



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 1-14

Policy Title: Written Directives

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to establish a standard and format for written policies and memoranda in the Springfield Township Police Department and to provide for the proper preparation, indexing, and distribution so that all personnel concerned are kept informed of new and revised policies and procedures.

II. Policy

It is the policy of the Springfield Township Police Department to achieve effective direction, coordination, and control of all personnel and operations through effective policies. All personnel shall comply with the directives and information contained in the policies and memoranda.

III. Mission and Values Statement

- A. Mission and Values Statement - The mission of the Springfield Township Police Department is to unyieldingly protect the citizens of our community and those who come within our care and jurisdiction, to serve those citizens without prejudice or bias, and to defend our community under any circumstance. Our men and women will always work to improve the quality of life in Springfield Township through a partnership with its people, businesses and institutions. We are devoted to our great community and will conduct ourselves to the highest ethical standards. The members of the Springfield Township Police Department will be guided by the values of our community and will faithfully perform their duties in accordance with the United States Constitution and all federal, state and local laws.
- B. The mission and values statement shall be made public via the department's online presence (e.g. website and social media pages), as well as a public posting in the police station lobby.

IV. Policies and Official Department Business Email

- A. Policies – Policies are issued for the purpose of announcing adoption or revision of policies generally applicable throughout the department. The following are proper subjects or policies, but not limited to:
1. Changes in organization
 2. Installation of programs or procedures
 3. Personnel policies and procedures including recruiting, hiring, training, and promotion policies.
 4. Use of public facilities and equipment and the expenditure of public funds.
 5. Relationships with other agencies and citizens.
- B. Official Department Business Email – Emails are issued to announce or disseminate: policy or procedure with regard to a specific circumstance or event; policy or procedure of a temporary or self-canceling nature; personnel assignments or transfer of members throughout the department; or information or instructions which do not warrant a formal policy.

The following are proper subjects of official department business email, but not limited to:

1. Specific instructions to accomplish a specific objective.
2. Temporary procedures designed to cover a special occurrence of event.
3. Directives to a specific unit or units which do not influence the operation of others and for which no organizational change is needed.
4. Court decisions for information purposes.
5. Explanatory information for department personnel.
6. To inform employees of actions of other agencies.

V. Issuing Authority, Distribution, and Understanding of Policies and Emails

- A. The Chief of Police has exclusive authority to issue, modify, and approve policies and official department business emails. When deemed necessary by the Chief of Police, an Accreditation Manager may be granted authority to issue policies and official department business emails.
- B. Each time a policy or official department business email is issued, it will be announced via an email message from the Chief of Police. The policy will be an attachment to this email. In addition, the policy will be stored electronically, and available for all personnel to access 24 / 7.

- C. It is each employee's responsibility to read and fully understand each policy or memoranda applicable to them. Employees may print out policies and store a hard copy for their reference.
- D. Documentation acknowledging the reading and understanding of each applicable policy, to include training deemed necessary by the agency, will be maintained by the Office of the Chief of Police.
- E. Hard copies of the policy manual will be maintained by the Lieutenant and the patrol Sergeants. The Office of the Chief of Police will maintain the original signed copies.
- F. Affected personnel shall receive training on any new or revised policy that is related to an accreditation standard. This training will normally be in-house training.

VI. Indexing, Purging, and Modifying of Policies

- A. The Office of the Chief of Police will be responsible for managing department policies, including preparation, indexing, purging, updating, and revising.
- B. Policies will be numbered to conform to accreditation standards. An index of current policies will be maintained by the Office of the Chief of Police, and will be available electronically when new policies are shared via email.
- C. All policies and official department business emails will be issued in a format approved by the Chief of Police.
- D. All proposed new and revised policies, procedures, and rules and regulations shall be forwarded to the Chief of Police for review. Upon receipt, the Chief of Police shall prepare the written directive for review by all supervisors. The written directive shall be distributed electronically via email for their review and comment. Any suggested changes shall be forwarded back to the Chief of Police. Once the directive is finalized, the new or revised directive will then be issued to all personnel via email by the Chief of Police. The policy review procedure is to determine if policies:
 - 1. Should be rescinded or incorporated into another policy.
 - 2. Should be revised or updated.
 - 3. Should be continued in their present form.
 - 4. Continue to be in compliance with the standards set forth by the Pennsylvania Law Enforcement Accreditation program.
 - 5. Contradict with other policies or current laws.

VII. Preparation of Policies

- A. All policies will be written to conform to the standards of the Pennsylvania Law Enforcement Accreditation program.
- B. Generally, the Lieutenant, Sergeants, and Corporals will be solicited for their input on draft policies. Other personnel, such as those with a specific expertise or knowledge, may also be solicited for input. There may be instances, however, when policies are issued without such input. Drafts may also be posted on the bulletin board in the mailroom for review.

VIII. Statements of Department Policy, Rules and Regulations

- A. All statements of policy, rules, and regulations of the Springfield Township Police Department shall be formulated and issued as written directives. These written directives shall be maintained as department policies and issued under the authorities and procedures contained in this policy.
- B. Employees of the Springfield Township Police Department shall also be responsible for compliance with any: Federal law, state law, or local ordinance; Federal, state or local court ruling; Federal, state, or local administrative rule or regulation; and lawful orders of employers or orders by commanding officers consistent with established policy.

IX. Carrying Out Agency Activities

- A. Written directives are formulated and issued as department policy to carry out agency objectives.
- B. Employees are required to comply with all directives issued under proper authority provided for in this policy.