



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 301B

Effective Date 02/17/2014

Policy Name Directives, Departmental Roster, & Administrative Reports

Approved Date 02/13/2014

Approved by Wendell Franklin, Chief of Police

Previous Date 04/02/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Chief of Police is responsible for modifying, approving, and issuing departmental directives that apply to all employees of the police department. All employees are subject to the directives of the Chief of Police, or designee. These directives are developed to inform, guide, and instruct employees in matters necessary for the efficient operations of the Department. Directives include departmental manuals, *Personnel Orders*, and unit manuals.

Division Commanders, or designees, are authorized to issue directives to police personnel under their command. These directives are developed to inform, guide, and instruct employees in matters unique to the division, section, or unit.

Departmental rosters and administrative reports will be compiled and distributed to appropriate personnel. A list of administrative reports is found in Policy 301B Att., *Directives and Administrative Reports – Attachment*.

SUMMARY: Procedures for developing, updating, distributing, receiving, and maintaining directives and reports.

APPLIES TO: All police personnel

DEFINITIONS:

ADMINISTRATIVE REPORTS – daily, monthly, quarterly, and annual reports that reflect the activities and operations of the department.

DEPARTMENTAL MANUALS – directives that address the general operation of the Tulsa Police Department including the Policy and Procedure Manual (which includes Rules and Regulations, and Departmental Orders), the Uniform Specifications Manual, the Tactical and Operational Guidelines Manual, the Critical Incident Response Manual, and the Managing Law Enforcement Initiatives Manual.

DEPARTMENTAL ORDERS – orders that address the general policies, rules, and regulations of the department, or a single incident, event, or action.

DEPARTMENTAL ROSTER – an alphabetical listing of all police personnel that includes names, addresses, home telephone numbers, identification numbers, and work assignments by division, shift, and days off.

PERSONNEL ORDERS – orders directed by the Chief of Police pertaining to employment, promotion, suspension, and other personnel matters.

POWERDMS – an online digital document management system used to document, update, distribute, and review directives and maintain digital signatures of those directives.

UNIT MANUALS – manuals that contain directives or information relative to specific units within the Tulsa Police Department.

PROCEDURES:

A. ADMINISTRATIVE REPORTS

1. Daily Shift Activity reports are a summary of the exceptional activities that have occurred during each shift. These reports are completed by supervisors.
2. Weekly and monthly reports, which summarize the relevant activities of the Department, will be compiled by the Division Commander, or designee, and maintained at the divisional level.
3. Quarterly reports will be completed by Division Commanders and forwarded to the Chief of Police.
4. Annual reports that reflect the operation of the Tulsa Police Department will be completed for the fiscal year, calendar year, or as otherwise directed.
5. A multi-year plan that includes long-term goals and operational objectives, anticipated workloads and population trends, personnel levels, capital improvements, and equipment needs will be completed by the Chief of Police, or designee. This plan will be routinely reviewed as needed for revisions or modifications.

B. DEPARTMENTAL MANUALS

1. Crime Analysis, Planning, Evaluation, and Research Section (CAPERS):
 - a. Develop and revise the contents of the Policy and Procedure Manual, Tactical and Operational Guidelines Manual, Uniform Specifications Manual and other manuals as directed by the Chief of Police.
 - b. When the above manuals are revised, ensure that changes do not contradict other directives or existing law. This can be done by researching and requesting input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.
 - c. Send e-mail notices to police personnel and other designated recipients notifying them of new and/or revised directives available on PowerDMS.
 - d. Maintain files of current and historical directives.
 - e. Coordinate the review and revision of other departmental manuals as needed or as directed by the Chief of Police.
2. Division Commanders:
 - a. Ensure that administrative lieutenants inform employees of new and/or revised directives available on PowerDMS.
 - b. Ensure that all employees have acknowledged receipt and review of current, new, and/or revised directives by logging into PowerDMS and digitally signing for them.

C. DEPARTMENTAL ROSTER

1. The Chief's Section will develop, update, and maintain a departmental roster that will be distributed to Division Commanders after shift change each year or as otherwise needed. Division Commanders will distribute the roster to division personnel as necessary.

D. ORGANIZATIONAL CHARTS

1. Division Commanders, or designees, will maintain and update organizational charts for their divisions and forward copies to the Chief's Section and the Accreditation Work Group.

E. PERSONNEL ORDERS

1. If no disciplinary action is involved, the Chief's Section will distribute the original *Personnel Order* to the involved employee with copies to the following:
 - a. Appropriate Division Commander(s).
 - b. Involved Bureau Deputy Chief(s).
 - c. Chief's Section.
 - d. Police Personnel/Budget.
 - e. Employee's divisional file.
 - f. Employee's personnel file.
 - g. Public Safety Communications (PSC) supervisor and Municipal Court Clerk's Office (if employee transfer is involved).
2. The Fraternal Order of Police (FOP) Lodge President shall be provided with copies of any notification of complaint memorandum given to any sworn officer related to administrative investigations.
3. If disciplinary action is involved, the employee's Division Commander, or designee, will personally deliver the original *Personnel Order* to the employee being disciplined. The Division Commander, or designee, will ensure that the employee has acknowledged receipt of the *Personnel Order* by having them sign the original copy.
4. In cases of termination, the *Personnel Order* shall include the reason and effective date of the dismissal. A statement of the status of fringe and retirement benefits after termination will be attached to the *Personnel Order*.
5. In all cases involving discipline, up to and including termination, the following procedures shall apply:
 - a. The original *Personnel Order* will be forwarded to the involved employee with copies to the personnel listed in 1.a. through 1.g. as well as Internal Affairs (IA).
 - b. The Division Commander, or designee, will forward the return copy of the order to IA for distribution and filing after the involved employee has been served.
 - c. The FOP Lodge President shall be provided copies of any and all written reprimands, suspensions, demotions, or terminations given to any sworn officer of the Department.

F. UNIT MANUALS

1. In addition to directives for the specific needs of specialty units, unit manuals will contain provisions governing the operation of agency-owned or controlled special purpose vehicles and include the following:
 - a. Authorization, conditions, and limitations of usage.
 - b. Qualifications and training for personnel assigned to operate the vehicle.
 - c. Designation of the person or position responsible for the condition and maintenance of the vehicle.
 - d. A listing of equipment, if any, to be kept in or on the vehicle.
2. Unit manuals will contain provisions governing agency-owned or controlled animals and include the following:
 - a. Authorization, conditions, and limitations of usage.
 - b. Qualifications and training for personnel assigned to control the animals.
 - c. Designation of the person or position responsible for the care of the animals.
 - d. A listing of equipment required for each type of animal.
3. If applicable, unit manuals should include provisions for responding to critical incidents.
4. Persons responsible for unit manuals will ensure the manuals are reviewed annually and updated as needed. Copies of unit manuals will then be forwarded to the Recruiting and Career Development Lieutenant if changes

are made.

5. When a unit manual is revised, those responsible for the development of the new material shall ensure that material does not contradict other directives or existing law. This can be done by researching and requesting input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.
6. When a unit manual is revised, the individuals within the specific unit that the manual relates to shall acknowledge receipt and review of the changes within the manual. This acknowledgement of receipt and review may be made by either signing for the change or utilizing another equally effective method designed by the head of that specific unit.
7. A hard copy of unit manuals will be maintained at all unit offices so that officers and employees will have access to the directives.

REGULATIONS:

1. With the exception of *Personnel Orders*, employees shall acknowledge receipt and review of all current, new, and/or revised directives by their digital signature in PowerDMS, unless otherwise directed by the Chief of Police.
2. All police personnel will access PowerDMS at least one time each week while on duty, to check for updates and other important information.
3. Employees shall have access to departmental manuals on the intranet and Mobile Data Computers (MDCs). No hard copy manuals need be maintained by individual employees.
4. Employees shall be familiar with the contents of departmental manuals and refer to them for information when needed.
5. Home address and/or phone number changes shall be reported to the employee's supervisor and the Chief's Section within 24 hours of the change.
6. Administrative reports shall be completed and distributed to designated personnel.
7. Directives shall be purged, updated, and revised as necessary.
8. When a directive is created or revised, those responsible for the directive's development shall ensure that the revised directive does not contradict other directives or existing law. This can be done with careful research and input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.
9. An updated hard copy of directives will be kept at each uniform division in a central location that is accessible to all personnel. It will be the responsibility of the administrative lieutenants to keep the directives up-to-date.

REFERENCES:

301A, *Organization and Administration*

301B Att., *Directives, Departmental Roster, and Administrative Reports – Attachment*

CALEA 12.1.4, 12.2.1, 12.2.2, 26.1.1, 26.1.7, 26.1.8, 41.1.3, 41.1.4