



DEVELOPMENT & REVIEW OF WRITTEN DIRECTIVE INDEX CODES & MEMORANDA

INDEX CODE: 205.1
EFFECTIVE DATE: 10-04-07

Contents:

- I. Format of Index Codes
- II. Development of Index Codes
- III. Formal Memoranda
- IV. Distribution & Review of Index Codes & Memoranda
- V. Proponent Unit
- VI. Cancellation

I. FORMAT OF INDEX CODES

A. Index Code Numbering

Each department Index Code will be assigned a number by the Accreditation Unit. The completed Index Code will be filed in the Rules & Regulations manual section corresponding to the hundred series number.

B. Effective Date & Revision Date

Department Index Codes will have an effective date on each page. Page revisions will show a page revision date. Changes appearing in page revisions will be indicated in bold italic type.

C. Format & Style

Style sheets and format requirements are available on request from the Accreditation Unit.

D. Proponent Unit

Each department Index Code will have a section called "Proponent Unit" preceding the cancellation section. The proponent unit is the department component requesting or originating the Index Code.

E. Cancellation

Before the signature line, the department Index Code will have a section called "Cancellation," indicating the reference numbers of Index Codes, or other written directives, that are being canceled by the new Index Code.

F. Signature Line

Every department Index Code will conclude with a line for the Chief's signature. In the Chief's absence, the designated Acting Chief may sign Index Codes.

II. DEVELOPMENT OF INDEX CODES

While all department Index Codes are issued by authority of the Chief of Police, most will be researched, drafted, and submitted by other employees. The following procedures will govern that submission and the subsequent review and updating.

A. Primary Responsibility

The Accreditation Unit is responsible for formulating new Index Codes and changes to existing ones. The Accreditation Unit is responsible for ensuring that all Index Codes are properly formatted, and for ensuring that all Index Codes are in compliance with accreditation standards.

The Accreditation Unit is responsible for ensuring that new or revised Index Codes do not contradict other existing departmental directives.

The Training Academy is responsible for ensuring that new or revised Index Codes do not contradict applicable laws.

B. All Employees

All employees are encouraged to submit suggested changes or additions to department Index Codes. Suggestions should be forwarded on inter-office correspondence via the chain of command to the Chief of Police, who will authorize, modify or deny the suggestion.

Employees may submit drafts of proposed changes or additions, or simply state the basis for the suggestion along with recommended action.

Employees who suggest changes will be kept informed of the status and final approval or rejection of the suggestion.

C. Staffing

New or revised Index Codes will be staffed for comment among bureau, division, and section commanders, representatives of employee groups directly affected by the changes, and department components affected by the changes.

Staff comments may be handwritten on the draft and returned, or sent *electronically*, to the Accreditation Unit who is responsible for final preparation of the Index Code.

Staffing and discussion of staff comments can also occur at the Chief's periodic command staff meetings.

III. FORMAL MEMORANDA

A. Format

Formal memoranda will be issued on written directive stationery, in standard business memorandum format. The first line of the heading will state in capital letters, "MEMORANDUM," followed by the sequential memorandum number.

The remainder of the heading should indicate the date, addressees, author, and subject of the memorandum.

The issuing commander will initial the memorandum next to his or her typed name to indicate final approval. It is not necessary to sign the memorandum.

B. Numbering & Indexing

1. Every formal memorandum requires a sequential number. The memorandum number will be obtained from the *Office of the Deputy Chief, Field Operations Bureau*. If the memorandum is intended to implement or supplement a department Index Code, the appropriate Index Code number will be indicated on the memorandum, along with directions on where to file it.

2. A complete listing of all department Index Codes and formal memoranda will be maintained by the Accreditation Unit.

IV. DISTRIBUTION & REVIEW OF INDEX CODES & MEMORANDA

A. Annual Review

Commanders of proponent units originating Index Codes are responsible for an annual review of each Index Code for which the component is responsible. The purpose of this review is to determine if the Index Code still reflects current policies and procedures.

Reviewing commanders will submit an inter-office correspondence to the Chief stating the need to update, revise, or cancel any Index Code under his or her review.

If no changes are required during the annual review, the commander of the proponent unit will forward an inter-office correspondence to the Accreditation Unit stating that the Index Code still reflects current policies and needs.

This documentation is required for accreditation purposes.

The Accreditation Unit will notify the commander of proponent units when the annual review is required, and supply a list of all Index Codes that he/she is responsible for.

B. Review Upon Change of Command

Upon assuming command of a department component, the new commander will receive a briefing from the outgoing commander on the Index Codes and accreditation standards that the component is responsible for.

Upon request, the Accreditation Unit will provide new commanders with a list of all CALEA standards and Index Codes for which they are responsible.

C. Distribution

Department Index Codes and formal memoranda will be distributed to all employees *electronically via the Power Document Management Software (DMS) system (see Index Code 205)*. The Accreditation Unit will coordinate distribution.

D. Retention

1. Department Index Codes will be maintained in the Rules & Regulations manual until they are canceled or revised.

Affected commanders are responsible for keeping the hard copy of the Rules and Regulations manual at their facility up to date (see Index Code 205 for a listing of components that are responsible for maintaining a hard copy of the manual).

2. The Accreditation Unit maintains a permanent file of all Index Codes and formal memoranda for accreditation purposes. Commanders who issue formal memoranda will forward *the original, signed copy* to the Accreditation Unit.

3. Commanders will maintain a file of all formal memoranda that they issue. The file will remain with the issuing component upon reassignment of the commander.

E. Accountability

Every employee who receives an Index Code (*new or revised*), formal memorandum, *or any other policy or directive*, will acknowledge *electronically* that he or she has received, reviewed, and understands the directive.

V. PROPONENT UNIT: Accreditation Unit.

VI. CANCELLATION: This directive cancels Index Code 205.1 dated 10-20-06.