

UW Whitewater Police



Written Directives

Number: 12.2.1		No. Pages: 4	
Special Instructions: CALEA 12.2.1, 12.2.2			
Approved By: Chief Kiederlen	Effective Date: 12/7/2007	Revised Date: 3/15/2022	Revision number: 2

I. Purpose

The purpose of this General Order is to establish a formal written directives system.

II. Definitions

Written Directive: Any written document used to guide or direct the performance of Department employees. Written directives include all General Orders, supervisory orders, special orders, personnel orders, memorandums, policies, procedures, and instructional material.

General Order: Written directives that convey agency principles. They may establish fixed rules or set procedures for conduct of a particular activity and provide a framework for development of procedures and rules and regulations.

Special Order: Temporary directives that detail a statement or procedure regarding a special circumstance or event that is of a temporary nature and shall only remain in effect for a period of time not to exceed ninety (90) days unless renewed or revised as a General Order.

Supervisory Order: Directions from Supervisory personnel or their designee(s) given through voice, e-mail or written communication and hold full force and effect of a written directive given by the Chief. These orders are normally temporary in nature to facilitate an action or correction necessary during an incident or event but may have long term or permanent implications and expectation, i.e. patrol strategies.

Personnel Orders: Announcements of changes in status of personnel, such as promotions or transfers.

Instructional Materials: Training guides, bulletins and checklists.

Memorandums: Informal written documents that do not convey an order and generally are used to clarify, inform, or inquire.

Incident Action Plans: A National Incident Management System (NIMS) document utilized to direct, control and document the command structure, required activities, individuals and expectations surrounding a specific incident, event or activity. They are limited to the scope of the event the IAP is developed for.

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III. Policy

The policy of the UW-Whitewater Police Department (UWWPD) is to have a formal written directive system built around its vision and mission statements (see Appendix A).

The written directive system includes policy, procedure and rule and regulation statements and is intended to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The Chief of Police, and others as approved, shall be vested with the authority to issue, modify, or approve agency written directives. UWWPD's written directives system relies primarily on the General Order to convey written directives to department personnel.

IV. Procedure

A. The Written Directives System (12.2.1)

1. Types of Written Directives used by UWWPD
 - a. UWWPD's written directives system encompasses a wide range of directives from temporary to permanent and from mandatory instructions to instructional memorandums.
 - b. General Orders are the written directive primarily used by UWWPD. See UWWPD General Order 12.2.2 regarding General Orders for more information. Other written directives used include Special Orders, Supervisory Orders, Personnel Orders, Instructional Materials, Memorandums and Incident Action Plans.
2. Authority to Issue, Modify, or Approve Written Directives
 - a. The Chief has the sole authority to issue, modify, or approve all General Orders.
 - b. Members of the Management Team have the authority to issue, modify, or approve Special Orders, Supervisory Orders, Personnel Orders, Instructional Material, Memorandums and Incident Action Plans, with the below restrictions.
 - i. Instructional Material must be reviewed and approved by a member of the Management Team before it is made effective.
 - ii. Memorandums effecting, commenting on or pertaining to Departmental actions, decisions, policy, procedure or related events must be approved and distributed through a Supervisor.
 - iii. A written directive pertaining to a subordinate component may not contradict a directive issued by a higher-level authority. Example: Instructional Materials may not contradict a General Order.
 - c. Review of all proposed and revised written directives will include ensuring they do not contradict other existing agency directives or applicable law.

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- d. Written directives will be reviewed annually by the issuing authority to determine if modifications should be made because of changed circumstances or occurrences during the previous year.
- 3. Indexing, Updating and Purging Directives
 - a. Indexing, updating and purging of all written directives will be done on a continual basis at the direction of the Chief of Police.
 - b. General Orders, as the primary written directive of UWYPD, will be formatted and indexed as follows:
 - i. Each General Order shall include a header with the agency's title, the General Order number, a policy statement, and the effective date.
 - ii. Each General Order shall include an index in the "Special Instructions" section of the heading that will list any relevant CALEA Accreditation Standards or other statutes, policies, procedures, etc. related to the General Order.
 - iii. General Orders shall follow a standard outline format.
 - c. If a written directive is purged, the obsolete directive shall be removed from circulation. A copy of the purged written directive will be placed in an archive folder for historical records and kept according to Wisconsin's Public Records Laws.

B. Dissemination and Storage of Written Directives (12.2.2)

- 1. Existing, new, or newly revised written directives will be disseminated electronically to affected personnel, and training will be conducted if needed. Methods of electronic dissemination and acknowledgement of receipt include:
 - a. Emailing written directives to affected personnel, and having them sign off on a routing sheet that is in the squad room. The routing slip is then saved for records.
 - b. Having affected personnel view the written directive using UWYPD's records management system and acknowledging receipt electronically after viewing.
- 2. The Administrative Lieutenant will keep one set of paper copies of written directives. Written directives are also stored electronically using various methods, including;
 - a. Records management system;
 - b. Electronic storage on a shared drive;
 - c. On the UWYPD website.

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Appendix A. Mission and Values Statements

UW-Whitewater Police Department Mission and Values:

“University Police Department will provide personable, professional and proactive service while striving to ensure a safe, secure and inclusive environment.

We will conduct ourselves faithfully and honestly, without discrimination and without fear or favor at all times. We will hold ourselves above the standard, respecting the faith and trust instilled upon us by the people we serve. We will utilize proactive policing strategies, planning and education to facilitate the needs, expectations and goals of our community.

Honor. Integrity. Service.”

UW-Whitewater Parking Services Mission and Values:

“Parking Services will provide courteous service and reasonable access to parking assets and strive to implement policy, procedure and technologies that improve services and maintain costs.

We will strive to provide balanced and compassionate resolution to parking issues, we will be courteous in our interactions and we will value partnership.

Our policies, procedures and decisions will be designed to ensure parking assets are employed consistently, with a campus wide focus.

We will strive to implement technologies, strategies and methodologies that will increase efficiencies, reduce or minimize consumer impacts and maximize asset utilization.

Service. Management. Innovation.”