Departmental Directive

204.1 PURPOSE AND SCOPE
Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Departmental Directives 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. Once the directive has been incorporated into the manual as policy, previous policy will be rescinded.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 12-01 signifies the first Departmental Directive for the year 2012.

204.2 RESPONSIBILITIES

(a) Departmental Directives are applicable to all members of the Department, whether salaried or not, who act for and on behalf of the Chief of Police.

(b) Departmental Directives shall be presumed known and familiar to the member on the member’s first working day after issuance, and shall conform to and abide by them.

(c) When a Departmental Directive is received, it shall be the responsibility of the member to properly update their hard-copy policy manual by incerting the Directive immediately behind the policy it addresses. If a member elects not to maintain a hard-copy manual, the member is still responsible to know and be familiar with all Departmental Directives.

(d) All Departmental Directives will be placed on the Department Shared Drive by Staff and in any hard-copy manual which is maintained by the Department for general use.

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The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.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