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## Departmental Directive

### 204.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police or staff to make immediate changes to policy and procedure consistent with and as permitted by Government Code § 3500 et seq.; direct personnel to carry out specific objectives or to inform department personnel of specific information. Departmental Directives which affect existing policy will immediately modify or change and supersede sections of this manual to which they pertain.

#### 204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

#### 204.1.2 TYPES OF DIRECTIVES

Department Directives shall consist of two types: Administrative Directives and Informational Directives.

Administrative Directives are written orders that modify or create new policy pending incorporation into the manual; direct personnel to carry out a specific objective; or to assign temporary authority to act in the capacity of the Chief of Police. Permanent changes in personnel assignments will be authorized by an Administrative Directive and shall not expire. All other Administrative Directives will expire six months after issuance unless specified otherwise.

Informational Directives are intended to inform department personnel of specific information. They are not to be used to direct personnel and shall only be used to distribute information throughout the department.

### 204.2 RESPONSIBILITIES

#### 204.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

#### 204.2.2 CHIEF OF POLICE

The Chief of Police or his designee shall issue all Administrative Directives. Informational Directives may be issued by the Chief of Police, Assistant Chief of Police, or any division manager subject to the approval of the Chief of Police or his designee.

### 204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any

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new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Sergeant.

### **204.4 DIRECTIVE NUMBERING SYSTEM**

Administrative and Informational Directives are sequentially numbered on an annual basis in two independent series (one for Administrative Directives and one for Informational Directives). The number sequence for both series consists of the four digit year of issue and a sequence number separated by a hyphen such as 2008-01. Administrative Directives will be identified by the two-letter designation "AD" and Informational Directives will be identified by the two-letter designation "ID". For example, the seventh Administrative Directive of the year 2009 will be identified as: AD 2009-07 and the fourth Informational Directive of the year 2010 will be identified as ID 2010-04.