Departmental Directive

204.1 PURPOSE AND SCOPE
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
(a) Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

(b) All existing Departmental Directives and applicable Chief's Operational Orders and Chief's Bulletins have now been incorporated in the updated Policy Manual.

(c) 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, 11-01 signifies the first Departmental Directive for the year 2011.

(d) Chief's Operational Orders and Bulletins that are event or issue-specific shall contain a definite 'effective until' date and not be incorporated into any subsequent revisions of the PPD Policy or Procedure Manuals.

204.2 RESPONSIBILITIES
Subsequent to the issuing of a Directive from the Chief of Police the Policy or Procedure Manual will be amended to incorporate the Directive in the next semi-annual update by the Lexipol Manager.

204.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

204.2.2 CHIEF OF POLICE
The Chief of Police shall issue all Departmental Directives.