

Department Directives

201.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish guidelines for issuing Department Directives.

201.2 POLICY

Discretionary

Department Directives will be used to modify policies of the Atlantic Beach Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment rules, guidelines and other alternatives should be considered before a Department Directive is issued.

201.3 PROTOCOL

Discretionary MODIFIED

Department Directives will be incorporated into the Policy Manual, as required, upon approval. Department Directives will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Administration Division shall ensure that all Department Directives are disseminated appropriately. Department Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Department Directive is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

Best Practice

201.4.1 COMMAND STAFF

Best Practice MODIFIED

Command staff shall review Department Directives annually to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Administration Division.

201.4.2 CHIEF OF POLICE

Best Practice

Only the Chief of Police or the authorized designee may approve and issue Department Directives.

201.5 ACCEPTANCE OF DIRECTIVES

Best Practice

All members shall be provided access to the Department Directives. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Department Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Atlantic Beach Police Department

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