Police. It generally applies to the entire department or to personnel of more than one division. An Administrative Directive normally documents actions of an administrative nature (e.g., establishing an AIC assignment, assignment of personnel to a review board).

(b) Unless a different expiration is indicated, an Administrative Directive will expire in six (6) months or whenever the action/assignment that is the subject of the Administrative Directive is completed, whichever is sooner.

204.2.3 PROCESSING DIRECTIVES

The Executive Assistant to the Chief of Police will be responsible to assign a number for each Command Directive and Administrative Directive, to obtain the Chief's signature on the original document, to file the original copy, to document the directive electronically, and to ensure that it is reasonably available to those with a need to access it.

204.3 DIRECTIVES FROM DIVISION MANAGERS

204.3.1 DIVISION DIRECTIVE

(a) A Division Directive may only be issued upon authority of the Division Manager. It applies only to personnel in that division. Unless a different expiration is indicated, a Division Directive will expire in twelve (12) months or whenever the action(s) specified by the directive are completed, whichever is sooner.

(b) The Division Administrative Specialist will be responsible to maintain a record of Division Directives and to ensure that they are reasonably available to those with a need to access them.

204.4 OTHER WRITTEN DIRECTIVES

Supervisors may issue other types of written directives to those they supervise, consistent with this manual and other relevant City, department, and division policies. These may be in the form of memos or e-mail messages.

204.5 OTHER WRITTEN COMMUNICATIONS

204.5.1 MEMOS

(a) Memos will be prepared using the Word template available on the EPD server so that format is standardized. The memo may be sent electronically and/or in printed form to the intended recipient(s).

(b) Directive or procedural memos may be issued by a supervisor only to personnel that he or she supervises. If a memo affects personnel in more than one division, it must be issued by the Chief of Police, unless the person issuing the memo has been assigned oversight of an operation or issue that involves more than one division. (This does not prohibit information copies of memos from being distributed to other divisions.)

(c) A copy of any directive or procedural memo will be sent to the Division Administrative Specialist of the issuing supervisor, who will be responsible to maintain a copy and record of such memos, and to ensure that they are reasonably available to those with a need to access them.

(d) Upon receiving a memo that is intended for forwarding through the chain of command, the recipient will forward the memo as soon as practicable. When applicable, that person will make his/her recommendation as to approval/disapproval, along with a rationale for that recommendation. In cases where a recommendation is not appropriate, the person will sign the memo to indicate that s/he has reviewed it. (If the memo is being forwarded via e-mail, the procedures in § 204.5.2 will be followed.)

204.5.2 TRAINING BULLETINS

(a) Training bulletins may be issued as necessary by the Training Section. They may be directed to all department personnel, or to specific areas of the department whose personnel may be affected by the topic covered.

(b) Training bulletin content will be approved by the Office of Professional Standards Lieutenant or designee prior to issuance.

(c) Training bulletins, unless specified otherwise, are advisory in nature. It is expected that any employee receiving a training bulletin will read it in a timely manner.

(d) Nothing in this section precludes a supervisor from providing training information to personnel he or she supervises.