

 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 110
	Subject/Title: Written Directive System		
	Issuing Authority: 	Issue Date: January 8, 2010	Effective Date: January 22, 2010
	Robert C. Haas Police Commissioner	Review Date:	Rescinds:
References/ Attachments: Cambridge Municipal Code, Chapter 2.52.010	Accreditation Standards: 12.2.1 (b-i) & 12.2.2		

I. PURPOSE:¹

The department has established a written directive system for the purpose of providing all departmental personnel with a uniform standard as to how information is communicated throughout the agency. Each of the types of written communications carries with its own particular meaning, scope, and degree of importance ranging from specific direction to general information. The purpose of this directive is to describe in sufficient detail, the types or forms of written communications, how those various types of communications are circulated, who has the authority and responsibility of issuing certain types of written communications, and the impact each form of written communication has upon departmental personnel. The written directive system shall consist of the following:

- Police Manual of Rules & Regulations
- Police Manual of Policy and Procedures
- Cambridge Police Daily Bulletin
- Operational Manuals

¹ CALEA Std.: 12.2.1 – The agency has a written directive system that includes, at a minimum, the following:

- a. Agency values and mission statement;
- b. A statement that vests the authority in the agency's chief executive officer the authority to issue, modify, or approve agency written directives;
- c. Identification of the persons or positions, other than the agency's chief executive officer, authorized to issue written directives;
- d. A description of the written directive system format;
- e. Procedures for indexing, purging, and revising directives;
- f. Statements of agency policy;
- g. Rules and regulations;
- h. Procedures for carrying out agency activities; and
- i. Procedures for review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law.

- General Orders
- Special Orders

- Briefing Memo

- Training Memo

- Other Instructional & Informational Materials

II. POLICY:²

In accordance with Chapter 2.52.010 of the Cambridge Municipal Code, the Police Commissioner is authorized to promulgate suitable regulations governing the police department. Further, the Police Commissioner is also authorized to adopt, promulgate, and amend all policies and standard operating procedures for the department, providing for the maintenance, regulation, control and operation of the police department.

III. DEFINITION OF TERMS:³

A. Police Manual of Rules & Regulations: The “Rules and Regulations Manual” is a compilation of the police department’s written directives that generally regulate conduct and decorum among department personnel. The manual is issued to all sworn officers and certain civilian employees upon their employment with the agency. The manual is also available on the Police Department’s “S” drive. The rules and regulations that are contained within the “*Police Manual of Rules and Regulations Manual*” are binding on those employees for which they are intended.

1. Guidelines relating to the establishment, amendment, revocation, distribution, maintenance, familiarization, and format of the department’s “*Police Manual of Rules and Regulations*” are described within Chapter 1 of the manual (refer to Sections 1.03 through 1.17 of the Rules and Regulations).

B. Police Manual of Policies & Procedures: The “Policies & Procedures Manual” is a compilation of the police department’s written directives that principally serve as guidelines and procedural steps that are to be followed as a matter of course when members of the department are carrying out their duties and responsibilities. The policies and procedures are designed to serve as a reference guide specifying

² CALEA Std.: 12.2.1 (b)

³ CALEA Std.: 12.2.1 (d)

the guidelines used in governing the conduct of personnel and the operation of the department.

1. **Policy:** A policy is a written directive that is a broad statement of a general principle or set of principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct for a particular activity, but rather provide a framework for development of procedures, rules and regulations.
2. **Procedure:** A procedure is a written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may". Procedures generally allow some latitude and discretion in carrying out an activity, unless it is something that mandated by law.

C. Operational Manuals: Operational manuals have been designed to instruct members of the department in the completion of certain tasks. The operational manuals are an extension of the "*Police Manual of Policies and Procedures*", and provide more specific or detailed instructions than would ordinarily be found in the "Policies and Procedures Manual". Copies of these operational manuals have been placed in various locations throughout the department to serve as reference manuals for its members.

D. General Orders: General Orders are used for the purpose of introducing new or newly revised written directives that are contained within the Rules and Regulations Manual, Policies and Procedures Manual and Operational Manuals. The General Order supersedes any previous directives that may have been previously issued. The General Order is also used as a receipt to indicate that all personnel who have been affected by the order have had the opportunity to be introduced to the amendments, and acknowledge same.

1. A General Order may be issued by a Division Commander in consultation with Police Commissioner and will remain in full force and effect until amended, superseded, or canceled by the Police Commissioner or the issuing Division Commander.
2. General Orders may be directed to all members of the agency, or to specific members of divisions, sections or units. They are the most authoritative directive issued in the department and may be used to amend, supersede, or cancel any other order.

E. Special Orders: Special orders are written directives issued by Police Commissioner, Division Commander, or Deputy Superintendent. They specify

instructions governing particular situations. Special orders are generally time-sensitive and will be automatically canceled when the intended objectives have been achieved or a certain termination date has been exceeded.

- F. Briefing Memo:** A briefing memo may be issued by any superior officer or under the direction of a superior officer to members of the department. It is an informal written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.
- G. Training Memo:** A training memo is an informal written document that is used to instruct supervisors on the training material that they are to present to officers and employees under their command. Generally, the training memo serves as a cover sheet to the training materials that are to be presented to members of the department.
- H. Other Instructional & Informational Materials:** Instructional and informational materials are training guides, bulletins, and checklists that are provided to members of the agency, which are received from other agencies or outside resources. These materials are used to provide members with current information that will impact the performance of their duties or serve to update them on current information. The training materials will generally be distributed through the department's email system, contained within the Daily Bulletins, or disseminated through some other form of written materials. As part of the Roll Call Briefing, the officer conducting the roll call session will ensure that the officers reporting for duty have been given sufficient opportunity to review this material and to clarify any questions or issues that may arise from that review.

IV. POLICE MANUAL OF POLICIES AND PROCEDURES:⁴

- A. Establishment of Policies & Procedures:** The Police Commissioner has sole authority to promulgate, revise, revoke, and amend department policies and procedures. All such policies and procedures shall be contained within the department's "*Police Manual of Policies and Procedures*".⁵
- B. Distribution of Police Manual:** Hard copies of the "*Police Manual of Policies and Procedures*" will be maintained in the Shift Commander's Office, Sector

⁴ CALEA Std.: 12.2.1 (f)

⁵ CALEA Std.: 12.2.1 (c)

Sergeants’ Office, and Report Writing Area. All personnel may access the manual via the Department’s “S” drive.⁶

C. Issuance of Policies & Procedures: All adoptions of amendments, revisions, or cancellations to the “*Police Manual of Policies and Procedures*” or portions thereof, are subject to final approval of the Police Commissioner. All such amendments revisions, or cancellations may be executed in its final form for insertion into the “*Police Manual of Policies and Procedures*” or under the cover a “*General Order*”.⁷

1. Once the Police Commissioner has approved the revision/adoption/ cancellation to the “*Police Manual of Policies and Procedures*,” the said modification shall be issued either under the cover of a General Order or has a complete Policy and set of Procedures.

D. Established Numbering System: The “*Police Manual of Policies and Procedures*” is arranged into topical areas, with each topical area having been assigned a range of numbers to be assigned to those policies and procedures contained within a specific topical area. The topical areas contained within the policies and procedure manual and the associated numbering range is as follows:⁸

1. Organization and Administration	100-149
2. Personnel Administration	150-179
3. Training and Career Development	180-199
4. Standards of Conduct	200-299
5. General Management	300-399

⁶ CALEA Std.: **12.2.2** – A written directive establishes procedures for the dissemination and storage of agency written directives, and addresses at a minimum, the following:

- a. Dissemination of existing, new, or newly revised directives to all affected personnel whether (1) in hard-copy form or (2) through a computerized documentation system, backed up by hard copies of the directives or electronic media containing the directives in sufficient number to place at specified accessible locations for reference by all affected personnel;
- b. Storage of written directives whether (1) by their incorporation into manuals or (2) by their storage in a computerized documentation system and placement of hard copies in manuals or electronic media containing the directives placed at a specified accessible locations for reference by all affected personnel; and
- c. Acknowledgment indicating receipt and review of disseminated directives by affected personnel whether in written form or in some other way that is at least equally effective.

⁷ CALEA Std.: **12.2.1 (c)**

⁸ CALEA Std.: **12.2.1 (e)**

6. Operations	400-499
7. Investigations	500-599
8. Traffic	600-649
9. Transportation and Detention of Prisoners	650-699
10. Emergency Procedures	700-799
11. Property Management	800-849
12. Records	850-899
13. Communications	900-999

E. Numbering Structure of Policies & Procedures: Each set of policies and procedures contained within the manual will adhere to an established structure or format in order to maintain consistency and provide for easier reference. The structure of each policy and set of procedures shall be as follows:

1. *Heading:* A heading will be established at the beginning of each policy and set of procedures. The heading will contain specific information pertaining to that specific policy and set of procedures, such as its title, date when it was established, references used to support the directive, assigned number, and the method used to disseminate the directive to the affected members of the police department.

F. Structure of Policy and Set of Procedures: For the most part, each policy and set of procedures shall be structured in the following fashion:⁹

1. *Purpose Statement:* The purpose statement is designed to give an overview of the policy and set of procedures, and may provide a brief discussion as to the rationale or need for such a policy and set of procedures.

2. *Policy Statement:* The policy statement is generally a statement that reflects the position or general principle of the department.

3. *General Considerations and Guidelines:* Quite often a policy and set of procedures will contain a section that provides further insight and justification for the establishment of the policy and set of procedures. It is this section that is principally designed to furnish the reader with added background and

⁹ CALEA Std.: 12.2.1 (d)

information in shaping the interpretation of the policy and set of procedures identified within the specific directive.

4. ***Procedural Guidelines:*** The procedural guidelines are designed to generally reflect the procedures or guidelines that are to be followed in order to accomplish the policy statement. These guidelines are generally written in broad terms so as to allow sufficient latitude in shaping the parameters for discretionary actions on the part of department personnel.

G. Distribution of Policy Updates & Changes: As changes are made to the policies and procedures, they will be distributed in one of three ways:¹⁰

1. The entire policy and set of procedures will be released with the changes incorporated into the policy and set of procedures. There will be one copy of the policy and set of procedures that will be designated as the master copy. A digital copy of the policy and set of procedures will be sent to those members of the department for whom the policy and set of procedures are affected. These digital copies of the policies and procedures will have a return receipt confirmation. Usually this review process will be part of the Roll Call sessions that are held at the beginning of each shift or during the course of the in-service training program. The method for acknowledging the receipt will be in accordance with the process described in the following section.
2. The policy and set of procedures will be part of a departmental training session, where the material contained within the policy and set of procedures will be presented as part of a classroom training session. Copies of the policy and set of procedures will be distributed at the time of the training, and once the training session has been completed, the personnel attending the training session will sign-off on the master copy of the policy and set of procedures. All members of the department will receive an electronic attachment of the policy and set of procedures, in addition to the copies that are used for the training session. The method for acknowledging the receipt of the policy and set of procedures will be in accordance with the process described in the following section.
3. When a policy and set of procedures has not been fully formulated, or there are immediate changes that will supersede an existing directive, a General Order form will be used for that purpose. Generally, this information will be conveyed during Roll Call sessions held at the beginning of each shift. An electronic copy of the General Order will be sent out to all of the personnel who are affected by the General Order. The method for acknowledging the receipt of the General Order will be in accordance with the process described in the following section.

¹⁰ CALEA Std.: 12.2.2 (a)

H. Acknowledgment Receipt of Directives:¹¹ Written directives may be distributed to employees by email. Once there have been a new, revised, updated, or amended policy & set of procedures, General Orders, Special Orders, or other notices and/or directives, those directives will be sent via email as an attachment. The normal routing and record of receipt of those directives will be as follows:

1. The directives will be sent via email with a “return receipt acknowledgment” with the directive as an attachment to the email to the Division Commanders and the Deputy Superintendents.
2. Upon receipt of the email, it will then be the responsibility of the Deputy Superintendents to then distribute the email to each of those who are immediately under their command. In most cases, this will be to their Group Commanders (lieutenants assigned to the Operations Division) or Unit Commanders. In terms of the members who are assigned to the Office of the Commissioner, those directives will come directly from the Commissioner’s Office.
3. The Group Commanders and Unit Commanders will then be responsible for distributing the directive through email with a “return receipt acknowledgment.” As members of the department, it will be the Group Commanders and Unit Commanders’ responsibility to track all of the personnel under their command as to electronically acknowledging the receipt of the directive.
 - a. Once the mail is opened, it shall be understood that the directive has been formally issued to the officer and/or employee. The email receipt indicating that the employee received and opened the email shall serve as a record that the employee received and reviewed the written directive.
 - b. For employees who are on extended leave, the Group Commander or Unit Commander will make note as to those employees who have not acknowledged receipt of the directive. Those notices will be kept in abeyance until the employee returns to duty status.
4. It will be the responsibility of the Group Commanders and Unit Commanders to return the digital record of the “return receipt acknowledgment back to their respective Deputy Superintendent. Upon receipt of those acknowledgments they in turn will notify their respective Division Commander.

¹¹ CALEA Std.: 12.2.2 (c)

5. All completed “return receipt acknowledgments” for all employees will be forwarded to the Training/Certification Unit, where it will be maintained as part of the training records for employees.

I. Maintenance of the Manuals: Once a new or revised policy and set of procedures has been distributed for review, the new or revised copies of the policy and set of procedures will be distributed through the Office of the Commissioner to each of the manuals that are currently being maintained.

V. GENERAL ORDERS:

A. Purpose of General Orders: A General Order may only be issued under the authority of the Police Commissioner. General Orders are used to disseminate existing, new, or newly revised Rules and Regulations, Policies and Procedures, and updates to the Operational Manuals. General Orders serve as a receipt, ensuring that all affected personnel have been introduced to the affected directives.¹²

B. General Orders Numbering System: General Orders are numbered in a temporal numbering system that is assigned and maintained by the Office of the Commissioner. The first two digits of the numbering sequence reflects the current year of the General Order, followed by the chronological number of that particular General Order within a given year.

1. **Master Listing of General Orders:** A listing of General Orders in chronological order shall be maintained at the direction of the Police Commissioner.

C. Distribution and Routing of General Orders: Once a General Order has been issued by the Police Commissioner, it then becomes the responsibility of all supervisory personnel to ensure that all affected personnel under their command have been introduced to, and understand, the contents of the General Order and any corresponding documentation.¹³

1. The Police Commissioner will retain a copy of the General Order, and corresponding attachments (including copies of the directives, etc.).
2. All General Orders and corresponding directives shall be disseminated by

¹² CALEA Std.: 12.2.1 (c)

¹³ CALEA Std.: 12.2.2 (a)

supervisory personnel to personnel under their command, in the following fashion:

- a. Each supervisor will ensure that all officers under their immediate command are assigned to review the General Order and corresponding directive in a timely manner.
 - b. It is the responsibility of each supervisory officer to review the policies and procedures with the personnel who have been assigned to review the material.
 - c. Prior to permitting any employee to acknowledge the receipt of a General Order, the briefing supervisor must be satisfied that the employee fully understands the material, and understands the correct interpretation of the policies and procedures.
 - d. Depending upon the form under which the General Order was issued, the employee may be asked to acknowledge or the briefing supervisory may be required to record the acknowledgement of the General Order.
 - e. The acknowledgement records will be maintained on file in the Training/Certification Unit.
3. Previously issued General Orders will be maintained on file by the Training/Certification Unit.

D. General Orders & Corresponding Written Directives: The existing, newly promulgated or revised written directives which accompany a General Order will be disseminated and stored as follows:¹⁴

1. **Rules and Regulations:** All revisions will be individually issued to each member of the agency. Each member shall ensure that their manual is kept current and supplementary pages concerning additions, revisions, or amendments shall be promptly and properly inserted (refer to Section 1.14 of the Rules & Regulations).¹⁵
2. **Policies and Procedures:** Upon issuance of a new or revised policy and set of procedures, a copy of the addition or revision shall be inserted into the appropriate “*Police Manual of Policies and Procedures*”, all of which are kept at accessible locations in the Police Station for all members to review.

¹⁴ CALEA Std.: 12.2.2 (b)

¹⁵ CALEA Std.: 12.2.1 (g) & 12.2.2 (a)

3. **Operational Manuals:** Upon issuance of an addition or revision to the Operational Manual, the affected section(s) will be inserted into the appropriate Operational Manual, all of which are kept at accessible locations in the Police Station for members to review.

VI. OPERATIONAL MANUALS:

- A. **Establishment of Operational Manuals:** The Police Commissioner has sole authority to promulgate, revise, revoke, and amend department Operational Manuals. All such manuals shall be developed for the purpose of providing in-depth instructions on how specific jobs, duties, and/ or activities are to be carried out or completed by various personnel of the agency.
- B. **Distribution of Operational Manuals:** Operational Manuals will be kept in an accessible location within the Police Station.
- C. **Issuance of Operational Manuals:** All adoptions of amendments, revisions, or cancellations to the Operational Manuals or portions thereof, are subject to final approval of the Police Commissioner. All such amendments, revisions, or cancellations shall be executed through the use of a General Order.

VII. SPECIAL ORDERS:

- A. **Issuance of Special Orders:** Special orders are written directives issued by the Police Commissioner. They specify instructions governing particular situations. Special orders are automatically canceled when their objectives are achieved. Special Orders are issued on a form designed for that purpose.¹⁶
 1. Whenever a special order is issued, those members of the department to whom it is directed are required to read and sign the special order indicating that they have read and fully understood the contents of the special order.
 2. When the officer or employee does not fully understand the special order, it then becomes that individual's responsibility to clarify its contents and interpretation with his/her immediate supervisor.
 3. It is the responsibility of all superior officers to ensure that when a special order is issued which effects members of the department who are under their

¹⁶ CALEA Std.: 12.2.1 (c)

command to see that each of those individuals are properly briefed on the contents of the order, and that the order is properly understood and executed.

- B. Special Order Numbering System:** Special Orders use a temporal numbering system. The first two digits of the number reflect the current year, followed by the sequential number in which a particular Special Order had been issued for that particular year.
1. Numbers are assigned and maintained by the Police Commissioner.
 2. A master list of all Special Orders issued shall be maintained; the Training/Certification Unit under the direction of the Police Commissioner shall maintain listing the Special Orders in chronological order.
- C. Maintenance of Special Orders:** The Training/Certification Unit will maintain all previous years' Special Orders.
1. Once a Special Order is issued, a copy of that order will be kept in file for accountability purposes.
 2. Once all affected personnel have had an opportunity to read and acknowledge the Special Order, and the Special Order has elapsed, it shall be maintained by the Training/Certification Unit.
 3. Upon receipt of a Special Order for filing, the original copy of the Special Order will be placed in a file, replacing the copy already on file.

VIII. BRIEFING MEMORANDUM:

- A. Issuance of Briefing Memorandum:** A Briefing Memo may be issued under the authority of any superior officer. Briefing memos will be issued on a form designed for that purpose.¹⁷
1. Whenever a briefing memo is issued, those members of the department to whom it is directed are required to read and sign the briefing memo indicating that they have read and fully understood the contents of the briefing memorandum.
 2. When the officer or employee does not fully understand the briefing memo, it is that individual's responsibility to clarify its contents with their immediate

¹⁷ CALEA Std.: 12.2.1 (c)

supervisor.

3. It is the responsibility of all superior officers to ensure that when a briefing memo is issued which effects members of the department who are under their command to see that each of those individuals are properly briefed on the contents of the memo, and if required, the memo is properly executed.

B. Briefing Memorandum Numbering System: Briefing Memos use a temporal numbering system. The first two digits represent the year in which the Briefing Memo was issued, followed by the sequential number during that given year.

1. All Briefing Memos are pre-numbered by the Police Commissioner.
2. A controlled number of blank pre-numbered Briefing Memos are maintained in a digital format.
3. When a Briefing Memo is about to be issued, it is the responsibility of the issuing officer to ensure that an appropriately numbered Briefing Memo is being utilized.

C. Maintenance of Briefing Memoranda: Briefing Memos are to be maintained at the Division Commanders and at the Emergency Communications Department.

1. It is the responsibility of each Shift Commander to see that the Briefing Memos are kept in proper order, with the most current Briefing Memo as the first sheet on the clipboard, and the remaining Briefing Memos should be in descending order.

IX. TRAINING MEMO:

A. Issuance of Training Memoranda: Training Memoranda are to be issued by the Training/Certification Unit. All Training Memoranda shall be under the cover of the form designed for that purpose.

1. Whenever a training memo is issued, those members of the department to whom it is directed are required to participate in the training exercise. Once they have completed the training exercise they may be required to demonstrate their skills, knowledge, and/or abilities that they derived from the training exercise. The officer or employee will be required to sign the training memo indicating they have participated in the training exercise and understand the material that was presented to them.

2. When the officer or employee does not fully understand the training exercise, it is that individual's responsibility to clarify its contents with their immediate supervisor.
3. It is the responsibility of all supervisory officers to ensure that when a training memo is issued which affects members of the department who are under their command to see that each of those individuals participate in the training exercise.
4. Further, it is also the responsibility of the supervisor to ensure that the officers or employees under their command have a good understanding of the training material. Once this is accomplished, the supervisor is to place his/her initials next to the officer's/ employee's signature on the training memo indicating that this was accomplished to his satisfaction.
5. Those officers or employees who do not demonstrate a sufficient degree of knowledge or understanding of the training material will receive additional training until the supervisor is satisfied with that individual's level of proficiency or level of understanding.

B. Training Memorandum Numbering System: Training Memorandum uses a temporal numbering system. The first two digits of a Training Memorandum reflect the year that the memo was issued, followed by the sequential number reflecting the order when a memo was issued.

1. It is the responsibility of the department's Training Officer to assign the appropriate number to each training memo that is issued.

C. Maintenance of Training Memoranda: Once all affected personnel have read and signed the Training Memo it is to be returned to the department's Training/Certification Unit. It is the responsibility of the commanding officer of the Training/Certification Unit to keep all Training Memoranda on file.

X. STAFF REVIEW OF PROPOSED CHANGES TO WRITTEN DIRECTIVES:¹⁸

A. Review Procedures: At the direction of the Police Commissioner Chief a staff officer(s) and other designated personnel may be assigned specific portions of the Policies and Procedures Manual or Operational Manuals. This assignment may

¹⁸ CALEA Std.: 12.2.1 (i)

be for the purposes of reviewing newly proposed procedures, for ensuring continued compliance with applicable laws, legal or judicial mandates, and directives issued by an outside authority or for other reasons.

B. Review Assignments: The assignment(s) will be based upon an officer's specific areas of responsibilities, duties, assignments, and/or areas of expertise. The Police Commissioner will make all such assignments.

1. It is the responsibility of each officer to thoroughly review those sections he/she has been assigned, and to return a report, along with any noted revisions to the Police Commissioner, through the appropriate chain of command. Any recommendations for revisions or areas requiring revision due to changes in the law, judicial mandates (directives), or other acceptable police practices should be so noted as to reason for the change.
2. The report submitted by the reviewing officer will indicate that he conducted the review of the material he had been assigned. He/she will note any deficiencies or revisions he feels may be necessary and include any supporting documentation, if appropriate.
3. All completed revisions are to be returned to the Office of the Police Commissioner by no later than the dead-line date specified for the project.
4. Officers assigned to conduct a review may assign sections to be reviewed by personnel under their command for additional input.
5. Once submitted to the Office of the Police Commissioner for review, all recommendations and proposed changes will be submitted to the Police Commissioner for his/her final approval.

NOTE: Proposed revisions in the department's Rules and Regulations, Policies and Procedures, or appropriate Operational Manuals may also be discussed at agency staff meetings at the direction of the Police Commissioner.

C. Submission of Proposed Revisions: It is the duty and responsibility of all personnel to notify the Office of the Police Commissioner, through the appropriate chain of command, of any rule, regulation, policy, procedure, or guideline that may require adoption, revision, cancellation or update.

XI. INDEXING, PURGING, UPDATING AND REVISING DIRECTIVES:¹⁹

- A. Responsibility:** The Commanding Officer of the Training/Certification Unit has been assigned the responsibility of indexing, updating, purging and revising agency written directives, as necessary, to include the following duties and responsibilities:
1. Review existing agency directives to ensure all proposed modifications/additions are incorporated into agency manuals in an appropriate numeric location.
 2. Ensure that all approved revisions, modifications, or newly issued directives are placed into the departmental manuals upon the promulgation of a General Order introducing the revision, etc.
 3. Insure that all sections of a written directive that have been deleted/purged are removed from departmental manuals upon the promulgation of a General Order announcing the deletion.
 4. Ensure all superseded written directives are to be archived in the records storage. They will be filed in order of the most current and arranged in sequence of topical area.

¹⁹ CALEA Std.: 12.2.1 (e)