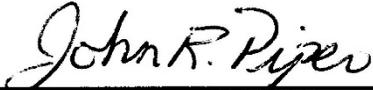




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE:** This policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

<b>Number</b> 1-2		<b>Effective Date</b> March 7, 2018	<b>Review Date</b> March 5, 2018	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>POLICY DEVELOPMENT</b>	<input type="checkbox"/> New Policy  <input type="checkbox"/> Amends IV.B.  <input checked="" type="checkbox"/> Replaces: WPD 1-2 Directive Development	This policy shall apply to personnel assigned to the following divisions:  <input checked="" type="checkbox"/> All Personnel  <input type="checkbox"/> Patrol Division  <input type="checkbox"/> Administration Division  <input type="checkbox"/> Investigation Division		
<b>References</b>  VLEPSC: ADM.03.01, ADM.09.01  CALEA				
 <hr/> Chief of Police or Designee		March 7, 2018 <hr/> Date		

**I. PURPOSE**

This policy outlines the process of drafting and evaluating written policies.

**II. POLICY**

To achieve its objectives, the Department must develop sound, written policies and govern all activities accordingly. Written policies include all written guidance issued by an appropriate authority. Written policies help Department personnel perform their jobs with confidence that they meet management's expectations. Through consistently applied and regularly revised policies, management promotes high standards of performance while reducing employees' doubts, confusion, anxiety, and distrust. This directive describes the formal process by which directives are devised and evaluated.

**III. DEFINITION**

Policy

A policy is any written order that can be found in memorandums, General Orders, Rules and Regulations. For the purpose of this manual, “policy” is synonymous with “directive” and is issued only by the Chief of Police.

## IV. PROCEDURES

### A. General

The Chief of Police is the Department's policymaker. He or she shall at a minimum of every 120 days consult with senior managers to devise, review, and evaluate policies.

### B. Policy Review

Policies are reviewed by staff according to current changes in policing trends, rulings by court, or best practices that may be developed and/or introduced. To accomplish this, the Chief of Police may order the development of a policy review committee by designating a committee chair person. The committee chair will then select or appoint members that should consist of sworn and non-sworn employees representing all divisions within the Department.

Although a committee may be established, considerations, questions or concerns regarding policy can be forwarded by any police Department employee for review and/or clarification through their division supervisor.

### C. Drafting Rules and Regulations and General Orders

General orders Rules and Regulations shall be drafted with the following considerations.

1. Determine the employee's objective in performing tasks or activities covered by the policy;
2. Identify the problems the employee is likely to encounter when making decisions to reach the objective;
3. Ensure that the policy is positive, definitive, clear, and readily understood by all personnel;
4. Aim for permanency while promoting flexibility;
5. Endeavor to address all reasonably foreseeable conditions;
6. Ensure that policies are founded upon facts and sound judgment;
7. Ensure that policies are compatible with the public interest and conform to the law;
8. Ensure that personnel understand that all policies provide a guide to action in recurring situations. Policies cannot possibly address every circumstance; and

9. Ensure that the components of a policy follow the definitions given under RR 1-1, Organization of Manual, particularly in outlining the limits of employee discretion.

General Orders and Rules and Regulations shall be drafted with, at a minimum, the following subheadings. Other sections may be added as necessary.

1. Purpose: A brief statement regarding the need for the policy.
2. Policy: A statement of the Department's policy and principles relating the subject.
3. Procedure: Specific instructions on the implementation of the policies.
4. Legal References: A list of pertinent legal references for the policy, to include the Code of Virginia and the Code for the City of Winchester.
5. Accreditation Standards Reference: A listing of accreditation standards which must be satisfied in order to demonstrate Departmental compliance.

D. Dissemination of Rules and Regulations and General Orders

1. Rules and Regulations and General Orders will be placed on each Department owned computer desktop.
2. When a revision or new policy is implemented, notification will be sent to all personnel by email. Employees shall acknowledge receipt and understanding of policy through designated training modules.