

**UPPER MERION TOWNSHIP POLICE DEPARTMENT**  
**POLICY AND PROCEDURES**

No. 900

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**WRITTEN DIRECTIVES SYSTEM**

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- I. **PURPOSE:** To standardize procedures for developing, issuing, disseminating, reviewing and revising written directives for the Upper Merion Township Police Department.
- II. **POLICY:** The mission of Upper Merion Township is to promote community vitality, economic prosperity and cultural harmony by providing services which are responsive to the health, safety and general welfare of the community. It is the policy of the Upper Merion Township Police Department to establish and maintain a system of written directives. These directives provide the basis for the provision of police services in a planned, consistent and accountable manner.
- III. **CROSS-REF:** POLICE DUTY MANUAL, Section 200.01, "Authority".
- IV. **DEFINITIONS:**
- DIRECTIVE: Any written document used to guide or affect the performance of duties or conduct of department employees. This includes policies and procedures, special orders, personnel orders and memoranda.
- POLICY: A term used to describe permanent directives issued to establish rules and procedures affecting one or more organizational components of the department.
- SPECIAL ORDER: A directive affecting only a specific segment of the department, or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.

PERSONNEL ORDER: An announcement of changes in the status of personnel, such as hiring, transfer, promotion or termination.

MEMORANDA: Informal written correspondence used to instruct, inform, inquire or clarify.

V. **OBJECTIVES:**

1. To standardize the format for directives and to provide a mechanism which will facilitate their storage and retrieval.
2. To ensure timely distribution of directives to affected divisions and employees and to obtain an acknowledgement of their receipt.
3. To acquaint department employees with the duties, obligations, expectations and constraints attendant with the position they hold.
4. To provide a system for the review, revision, expiration or cancellation of directives.

VI. **RESPONSIBILITIES:**

1. Authority to issue, modify or approve policies, special orders and personnel orders is vested in the Chief of Police.
2. Administration of Upper Merion Township Police Department directives shall be vested in the Administrative Sergeant who shall ensure that their content is audited/updated annually as required, and that the directives comply with the provisions of law, the standards of the Pennsylvania Law Enforcement Accreditation Program and organizational needs.
3. All employees of the department are required to be aware of all directives and compliance is mandatory.

VII. **PROCEDURE:**

A. DEVELOPMENT: The Chief of Police has exclusive authority in the issuance of directives. These are to include Policies, Special Orders and Personnel Orders.

1. Policies are issued by the Chief of Police to establish department wide rules and procedures that are applicable for the indefinite future.
2. Special orders concerning particular events or subjects under the command of subordinate command officers should be prepared by that level of command and submitted to the Chief of Police for approval and issuance.
3. Personnel orders are issued by the Chief of Police.

4. Memoranda can be issued at any level within the department. Any memorandum an employee feels should be brought to the attention of the Chief of Police, i.e. hazardous conditions, equipment failure, etc., shall be sent through the chain of command, beginning with the employee's immediate supervisor.
5. All department personnel are encouraged to submit recommendations for improving operating procedures and amending written directives. Such recommendations are to be forwarded through the chain of command to the Chief of Police for consideration.
6. The Administrative Sergeant shall prepare new/revised policies for review. A copy of the proposed policy shall be subsequently forwarded to each of the affected department divisions and command officers for review and comment. Once the review process has been completed, the Administrative Sergeant shall prepare the policy in final format and submit it to the Chief of Police for approval.

**B. FORMAT:**

1. All directives will be issued in the format approved by the Chief of Police. All specifications for policies, orders and memoranda will be maintained in the office of the Administrative Sergeant at the direction of the Chief of Police.

**C. POLICIES AND PROCEDURES MANUAL:**

1. The Upper Merion Police Department Policies and Procedures Manual is the primary body of directives governing the department and is made up of all current policies. It contains official instructions and information about ongoing police department functions, for which employees will be held accountable. The Policies and Procedures Manual will consist of two volumes, the Field Manual (Vol. I) and the Administrative Manual (Vol. II).
2. The Field Manual contains policies directly pertaining to tactical or operational matters. Although its provisions are binding on all employees wherever applicable, the contents of this manual are used most frequently by officers in operations components such as patrol and investigations.
3. The Administrative Manual contains all policies that are generally concerned with staff and/or support functions.
4. Each manual is divided into eight chapters (see Attachment A, Upper Merion Police Department Policies and Procedures Table of Contents).

**D. INDEXING:**

1. The Administrative Sergeant is responsible for indexing all policies. Indexing of all other directives shall be done by the issuing authority.

2. Policies will be identified by the chapter number followed by the policy number. For example, the department policy on Use of Force is identified by the number 410, which indicates that the policy appears in Chapter 4 (Enforcement, Arrest and Use of Force) in the Field Manual. The policy will be further divided into subsections that more narrowly define the chapter. These subsections will be numbered in an outline format (example- Section IV, A of Policy #410 establishes guidelines for the use of deadly force).
3. Special orders will be identified by the prefix "SO", followed by the last two digits of the year of issuance, followed by a sequential number. For example, SO-02-01 would refer to the first special order issued during the year 2002.
4. Personnel orders will be identified by the prefix "PO", followed by the last two digits of the year of issuance, followed by a sequential number. For example, PO-02-01 would refer to the first personnel order issued during the year 2002.
5. Memoranda issued in conjunction with a policy will be identified by the policy number, followed by a sequential letter. For example, Memo #600a establishes the list of personnel authorized to enter the Evidence/Property Room as required by Policy #600, Evidence and Property Control. Otherwise, memoranda will not be numbered.

#### E. REVIEW AND ADOPTION:

1. All proposed policies, whether new or amended, will be distributed to all affected department personnel and Command Officers by the Administrative Sergeant following their examination for any applicable accreditation compliance. Review group members may forward their comments or suggestions to the Administrative Sergeant for review by the Command Staff.
2. Following final draft review by the Command Staff, the Administrative Sergeant shall make any required revisions and then forward the policy to the Chief of Police for approval.
3. Amendments to policies which involve format changes, statutory or case law requirements imposed upon the department as legally binding, or minor language changes which do not change employee responsibilities under the authority of the policy, need not be submitted to the review process specified in this policy.

#### F. DISSEMINATION:

1. Policies will be disseminated to all affected department personnel, who will be held responsible for the knowledge of, and compliance with, the provisions contained in the policy. Each policy shall include a distribution list on the last page of the policy. Policies shall be distributed at the direction of the Chief of Police by the Administrative Sergeant.
2. All current policies will be maintained and accessible on the Police Computer Network, in the Policies and Procedures folder.

3. Department personnel shall file written directives in the appropriate section of their Policies and Procedures Manual using the policy number as a guide. Department personnel shall maintain and ensure the contents of their Policies and Procedures Manual are current and updated promptly.
4. Special Orders and Personnel Orders will be distributed at the direction of the Chief of Police to those affected divisions or personnel. The Chief of Police or the originating Command Officer shall issue copies of all directives in these categories.

#### G. TRAINING:

1. Training on all new and revised policies shall be conducted by the appropriate supervisor for all affected department personnel. The training shall be completed prior to the effective date of the new policy and be recorded by the supervisor on a Training Report. Employees shall acknowledge receipt of the policy by signing the Policy Receipt Form. The Training Report and Policy Receipt Form shall be submitted to the Captain of Police.

#### H. REVISION AND PURGING:

1. Directives will remain in force until rescinded or amended by a subsequent directive.
2. As policies are permanent directives, it is essential that they be reviewed regularly to ensure currency, accuracy, and adequacy. Therefore, all policies will be reviewed annually, or more often if the need arises. This task will be coordinated by the Administrative Sergeant. This review is to determine if the policy should be cancelled, incorporated into another policy, revised, or continued in its present form.
3. The Chief of Police, or his/her designee, will place any new, updated, amended or revised policy in the master Policies and Procedures Manual, which shall be maintained in the office of the Administrative Sergeant, and on the Police Computer Network. If a policy is cancelled, the Chief of Police, or his/her designee, will remove this policy from the master Policies and Procedures Manual and from the Police Computer Network. The Chief of Police, or his/her designee, will also advise all department members to remove the policy from their Policies and Procedures Manuals.
4. A directive may only be amended or rescinded by another written directive. Where the need arises for changes that are not extensive, a directive may be amended by replacing the affected page. Attachments to a directive are rescinded when the directive is rescinded.
5. The expressed approval of the Chief of Police is required to amend or rescind any policy, special order or personnel order.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers  
All civilian employees  
Township Manager  
File

## **ATTACHMENT A**

### **UPPER MERION POLICE DEPARTMENT**

### **POLICIES AND PROCEDURES**

### **TABLE OF CONTENTS**

#### **FIELD MANUAL**

- Chapter 1- General Patrol Procedures
- Chapter 2- Traffic Operations
- Chapter 3- Tactical and Special Operations
- Chapter 4- Enforcement, Arrest and Use of Force
- Chapter 5- Prisoner Transportation and Detention
- Chapter 6- Investigations, Evidence and Property
- Chapter 7- Police Vehicles and Equipment
- Chapter 8- Communications and Reports

#### **ADMINISTRATIVE MANUAL**

- Chapter 9- Organization and Management
- Chapter 10- Personnel Functions
- Chapter 11- Manpower and Resource Control
- Chapter 12- Training and Proficiency
- Chapter 13- Professional Ethics and Discipline
- Chapter 14- Information and Records
- Chapter 15- Community Relations
- Chapter 16- Employee Wellness