



## DEFINING DEPARTMENTAL WRITTEN DIRECTIVES

The purpose of this Rule is to standardize the usage and issuance of the various types of written orders, rules, memorandums and other official forms of written communication within the Department.

Sec. 1 General Considerations: Currently within the Boston Police Department there are a number of different types of documents that are used to apprise employees about topics such as new policies and procedures, new programs, law changes, job postings or training opportunities. In order to eliminate confusion over which document is the appropriate medium for a particular subject, the following documents shall only be used in accordance with their definitions, as defined below.

### Sec. 2 Definitions:

1. Rule and Procedure - a document that details duties, responsibilities, Department policies and procedures for an individual or a Unit that must be followed in all or in certain specified conditions. A Department Rule and Procedure does not have an expiration date and continues in full force and effect unless superseded or rescinded.
2. Special Order - A Special Order announces and puts into effect a new Department program or policy which changes previously existing duties and responsibilities or previously existing policies and procedures for an individual or a Unit. It may also announce the formation of new Offices, Units and Task Forces and detail their responsibilities. Special Orders continue in effect until such time as they are superseded or rescinded, but shall be reviewed by the Executive Committee on Rules and Procedures approximately one year from the date on which they became effective. At that time, the Executive Committee on Rules and Procedures shall determine whether a Special Order shall continue in effect or be incorporated into a Rule and Procedure.
3. Commissioner's Memorandum - A Commissioner's Memorandum shall be used to make announcements or to convey information about a specific event or activity. Examples of proper subjects of a Commissioner's Memorandum are: employment or training opportunities; declaration of a special day, i.e., Blood Relief Day, Policeman's Mass, et al; description of a City of Boston or private corporation's new program. Since this is an informational document, it has no specific expiration date beyond those that might be mentioned within the document concerning an application deadline, etc..

4. Training Bulletin - Police officers are responsible for being aware of changes in the law as they occur. To assist officers in keeping abreast of such changes, the Boston Police Academy issues Training Bulletins that summarize the laws or explain currently acceptable and recommended police procedures. Although they are designed to be informational in nature, to the extent that such bulletins state that a particular procedure is either mandated by law or is the proper way an act should be performed, that bulletin constitutes official Department policy and shall be followed.

Prior to their issuance and distribution, Training Bulletins shall be referred to the Office of the Legal Advisor for review and approval as to law and then referred to the Rules and Procedures Review Committee. The Rules and Procedures Review Committee shall determine whether the proposed Training Bulletin is consistent with other Department policies and procedures and shall also make a determination as to whether the subject matter should be issued as a Special Order or Department Rule and Procedure instead of, or in addition to, a Training Bulletin.

Upon being approved, Training Bulletins shall be forwarded, with or without changes, to the Police Commissioner for his signature. Training Bulletins have no expiration date, but may be superseded or rescinded by newer bulletins or other Department written directives when laws and/or policies change. In addition, Training Bulletins shall be reviewed by the Executive Committee on Rules and Procedures approximately one year from the date on which they became effective. At that time, the Executive Committee on Rules and Procedures shall determine whether the Training Bulletin shall continue in effect or be incorporated into a Rule and Procedure.

Sec. 3 Rule and Special Order Submission and Approval Procedures: Except for emergencies or situations requiring immediate action, all proposals requiring a change or addition to the Rules and Procedures, or the issuance of a Special Order, shall be submitted to the Rules and Procedures Review Committee for their review and approval.

Upon being reviewed and approved, the proposal shall be forwarded, with or without changes, to the Executive Committee on Rules and Procedures for final review.

The Executive Committee on Rules and Procedures may decline any action on the proposal (i.e., disapprove it), forward the proposal to the Police Commissioner, with or without changes, or return it to the Rules and Procedures Review Committee for further consideration.

Sec. 4 Emergency Situations: Emergencies or special situations requiring immediate action may be brought to the attention of the Police Commissioner, utilizing the

appropriate chain of command, without first being referred to the above committees.

Sec. 5 Police Commissioner's Approval: Before any Department Rule and Procedure, Special Order, Commissioner's Memorandum or Training Bulletin may be issued, it must be approved and signed by the Police Commissioner.

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