



Indiana University Police Department

Written Directives System

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|--------------------------|-----------|-------------------------|----------|
| Issue Date: | 12/1/2015 | Effective Date: | 5/8/2020 |
| Review Date: | 5/8/2021 | Number of Pages: | 2 |
| Rescinds: | None | | |
| IACLEA Standards: | 1.1.4 | | |

Purpose

The Indiana University Police Department (IUPD) agency has a written directive system that is readily available to all employees that includes, but is not limited to, all policies, rules, regulations, and procedures of the department.

G1.1.4 Written Directive System

Indian University Police Department (IUPD) has a written directive system that is readily available to all employees that includes, but is not limited to, all policies, rules, regulations, and procedures of the department. The written directive system will:

G1.1.4 a Description of the written directive system’s structure and format

All IUPD Orders / Policies will be stored in a digital document management system and be structured to comply with accreditation standards. The format of the orders will follow accreditation standards and be named to mimic the accreditation standard the order applies to. (a) The orders will be divided into chapters and subchapters that follow the accreditation manual.

G1.1.4 b Only those designated by the Superintendent for Public Safety are authorized to modify, revise, or rescind any part of a directive. Authorizations are as follows

Issue / Rescind – Only the Superintendent of Public Safety can sign and issue a written directive in the system. (G1.1.4b)

Modify or Revise - Only those designated by the Superintendent for Public Safety are authorized to modify or revise written directives. (Major for Support Services is currently the only designee) (G1.1.4b).

G1.1.4 c Directives will be indexed, purged, updated, and disseminated as follows

The written directives are stored and indexed to match the accreditation standards. Written directives will only be purged from the system at the direction of the Superintendent of Public Safety. The directives can only be updated after consultation with the Superintendent. Suggested updates can come from any member of the department. Those suggestion are sent through the chain of command to the policy group. All updates will be reviewed by the accreditation liaison team before being sent to the Superintendent. Written directives will be disseminated by each



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member of the organization being notified they have a new directive to read. All active employees have access to the document management system to access to all published directives. (G1.1.4c)

G1.1.4 d Assure the receipt of directives by affected people

All active employees receive an email when directives are published in the document management system. Each employee is responsible for accessing the directive, reading it, then provide a digital signature indicating they have read, understand, and agree to abide by the directive. (G1.1.4d)

G1.1.4 e Process for an annual review of all policies, procedures, and directives

A team designated by the Superintendent will review all written directives at least once per year to ensure consistency with applicable state law and institutional policy. The process will divide the chapters among the team members to ensure 25% of the directives are reviewed each quarter. (G1.1.4e)

Benjamin Hunter (05/8/2020)
Superintendent of Public Safety