


OGDEN CITY POLICE

Office of the Chief

Policy No: 02

Subject Written Communications	Effective Date April 26, 2021
Department Police	Replaces Policy Dated February 2018
Division All Police Personnel	Review Date April 2023
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

Written communications provide information concerning policy changes, specific events and assignments, training, and assist in communication between department employees.

II. POLICY

It is the policy of the Ogden Police Department that written communications will be distributed as appropriate to facilitate department operations.

III. PROCEDURE

A. Administrative Orders

Those orders issued by other departments such as the Mayor, Chief Administrative Officer or City Attorney that have a bearing on our operation or conduct and remain in effect until canceled. They are issued to all personnel.

B. Policy Manual Changes and Additions

Those orders issued to all personnel by the Chief of Police that determine departmental policy. Changes to policy will be approved by the Chief of

Police and finalized by the Chief's Administrative Assistant. The changes and additions will be loaded into First Forward and assigned to employees to read and sign. Changes will be discussed by supervisors with all employees.

C. Special Orders

Those orders issued to all personnel by the Chief of Police that inform the department of a special event and usually contain the policy covering that event. These orders are temporary and effective until the event takes place. Special Orders may be sent via e-mail and expire as specified.

D. Information Bulletins

Those orders that inform the reader of transfers, reminders of present policy, or events already covered by the policy manual and are, therefore, not policy themselves but merely information. These orders are issued to the division commander, lieutenants and sergeants and are to be discussed at briefing and placed on the bulletin boards.

E. Training Bulletins

This form of communication concerns a special subject, in detail, which would enable the reader to improve his work. These should be filed as a reference source until new information is issued canceling out the first bulletin. These bulletins are issued to all officers and may include civilian employees if the subject matter concerns them.

F. Memos

Memos may be written by anyone and may be directed either up or down the chain of command. The memo is used to call particular attention to any subject. It may be concerned with information only, a disciplinary problem, a direction that should be taken, a request for information or any similar communication. Memos may be sent via e-mail and expire as specified. Once a memo has been received or complied with, it expires.

G. Training Manuals, Report Writing Manuals, Procedure Manuals, etc.

The electronic Ogden City Police Department Reference Guide (One Note) contains sections titled Standard Operating Procedures (SOP) and Standard Investigative Procedures (SIP). These sections contain best practices and standardized processes utilized by the members of the Ogden Police Department. The information

contained within the SOP and SIP are to be considered directives from the Office of the Chief of Police.

Other manuals will be distributed as approved by the Chief of Police.