

2.3 Written Directives – **CRITICAL STANDARD**

ADMINISTRATION

STANDARD 2.3 The agency adheres to an established system for the development and promulgation of agency policies, procedures, rules, and regulations which:

A. Provides procedures describing how written directives are:

1. formatted
2. indexed
3. purged
4. updated, and
5. disseminated

B. Vests in the chief law enforcement officer or designee(s) the authority to issue, modify or approve written directives;

C. Requires that all written directives are reviewed at least once during the five-year period of accreditation;

D. Provides a procedure for staff review of proposed written directives prior to their implementation; and

E. Requires a procedure to assure the receipt of the directives by all affected components and personnel.

Commentary: *An agency should establish a written directive system to ensure that employees receive and understand the individual policies and procedures and rules and regulations relating to the performance of their duties.*

Compliance Verification Strategies:

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A description of the system used by the agency is available for review.
2. Agency files containing records and/or logs used to track the development of written directives are provided. The files may include approved written directives that are appropriately signed and dated; and records that track the development of written directives. (i.e., from initial proposals through reviews, updates, revisions, final approval, etc.)
3. The method by which written directives are disseminated is described, and proof is provided that agency personnel have received these directives. (e.g., signed or initialed receipts)
4. Assessors may randomly review the manuals of agency personnel to ensure that the manuals are current and up to date.