

# Departmental Directives

## **201.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for issuing Departmental Directives.

## **201.2 POLICY**

Departmental Directives will be used to modify policies of the Missoula Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and other alternatives should be considered before a Departmental Directive is issued.

## **201.3 PROTOCOL**

Departmental Directives will be incorporated into the Policy Manual, as required, upon approval. Departmental Directives will modify existing policies or create a new policy as appropriate and may be incorporated into the manual.

The Administration Division Captain or the authorized designee should ensure that all Departmental Directives are disseminated appropriately. Departmental Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Departmental Directive is rescinded and/or has been formally adopted into the Policy Manual.

## **201.4 ACCEPTANCE OF DIRECTIVES**

All members shall be provided access to the Departmental Directives. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.