



The Aberdeen Police Department Policies & Procedures Manual Chapter Content



Chapter 03 Internal Communications *Click on Section*

Section 01 Written Communications

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The Aberdeen Police Department Policies & Procedures Manual



Chapter 03 Internal Communications
Section 01 Written Communications
CALEA 11.4.1, 11.4.3 12.1.4, 12.2.1h, 26.1.8, 22.1.9e, 22.1.2e

GO 24-027, 11/12/2024
Supersedes GO 19-035

A. Policy

1. The Chief of Police encourages and supports the exchange of information among all APD functions and personnel for coordinating activities. (12.1.4)
2. Procedures are established for communication, coordination, and cooperation among all agency functions and personnel. (12.2.1h)

B. Access to Policies & Procedures

1. Policies & Procedures are kept electronically in:
 - a. PowerDMS;
 - b. SharePoint; and
 - c. P: Drive
2. Employees may access the policies and print hard copies.
3. The Chief of Police or a designee shall ensure that all employees of the Department receive access to the *Policies & Procedures Manual*.
4. New employees shall acknowledge their electronic access to the *Policies & Procedures Manual* by signing Form #51.
 - a. A signed copy will be placed in the employee's personnel file, and
 - b. A copy will be given to the employee.

C. General Order

1. General Orders are issued to all APD personnel by the Chief of Police or the Chief's designee to adopt, revise, or amend a policy and/or procedure in the *APD Policies and Procedures Manual*.
2. A General Order supersedes previous General Orders and policies in conflict.

D. Special Orders

1. A Special Order is issued to Department personnel by the Chief of Police or designee to announce a temporary change in policy or procedure or a new policy or procedure.
 - a. Special orders are either self-terminating or are terminated by the Chief of Police.
2. The record copy of all Special Orders shall be maintained by the Sr. Administrative Specialist.

E. Personnel Orders

1. A Personnel Orders are issued to Department personnel by the Chief of Police or designee to announce changes in status or locations of sworn and non-sworn employees.
 - a. New Hires;
 - b. Employee Transfers for assignments over 30 days:
 - 1) From Division to Division;
 - 2) From squad to squad;
 - 3) From section to section; and



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- 4) Other internal transfers;
 - c. Promotion or demotion of personnel:
 - 1) Completed Probation, Promoted to Police Officer First Class;
 - 2) Promotion in rank or position;
 - 3) Demotion;
 - 4) Non-sworn position change (promotion or lateral move);
 - d. Extended leave or other absence from work:
 - 1) Medical Leave;
 - 2) FMLA;
 - 3) Suspension;
 - e. Suspension of police authority.
 - f. Leaving the Department
 - 1) Resignation;
 - 2) Retirement;
 - 3) Termination;
 - g. Employee officially returning to work after an extended absence.
(26.1.8)(22.1.9e)(22.1.2e)
 - h. Appointment to Ancillary Positions or Committees:
 - 1) Committee Chair;
 - 2) Committee Member;
 - 3) Other Ancillary Positions.
 - i. Appointment to Specialized positions
 - 1) Example, Bike Patrol Supervisor;
 - 2) Bike Patrol Officer.
 - j. Other changes or events that affect APD personnel.
2. Personnel Orders are filed in the affected employees' personnel files.

F. Procedures for Personnel Orders

1. Requests
 - a. Commanders may submit through email requests for personnel orders through the chain of command to the Chief, copying the Sr. Administrative Assistant.
 - b. The Accreditation Manager, upon notification of a promotion, or other notable activity concerning a Department employee, may email a request for a Personnel Order to the Chief, copying the Sr. Administrative Assistant.
 - c. The Chief or a designee shall notify the Sr. Administrative Assistant to produce each Order.



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2. Producing the Order

- a. The Sr. Administrative Assistant shall produce the Orders and submit them to the Chief of Police or designee to approve and sign.

G. Memorandum (Form 37)

1. Memoranda are hard-copy documents that require approvals through the chain of command with the appropriate endorsement at each supervisory/administrative level.
2. Memoranda may be written by all APD personnel, and are used to:
 - a. Report an incident;
 - b. Document an incident;
 - c. Describe an incident;
 - d. Convey APD business;
 - e. Submit a suggestion;
 - f. Submit a request; and
 - g. Convey other information relevant to the operations of the Department.

H. E-Mail

1. E-mails to designated personnel may be used for the following purposes, but are not limited to these purposes:
 - a. Conveying informal or formal communications with another department or agency;
 - b. Issuing direct orders;
 - c. Documenting a verbal order given to a subordinate;
 - d. Announcing event schedules;
 - e. Establishing procedures;
 - f. Conveying APD business;
 - g. Submitting suggestions; and
 - h. Submitting requests.

I. Reports and Activities

1. Monthly Staff Meeting Reports, Weekly Intelligence Reports, and Emailed Alert Reports are systems that facilitate communication and exchange of information between CIS and Patrol officers, and among other Department personnel.
2. Monthly Staff Meeting Reports are written by patrol supervisors and are reviewed at the meeting by Command Staff, Supervisors, and other managers. These written reports include:
 - a. LEAP (Law Enforcement Action Program) reports describing patrol officers' activities;
 - b. CIS reports describing CIS detectives' activities; and
 - c. CIS Intelligence reports.



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3. Weekly Intelligence reports are written by the CIS Supervisor and Sr. Administrative Specialist, are emailed to all Department Personnel, and are presented at monthly staff meetings.
4. Emailed Alerts are written by officers and detectives and are emailed to all Department personnel to request information or disseminate information.
5. Periodic analyses, audits, inspections, reports, reviews, and other required activities are written or performed by designated personnel to keep the Chief of Police, Command Staff, and Department Personnel up-to-date with the requirements of keeping the Police Department's mission and goals successful.

J. Administrative Reports

1. Designated personnel are responsible to submit administrative and other reports to the Chief of Police or other designated officers and managers to record and verify operational activities of the Department.
2. Administrative Reports may include, but are not limited to: (11.4.1a)
 - a. After Action;
 - b. Annual All Hazard Training;
 - c. Annual Analysis of Grievances;
 - d. Annual Motor Vehicle Accident Analysis;
 - e. Bias Policing Review;
 - f. Budget Requests;
 - g. Cash/Fund Accounts;
 - h. Community Involvement;
 - i. Complaints;
 - j. Disciplinary Matters;
 - k. Motor Vehicle Accident Analysis;
 - l. Survey of Citizen Attitudes;
 - m. Update Written Goals and Objectives;
 - n. Use of Force Reports and Analyses; and
 - o. Workload Assessments.
3. The Accreditation Manager and Sr. Administrative Specialist are responsible to maintain appropriate listings of administrative reports and other required reports and activities, and to send reminders, as needed, to submit certain reports. (11.4.1a)
4. The listings of administrative reports shall include:
 - a. Members responsible for producing the reports; (11.4.1b)
 - b. Purpose of the reports; (11.4.1c)
 - c. Frequency of the reports; and (11.4.1d)



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- d. Distribution list for each of the reports. (11.4.1e)
- 5. The Accreditation Manager shall maintain a system to ensure that Administrative Reports and activities required by the Chief of Police, Department policy, and/or applicable accreditation standards are regularly produced and submitted: (11.4.3)
 - a. Notify affected Department personnel to prepare and submit periodic analyses, audits, inspections, reports, reviews, and other required activities as due dates approach; and
 - b. Follow up to ensure:
 - 1) Notifications were received;
 - 2) Reports and activities were completed and appropriately submitted; and
 - 3) Copies of fully executed documents and documented activities were collected for accreditation proofs of compliance.



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GO 19-035, 08/15/2019
Supersedes Original Policy

A. Policy

1. The *Aberdeen Police Policies & Procedures Manual* and General Orders (GO's) shall be maintained and managed through the software system of PowerDMS, which can be accessed through the internet.
2. General Orders, which announce changes in policies, shall be distributed through PowerDMS.

B. Revisions and New Policies Processing

1. The Chapters and Sections in this *Policies & Procedures Manual* shall be updated regularly as laws, activities, and procedures change.
2. Department personnel shall notify the Accreditation Manager as procedures change or as a need for a new policy arises.
3. The Accreditation Manager shall amend or revise policies, and write new policies as required.
4. The Accreditation Manager shall:
 - a. Submit revisions and new policies to affected personnel who shall be responsible to review and edit the policies and procedures;
 - b. Prepare final revisions and new policies for the Chief's approvals;
 - c. Submit designated, approved policies to the Department's attorney for final review and editing; and, after receiving the attorney's approval,
 - d. Submit a "Request for GO" to the Sr. Administrative Specialist.
5. The Sr. Administrative Specialist shall:
 - a. Prepare the GO for the Chief of Police to approve and sign.
6. General Orders documents shall consist of:
 - a. A cover page announcing the changes approved by the Chief of Police; and
 - b. The attached policy with new texts highlighted in yellow; and deleted texts in red crossed-out lettering.

C. General Orders Distribution

1. The Sr. Administrative Specialist or Accreditation Manager shall immediately publish the approved GO by uploading the signed documents to PowerDMS.
 - a. As GO's are issued and uploaded, PowerDMS will notify all Department personnel via email to open PowerDMS and read the GO.



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D. PowerDMS

1. Department personnel will receive emails from: alertservice@powerdms.com.
 - a. The subject line will read: **Items That Need Attention.**
2. Personnel shall open the email and click on the link that takes the employee to the PowerDMS log in page.
3. The Employee shall sign in with the Employee's regular user name and any password.
4. The top of the PowerDMS page will show:



- a. The Employee shall click on the Inbox to open the documents.
5. Employees may use the drop-down list on the left to access the *Policies & Procedures Manual* and General Orders.

E. General Orders Received by Department Personnel

1. Upon receipt of each GO, all employees shall:
 - a. Read and be familiar with the changes or new policy; and
 - b. Electronically acknowledge that they read and understand each General Order.

F. The Manual

1. The Accreditation Manager shall upload the newly revised policy to the *Policies & Procedures Manual* in:
 - a. PowerDMS;
 - b. SharePoint; and
 - c. The P: drive.