

WOLFEBORO POLICE DEPARTMENT

SOP 1.4

Date Issued: 12/27/2019

Review Date: 02/24/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

STANDARD OPERATIONAL PROCEDURE EXPLANATION

Policy

The Wolfeboro Police Department (WPD) uses its SOP to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The SOP system shall permit rapid access to individual policies, procedures, rules, and regulations.

Purpose

This directive establishes the SOP system of the Wolfeboro Police Department (WPD) and provides administrative support for that system. Written directives document the mission, values, goals, objectives, policies, and procedures of the department. The system provides for the indexing, purging, updating, and revising of directives.

This directive will cover the following:

- Authority
- General Orders
- Training Orders
- Review Procedures
- Publications
- Special Orders
- Memos-Emails
- Distribution

Authority

The Chief of Police is responsible for the department's SOP system. This responsibility includes the authority to issue, modify, and approve all special orders, and manuals

Training Memos can be issued by the Chief's designee.

Written Memos, E-mail Memos can be issued by Supervisors.

Written directives shall not conflict with Town ordinances, state law, federal law, or accreditation standards. Written directives shall not conflict with the policies and procedures of the issuing authority's chain of command.

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Disclaimer

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Publications

The following are the written directives of the Wolfeboro Police Department

<i>SOP's</i>	<p>Issued by the Chief of Police Contains policies, outlining constraints and expectations of duties General distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> • Divided into chapters by categories • Orders in numerical order • Issue date • Review date • Each page numbered and, contains the SOP's number and title at the top left corner.
Special Orders	<p>Issued by the Chief of Police Temporary Directive General Distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> • Subject • Series (year & issued by number) • Issue date • Expiration date • Each page numbered and, contains the Special Order number and title at the top left corner
Training Memos	<p>Issued by the Chief or his designee Containing Training & informational Material General or limited distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> • Subject • Series (year & number) • Effective date • Each page numbered and, contains the Training Memo number and title at the top left corner
Dept. Memos, E-mail,	<p>Issued by the supervisor or designee Containing material and directives for personnel to conform with departmental orders, information or direction dealing with day to day activities general or limited distribution</p>
Manuals	<p>Issued by the Chief Containing material dealing with operations and training and supplementing the SOP's (i.e.: FTO program, Dispatcher</p>

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	Manual, etc.) Includes manuals utilized by this agency for performing specific jobs (AG's Manual, NHPS & TC Manuals, etc.) General or limited distribution.
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Coordination of Implementation

Allow adequate time between the distribution date and the effective date for training on the new or revised directive and for any related procedural changes, printing, equipment purchases, etc.

The Chief of Police may classify a directive as confidential and limit its distribution to those with a right to know. Only the Chief of Police may designate a directive as confidential.

Written Directive Review

Written directives that are in effect may be reviewed at any time; however, one review every four years is mandatory. The originator shall review every written directive and its associated forms. This review determines the need for revision, cancellation, or incorporation into another directive.

Review Process

Written directives should be prepared and revised in consultation with those inside and outside the department who shall be affected by them. At a minimum, the issuing authority's direct subordinates should review proposed directives. If a new policy or procedure may require training, the Training Section shall be included in the review process. The person who prepares or revises the directive shall attempt to resolve any disagreements or reservations that arise during the review process.

Use of force and other major issues will be reviewed yearly.

The training officer maintains the originals of all training materials, associated revision notices, as well as acting as the permanent storage repository for all cancelled training materials.

This is an administrative process and an outdated review date does not invalidate an order.

Memos & E-mail

Issued on departmental forms to provide direction and information.

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Distribution

To employees of the department.
Required to acknowledge receipt and review of the orders.
It is each person's responsibility to maintain and update as needed.
Master copies will be maintained within IMC/Central Square.

Revisions

Revisions will be distributed to all members of the dept.
The affected page or entire order will be replaced
Revised pages or orders will have the date reissued at the
top left-hand corner of the first page, only.

Responsibilities

Position	Shall
Chief of Police	Issue, modify and approve all directives Review annually or biannually required orders
Designated members	Issue memos, e-mails & training memos
Executive Administrative Assistant.	Maintains file of orders previously issued by category and date in effect as well as forms of who received them.

Reports

Order Distribution Form	Issued and returned by each member Acknowledges receipt & understanding
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