



BRAINTREE POLICE DEPARTMENT

POLICY AND PROCEDURE

Development and Review of Policies, Procedures, Rules and Regulations 2017 - 01

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Review Date:	Chief Mark Dubois
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Certification Standards: 12.2.1 b-e, i; 12.2.2 a-c Accreditation Standards: Optional Accreditation Standards: 12.1.1	

Policy
12.1.1
12.2.1 b

The Chief of Police (Chief) is the Chief Administrative Officer for the Department and the final authority in all matters of Policy, Procedures, Rules, Regulations or any other Written Directives issued by the Department. **[12.2.1 b]**

This under the authority granted to him by M.G.L. 41, § 97A and the Mayor. The Chief is authorized pursuant to the job description to issue, modify and approve written orders, policies and procedures and job descriptions. The Chief has the authority to modify the rules, regulations, policy, and procedures of the Braintree Police Department (BPD) and forward them to the Mayor for formal approval, as the Mayor has the authority to authorize changes to the existing rules and regulations of the BPD. The rules, regulations, policy, and procedures will be binding on all personnel unless officially altered or overruled by the Mayor and if no action is taken by the Mayor within a thirty day period. **[12.1.1]**

The BPD policies, procedures, rules and regulations shall be developed and reviewed according to the procedures established in this policy. This in an effort to ensure directives issued are appropriate, effective and represent sound law enforcement practices.

The Accreditation Officer is responsible for transferring the directives to an electronic manual and revising manuals at the station.

Development and Review
12.2.1 b, e, i

Proposed drafts of written policies, procedures, rules and regulations will be processed through the following steps:

- A draft document will be prepared to address the concern with input by affected personnel. **[12.2.1 i]**
- The proposed draft will be submitted to the Accreditation Officer for a standards content and format review.
- Those concerns will be discussed and addressed to ensure any changes to the directive do not contradict any existing directives or applicable laws. This would include input and review by, but not limited to, agency personnel, accredited agencies, subject matter experts, Town Counsel or any agency approved by the Chief during the development and revision of the directive. **[12.2.1 e, i]**
- Written directives, whether new or revised, which change terms and conditions of employment, shall be submitted to the Union Representatives prior to implementation. **[12.2.1 i]**
- A final draft will be submitted to the Chief for his review and approval.
- Completed and approved directives are issued at the direction of the Chief. **[12.2.1 b, e]**
- Shift/Unit Commanders through the Training / Accreditation Officer, shall provide training to their personnel on new or revised policy, procedure, rules and regulations or any other directive approved by the Chief.

Preparation of Directives
12.2.1 c, e, i

Revised or new directives shall not conflict with previously established policies, procedures, rules or regulations unless short-term extenuating circumstances exist. **[12.2.1 e]**

Whenever applicable, directives shall be referenced and carry notations directing attention to other published documents, directives or manuals that are related to them.

Any directive amending, rescinding or superseding another directive shall indicate the identifying notations (order number, policy number, etc.) necessary to connect it to the older directive. **[12.2.1 i]**

The Chief's designee, including the Deputy Chiefs of Administration and Operations, have the authority to draft and disseminate Special Orders, Memos and Personnel Orders. **[12.2.1 c]**

Dissemination /
Receipt Review of
Written Directives
12.2.1 d
12.2.2 a,b,c

The following methods will be used to disseminate written directives to employees: digitally and/or by hard copy (printed) posted. **[12.2.2 a]**

1. **Digitally:** Upon issuance of a written directive, it shall be the responsibility of each officer to log into PMAM, familiarize him/herself with the directive and sign off on the directive, and to adhere to instructions contained therein.
2. **Hard Copy Storage:** The Accreditation Manager or the Office of the Chief of Police shall maintain a hard copy of all written directives. **[12.2.2 b]**
3. **Receipt / Review:** All employees are responsible for reading and signing off on policies electronically in PMAM as they are notified of the requirement to signoff. **[12.2.2 c]** Shift/Division commanders shall ensure that personnel under their command familiarize themselves with policies and signoff through PMAM. The Accreditation Manager shall maintain a sheet signed by all employees signifying that they have received, read, and agreed to abide by the issued directive.
4. **Computer File Storage:** All policies will be stored and disseminated via PMAM. Other written directives will generally be disseminated by Town of Braintree email, which has the capability to archive/save emails. Personnel are encouraged to not delete emails containing written directives. **[12.2.2 b]**

Written
Directives
12.2.1 d

Written directives are position statements by or authorized through the Chief of Police that guide or direct the actions and activities of officers. Directives encompass all means by which this agency communicates instructions, orders and duty requirements to its members, to include:

General Orders

General Orders are permanent written orders issued by the Chief outlining policy matters which affect the entire department. A General Order is the most authoritative written order the Chief issues, and may be used to revise, supersede or cancel any previous order. General Orders remain in full effect until revised, superseded or cancelled by the Chief.

Special Orders

Special Orders are temporary written orders issued by the Chief outlining instructions covering particular situations. Special Orders

are automatically cancelled when their objective has been achieved.

Memos

Memos are written communications issued by the Chief or other authorized command officers for the following purposes:

- To issue information or instructions which do not warrant a formal order;
- To direct the actions of subordinates in specific situations;
- To explain or emphasize portions of previously issued orders; or
- To inform officers of actions or policies of other agencies.

Personnel Orders

Personnel Orders are orders pertaining to assignments or change of duty assignments.

Policies

Policies summarize the department's position on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance primarily designed for use by all members of the department or by more than one operational division.

Procedures

Procedures build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are more detailed instruction on means and methods for carrying out the policy directive and generally draw the boundaries of permissible officer discretion in performing specific tasks or duties. (As a practical matter, the department usually issues Policies & Procedures as a combined document via the issuance of a General Order.)

1. **Rules and Regulations:** As opposed to procedure statements that often provide officer flexibility and discretion, rules and regulations are characterized as being less flexible. Rules and regulations define situations where deviation or exceptions to agency-authorized actions are generally not permitted.

Indexing and
Purging
12.2.1 e

A manual containing an alphabetical table of contents of topics for all policy, procedure, rule, regulation, and orders will be maintained by the Accreditation Officer. A computer copy will be available to all personnel by either the Watch Commander or Accreditation Officer and as many department computers as needed. **[12.2.1 e]**

Upon the issuance of a new directive, the topic subject will be added to the index in alphabetical order by the Accreditation officer in their (electronic) manual. Any superseded or rescinded directives will have their indexing data removed by the Accreditation officer from their (electronic) manual. The Accreditation Officer shall be responsible for the updating as needed. **[12.2.1 e]**

Directive Review
12.2.1 e,i

Policy, Procedures, Rules, Regulations, and General Orders which involve a high risk of liability such as use of force, vehicle pursuit, firearms, arrest, Domestic Violence, prisoner holding cells and search/seizure shall be reviewed annually. Other directives will be reviewed as necessary to ensure effectiveness and no contradiction to current or new changes of law not to exceed a three year period. The Chief or his designee will complete the annual review and three year review. **[12.2.1 e, i]**