

1.4.4 Dissemination and Storage of Written Directives

I. POLICY

It is the policy of the Johnstown Police Department to implement and maintain a written directives system, which is thorough, consistent, reality based and establishes reasonable standards and guideline for the appropriate performance of officer's duties and responsibilities. It is the policy of the Johnstown Police Department to follow the guidelines of this general order.

II. PURPOSE

This general order is established to set policy guidelines for direction, chain of command, obedience or orders and agency communication and cooperation. In order to provide officers with a clear understanding of the constraints and expectations relating to performance of their duties, a written directive system is required. This order establishes such a written directive system by defining and differentiating between types of directives, by developing formant definitions for all written directives, by establishing authority to issue various directive types, by establishing procedures for indexing, purging, updating, revising and disseminating directives.

III. PROCEDURES

A. Distribution

1. Orders will be issued to all personnel. Each Sergeant or Shift Commander are required to read all orders. The Sergeant or Shift Commander are responsible for making all officer's under his/her command aware of the orders.
2. All officers are responsible for and will be held accountable for knowing the contents of any written directive affecting them. Orders will be filed and purged by each officer in their issued policy manual if a policy changes or a new policy is the result. Each officer will sign a form acknowledging receipt of new policies or changes.
3. All written directives will be distributed to:
 - a. Johnstown City Manager
 - b. Johnstown's City Solicitor
 - c. Chief of Police
 - d. Captain of Police
 - e. Sergeant's

1.4.4 continued

- f. All Patrol Division
 - g. All Departmental Officer's including, but not limited to:
Detectives, Dare Officer, Housing Authority Officer, etc.
 - h. Policy Book
4. All written directives are designated for all patrols, all employees or other large components of the department and will be posted temporarily in the police roll call room and read at roll call by the sergeant or shift supervisor.
 5. The Chief of Police or his/her designee will post the written directive in the roll call room.

B. Storage of Written Directives

1. Original documents shall be maintained in the accreditation files by the Accreditation Manager at the direction of the Chief of Police.
2. All current and effective general orders shall be maintained on the computer by the Accreditation Manager under the direction of the Chief of Police.
3. Hard copy backup shall be maintained in a notebook codification within the department.
 - a. Accreditation Manager's file
4. Every officer will be provided by the department a three ring blue binder titled, "Johnstown Police Department Policies" written in gold lettering.
5. It is each officer's responsibility to maintain the book and keep the general orders current. It is each sergeants or shift supervisors responsibility to periodically check their officer's policy book.
6. A historical file system shall be maintained by the Accreditation Manager for all amended or rescinded general orders so as to provide for a general order archive.

C. Acknowledgement of Receipt and Review of Written Directives

1. Copies of the General Orders will be provided to each officer by the Accreditation Manager. Each officer shall sign a form acknowledging they have read, understand and are capable of achieving compliance with the general order. The Accreditation Manager shall keep the forms.

1.4.4 continued

1. All departmental personnel shall review issued written directives so as to develop a clear understanding of the knowledge, skills and abilities required of them for achievement and/or compliance with the directive.
2. Any officer not having a clear understanding of any issued directives is required to make appropriate inquiries through the chain of command for clarification of the directive prior to acknowledging receipt.
3. All officers will be provided classroom training each year to review and refresh their knowledge pertaining to the general orders.

C. Retrieval of Written Directives

1. All written directives, whether general orders, special orders or memorandums are the property of the Johnstown Police Department.
2. All outdated directives an officer may possess shall be turned over to their supervisor to be properly shredded at the police station.
3. All officers shall turn over any or all written directives at the request of their supervisor.
4. Upon termination of employment all written directives shall be turned back over to the police department.

Effective Date:

Date: June 13, 2006

By Order Of:

Craig Foust
Chief Of Police