

## Departmental Directive

### 204.1 PURPOSE AND SCOPE

Discretionary MODIFIED

Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Departmental Directives will immediately modify or change and supersede sections of this manual to which they pertain.

#### 204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Discretionary MODIFIED

Departmental Directives may be recommended by staff and incorporated into the manual upon approval of the Chief of Police. Departmental Directives modify existing policies or create a new policy as appropriate and are rescinded when incorporated into the manual.

All existing Departmental Directives have been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 07-01.

Chief's directive orders that are event or issue specific shall contain a definite effective until date and not be incorporated into any subsequent revisions of the IPD Policy unless designated as so by the Chief of policy at which point specific updates shall be made available to all.

### 204.2 RESPONSIBILITIES

Best Practice

#### 204.2.1 STAFF

Best Practice MODIFIED

The Chiefs' designee shall review and make revisions of the Policy Manual per the order of the Chief or legislative mandate, which will incorporate changes originally made by a Departmental Directive.

#### 204.2.2 CHIEF OF POLICE

Best Practice MODIFIED

The Chief of Police shall issue all Departmental Directives.

### 204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

Best Practice MODIFIED

# Indio Police Department

Indio PD Policy Manual

## *Departmental Directive*

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All employees shall read and obtain any necessary clarification of all Departmental Directives. All employees shall acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Unit Supervisor.