**Purpose**

The Indiana University Police Department (IUPD) has a written directive system that is readily available to all employees. The directives consist of general orders, special orders, and training briefs. The purpose of these documents serves as our rules and regulations to the operations of IUPD. Alongside IUPD directives, all Indiana University (IU) policies, rules, and regulations provide guidance as well.

**Description of the system’s structure and format (1.1.4 a)**

All IUPD orders 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. The orders will be divided into chapters and subchapters that follow the accreditation manual. (1.1.4 a)

**Identify who, in addition to the agency’s chief executive officer, is authorized to issue, modify, revise, or rescind any part of the directive system (1.1.4 b)**

- **Issue / Rescind** – Only the Superintendent for Public Safety can sign and issue any general and special orders, and training briefs within the system. (1.1.4 b)

- **Modify or Revise** – Only those designated by the Superintendent for Public Safety and Deputy Superintendent for Public Safety are authorized to modify or revise general orders and special orders. (1.1.4 b)

**Identify procedures for indexing, purging, updating, and disseminating general and special orders. (1.1.4 c)**

General and special orders are stored and indexed to match the accreditation standards. General orders and special orders will only be purged from the system at the direction of the Superintendent of Public Safety. The orders can only be updated after consultation with the Superintendent. Suggested updates can come from any member of the department. Those suggestions 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. General orders and special orders will be disseminated by each member of the organization being notified they have a new or revised order(s) to read. All active employees have access to the document management system to access all published general and special orders. (1.1.4 c)

**Assure the receipt of orders by affected personnel (1.1.4 d)**

All active employees receive an email when general and special orders are published in the document management system. Each employee is responsible for accessing the general and
special orders, reading it, then providing a digital signature indicating they have read, understand, and agree to abide by all IUPD orders. (1.1.4 d)

**Outline the process for an annual review of all general and special orders, and procedures. (1.1.4 e)**

A team designated by the Superintendent will review all general and special orders 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 general orders and special orders are reviewed each quarter. (1.1.4 e)

**Related Information**

None

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Benjamin Hunter (07/30/2021)
Superintendent of Public Safety