

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 24, 2001

GENERAL ORDER S-4

SUBJECT: STAFF REVIEW OF WRITTEN DIRECTIVES

## PURPOSE

- 1 - The purpose of this General Order is to establish a policy and procedure for staff review of proposed Department directives prior to their implementation.

## DEFINITION

- 2 - Written directives are defined as any document that is intended to affect or guide the action of Department employees. Written directives include Captain's Instructions, Special Orders, General Orders, Administrative Instructions, Training and Information Bulletins and any instructional material. The Berkeley Police Department has a formal written directive system that provides all employees with a clear understanding of the constraints under which they should operate and the expectations they should fulfill. Written directives are available to all employees in an organized and accessible format.

## POLICY

- 3 - All directives require supervisory/staff review prior to being issued.
  - (1) An approved routing/approval cover sheet shall accompany all material.\*

## PROCEDURES

- 4 - The preparation of directives affecting only one division of the Police Department shall be the primary responsibility of the Division Commanding Officer.
  - (a) Prior to being issued, all orders shall be reviewed for accuracy and completeness by appropriate or affected supervisory staff.
- 5 - Directives affecting more than one division of the Department require the final approval of the Chief of Police. In these instances the Chief of Police will assign the responsibility for the preparation of the directive to the division that is impacted the greatest or possesses the primary expertise for its completion. The assigned Captain will research and review the directive with the other affected Captains, and obtain their input prior to finalization. When the directive is completed it shall be submitted to the Chief of Police for approval prior to being issued.

Reference: CALEA Standards  
General Order P-23