

# UW Whitewater Police



## Written Directives

Number: 12.2.1	No. Pages: 4
Revised Date: 5/20/2024	Revision number: 5

### 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.

**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 hiring, promotions or transfers.

**Additional Duty Memos:** Announcement of available additional duty. Additional Duty memos are placed on the cork board reserved for announcements.

**Training Orders:** Training Orders are written directives which announce training assignments and attendance requirements. Training Orders shall be distributed by e-mail to the officer assigned, an administrative assistant, and the supervisor of the assigned officer.

**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

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expectations surrounding a specific incident, event or activity. They are limited to the scope of the event the IAP is developed for.

## 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).

## IV. Procedure

### A. The Written Directives System (12.2.1)

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. UWWPD's written directive system relies primarily on the General Order to convey written directives to department personnel.

1. Types of Written Directive 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 formal name for written directives primarily used by UWWPD. See UWWPD General Order 12.2.2 regarding General Orders for more information. Other written directives used include Supervisory Orders, Personnel Orders, Training Memos, Additional Duty Memos, 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 Supervisory Orders, Personnel Orders, Training Memos, Additional Duty Memos, Memorandums and Incident Action Plans, with the below restrictions.
    - i. Memorandums effecting, commenting on or pertaining to Departmental actions, decisions, policy, procedure or related events must be approved and distributed through a Supervisor.
    - ii. A written directive pertaining to a subordinate component may not contradict a directive issued by a higher-level authority. Example: Training Orders may not contradict a General Order.
  - c. Review of all proposed or revised policies, procedures, rules and regulations will include ensuring they do not contradict other existing agency directives or applicable law. They will also follow the process in General Order 12.2.2 on General Orders, which is summarized below.
    - i. A supervisor, or designated personnel, will draft or modify a General Order

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- ii. The Lieutenant or staff member assigned as the Accreditation Manager will review this General Order to ensure it meets CALEA standards and does not contradict any current policy or state law.
    - iii. The General Order is then set to the General Order Committee which is made up of sworn and non-sworn staff for review and comments.
    - iv. The General Order will then be finalized by the Management Team and approved by the Chief of Police.
    - v. It will then be disseminated to all affected agency personnel that the General Order applies to.
  - 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 UWWPD, 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. Supervisory Orders, Personnel Orders, Training Memos, Additional Duty Memos, and Memorandums shall include a header/footer with the agency's title, date, and name of person issuing.
  - d. Incident Action Plans shall include at a minimum the following:
    - i. Incident name
    - ii. Date and time of incident
    - iii. Summary of incident
    - iv. Person in charge of the incident
  - e. 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:

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- 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 UWWPD'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 UWWPD website.

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## Appendix A. Mission and Values Statements

### UW-Whitewater Police Department Mission and Values:

University of Wisconsin-Whitewater Police Department will lead the safety and security efforts of our campus. We will ensure our officers are appropriately trained, professional and compassionate to the needs of all. Our objective is to utilize the lowest level of intervention necessary to gain voluntary compliance to the expectations of the law and society. In doing so, we believe we will earn and keep our community's trust.

- ◆ Problem-solvers – We will seek to solve issues in ways that are desirable to our community.
- ◆ Accountable – We will hold ourselves responsible to our community through transparency and professionally based standards.
- ◆ Compassion – We will see others through their experiences and situation.
- ◆ Thoughtful – We will always consider the potential life-changing affect our actions can have, both positive and negative, short and long-term.

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**Whitewater**

University Police Department

## Supervisory Order

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<b>Date:</b>	
<b>To:</b>	
<b>From:</b>	
<b>Re:</b>	

790 W. Starin Rd. Whitewater, Wisconsin 53190 | 262-472-4660 | [police@uww.edu](mailto:police@uww.edu)



# UW Whitewater Police



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**Whitewater**

University Police Department

## Personnel Order

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Date:	
To:	
From:	
Re:	

790 W. Starin Rd. Whitewater, Wisconsin 53190 | 262-472-4660 | [police@uww.edu](mailto:police@uww.edu)



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**Whitewater**

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## Additional Duty Assignment Memo

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To: Officers

From:

Date:

**Sign Up Deadline:**

**RE: *Additional Duty Assignment***

Event:

Overtime Date: See Below

Number of Officers: 1

Overtime Hours:

Event Location:

Event Contact: AC Schwartz

**Briefing Notes:**

Officer Sign-Up:

790 W. Starin Rd. Whitewater, Wisconsin 53190 | 262-472-4660 | [police@uww.edu](mailto:police@uww.edu)





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## Training Order

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Date:	
To:	
From:	
Re:	

790 W. Starin Rd. Whitewater, Wisconsin 53190 | 262-472-4660 | [police@uww.edu](mailto:police@uww.edu)



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## memorandum

Date:	
To:	
From:	
Re:	

790 W. Starin Rd. Whitewater, Wisconsin 53190 | 262-472-4660 | [police@uww.edu](mailto:police@uww.edu)

