



POLICE DEPARTMENT

**WRITTEN DIRECTIVE
SYSTEM**

**ADMINISTRATIVE
PROCEDURE #202**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard Jr.
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Policy Statement

The Johns Hopkins Police Department (JHPD) Written Directive System, or the JHPD Manual, is a unit-specific office manual that includes JHPD-specific policies and standard operating procedures, providing police personnel with a clear understanding of the constraints and expectations relating to the performance of their duties under the law. This Directive describes the format, development, and process for distribution and maintenance of JHPD written directives and the Written Directive System.

Who Is Governed by This Policy

All personnel, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD, are governed by this Directive.

Purpose

The purpose of the Written Directive System is to provide guidance to JHPD personnel. Written directives of various types are issued by the Chief of Police to members of the JHPD to

announce the adoption or revision of policies, procedures, rules, and regulations that govern either a specified period of time or the indefinite future of the JHPD.

Definitions

Employee:	All nonsworn, civilian, paid staff of the JHPD, including administrative personnel, police cadets, and paid interns.
Johns Hopkins:	For purposes of the JHPD Written Directive System, “Johns Hopkins” includes both JHU and the Johns Hopkins Health System Corporation.
Johns Hopkins University (JHU):	For purposes of the JHPD Written Directive System, “Johns Hopkins University” or “JHU” refers narrowly to the Johns Hopkins University, including all its divisions, institutes, centers, and units.
Member:	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
Memorandums:	Official JHPD memorandums that may be used to provide specific instructions as a matter of official event briefings, training, or other administrative matters of a departmentwide, bureau, or other audience.
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Policies:	General statements guiding the organization toward attainment of specific goals.
PowerDMS:	A secure, cloud-based repository to manage written directives across their entire lifecycle.
Procedures:	Specific guidelines to assist in handling a wide range of tasks and desired methods of operation.
Responsible Executive:	The President, any Vice President, any Vice Provost, and any university executive delegated by the President or a Vice President or Vice Provost to have primary responsibility for a university policy. See JHU’s <u>Policy on Policies (GOV001)</u> .
Special Order:	Written directives that may be utilized to temporarily implement, update, and amend a policy or procedure in response to an emerging or rapidly developing issue. Special orders provide specific instructions governing particular situations and may be used to relay information departmentwide or to a particular group or section of personnel.
Unit-Specific Office Manual and/or Standard Operating Procedure:	Any document whose sole purpose is to describe policies and procedures that are exclusively internal to the unit. See JHU’s <u>Policy on Policies (GOV001)</u> .
Volunteer:	All unpaid volunteer personnel, including unpaid interns, auxiliary chaplains, explorers, etc.

Written Directive: Any written document used to guide or affect the performance or conduct of JHPD members. The term includes but is not necessarily limited to policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

Policy

The Chief of Police, if not serving in a dual capacity, under the authority of the Vice President for Public Safety, the executive responsible for the University Public Safety function as defined in JHU's Policy on Policies (GOV001), has the delegated authority to revise, rescind, or issue the contents of the JHPD Written Directive System. If serving in a dual capacity, the Chief of Police derives their authority from their dual capacity as Vice President for Public Safety and Chief of Police.

Procedures

I. **Authority to Issue Written Directives** (Commission on Accreditation for Law Enforcement Agencies (CALEA) 12.2.1.c)

- A. The Chief of Police shall issue, revise, or rescind the contents of the JHPD Written Directive System as needed.
- B. If authorized or directed by the Chief of Police, a Deputy Chief of Police may issue written directives. Such written directives will be issued with the Chief's authority.

II. **Written Directive System** (CALEA 12.2.1.d)

- A. All members are issued a username and password that allow electronic access to the JHPD Written Directive System using the PowerDMS document management system. Written directives are organized in the following topical areas and assigned a range of numbers as follows:
 - 100 Conduct & Responsibility
 - 200 Administrative Procedures
 - 300 Personnel Procedures
 - 400 Operational Procedures
- B. **Conduct & Responsibility** (CALEA 1.1.2, 12.2.1.g, 26.1.3)

The directives in this section of the JHPD Manual guide members' ethics, values, conduct, and behaviors during the performance of official duties. The Rules of Conduct included in the Conduct & Responsibility section of the JHPD Manual apply to situations in which no deviation is permitted. Rules are inflexible and apply equally to all members.

C. Administrative, Personnel & Operational Procedures (CALEA 12.2.1.f, 12.2.1.h)

The directives in these sections of the JHPD Manual are considered general orders and contain policy statements and procedures established by the Chief of Police to operate effectively and carry out specific tasks and desired methods of operation.

D. Special Orders (CALEA 12.2.1.e)

- Special orders are numbered with the first two digits reflecting the current year, followed by the sequential number in which a particular special order has been issued for that particular year.
- Numbers are assigned and maintained by the Senior Director for Policy, Training, and Accreditation.
- Special orders will be placed in the JHPD Manual adjacent to the related written directive.
- Special orders may be self-canceling or remain in effect until incorporated into and canceled by another JHPD directive or when integrated with a directive.
- Special orders may be utilized for interim implementation of policy and procedural changes in response to a matter that would not permit completion of the entire development process outlined in Section V of this Directive.

E. Memorandums

- A commander or supervisor may issue memorandums to members under their supervision pertaining to the operation of a bureau, section, or team.
- A copy of the memorandum will be forwarded through the chain of command to the Chief of Police and Accreditation Manager, with a copy maintained by the appropriate section or Special Operational Procedure Manual. (CALEA 12.2.1.c)

III. Format of Written Directives

- A.** Each written directive is assigned a subject number and filed in the manual corresponding to the subject heading. Memorandums will indicate association with a current written directive. (CALEA 12.2.2.b)
- B.** Each written directive will have an effective date showing the date of the Police Chief's signature. All changes are tracked in PowerDMS and are also shown in *bold italic* type.

- C. Within the narratives, headings, and statements of certain written directives, there will be notations such as (CALEA 12.2.1.c). This number and letter sequence references a standard set by the Commission on Accreditation for Law Enforcement Agencies. All accreditation references will be in 10-point font.
- D. Within the narratives, headings, and statements of the written directives, the Annotated Code of Maryland (the compilation of the statutes of Maryland, organized by subject—e.g., Criminal Law Article, Family Law Article—and section) will be referred to as MD Code, followed by the subject and section number (e.g., MD Code, Criminal Law, § 4-203).

IV. Terminology Limiting Discretion

- A. **Judgmental:** The word “may” is used to convey the utmost discretion to employees. “May” indicates that officers should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values, and the general guidance provided in statements of agency policy.
- B. **Discouraging:** The terms “should” and “should not” are used to convey the JHPD’s desire for employee actions across many circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in some circumstances. Where directives contain “should” or “should not” language, employees are authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.
- C. **Restrictive or Prohibitive:** The terms “shall,” “shall not,” “will,” and “will not” impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by employees cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in policies, procedures, and rules.
- D. **Not Exhaustive:** The term “including” is used to indicate that the list following the phrase is not exhaustive and that other items not specifically mentioned are also included.

V. Development of Written Directives (CALEA 12.2.1.c, 12.2.1.e)

While all written directives are issued under the authority of the Chief of Police, most are researched, drafted, and submitted by the Senior Policy, Accreditation, and Training Director for Public Safety and Public Safety policy writers, in collaboration with the Associate General Counsel for Public Safety. The Chief of Police is responsible for the

promulgation of all written directives. The following procedures govern the submission, review, and updating of written directives.

A. New or Updated Written Directives/Operational Procedures (CALEA 12.2.1.i)

Before submission to the Chief of Police, drafts of new written directives are staffed to the appropriate JHPD sections, personnel, or Johns Hopkins partners having subject-matter expertise or responsibility for review and input.

- **Suggested Changes or Revisions:** Members may submit suggested changes or revisions to existing written directives or rules of conduct.
 - Suggested changes are forwarded through the chain of command to the Senior Director for Policy, Training, and Accreditation. Drafts of any changes will be staffed to internal and external stakeholders for input before submission to the Chief of Police.
 - All suggestions for changes or new written directives should be discussed with the Chief of Police prior to drafting to ensure continuity and proper use of resources.
- The Chief of Police will be presented with updated draft written directives for review of the new written directives or proposed revisions and make initial edits in advance of sharing with the Vice President for Public Safety and Johns Hopkins leadership team.
 - The Vice President for Public Safety or Johns Hopkins leadership team may request that specific written directives be presented to the President's Senior Planning Group before advancing the directive in the development process.
- All newly drafted directives and updates to existing directives resulting in material changes to any written directives will be shared with the Johns Hopkins University Police Accountability Board (JH Accountability Board) for review and input prior to the posting of draft policies for 30-day public review and comment.
 - The Vice President for Public Safety must respond to recommendations by the JH Accountability Board within 120 days of receipt.
- **30-Day Public Posting:** Updated draft directives will be posted for community review and comment on the Johns Hopkins Public Safety (JHPS) website's JHPD Policy Feedback Page for a 30-day review and comment period.

B. Final Approval: Following approval by the Chief of Police, all finalized written directives will be posted on the JHPS website and shared with the

JH Accountability Board. A policy manual comprising all adopted written directives will be located on the JHPS website.

C. Periodic Review (CALEA 12.2.1.e)

- Upon ratification of a new or updated Memorandum of Understanding or agreement, the Senior Director for Policy, Training, and Accreditation will direct the review and amend all written directives as necessary to coincide with the terms of the new agreement, with approval from the Chief of Police. (CALEA 24.1.2.b)
- Commanders and supervisory personnel shall periodically review all written directives in their area of responsibility and forward any proposed changes or corrections to the Senior Director for Policy, Training, and Accreditation to help ensure each directive reflects current process and practice.
 - All changes to written directives require the approval of the Chief of Police.
 - Material changes to written directives will require a 30-day public posting for community review and comment.

D. Special Orders/Memorandums

Draft memorandums will be forwarded through the chain of command to the Deputy Chief for review and staffing before submission to the Chief of Police.

VI. Distribution of Written Directives

- A.** Electronic access to the JHPD written directives is issued through PowerDMS to all members of the JHPD upon hire and revision. (CALEA 12.2.2.a, b)
- B.** The JHPD Manual within PowerDMS includes the current version of all sections within the manual: Conduct & Responsibility, Administrative, Personnel, Operational, Traffic, Investigative, Field Reporting, and Special Operations directives. Access is available through most devices with internet access.
- Hard copies of the JHPD Manual are also placed in high-use areas of the JHPD. (CALEA 12.2.2.b)
- C.** Members are responsible for reviewing and remaining knowledgeable on all written directives, special orders, or memorandums that are assigned to them in PowerDMS, are emailed, and/or are posted on JHPD bulletin boards and white boards or other conspicuous places throughout the facility.

VII. Maintaining Written Directives

- A. The JHPD Manual and issued directives are considered JHPD equipment. All members will sign for written directives when issued and will read, become familiar with, and act in accordance with all written directives.
- B. Members' receipt of JHPD written directives will be documented by electronic signature within PowerDMS. The Senior Director for Policy, Training, and Accreditation, assisted by the Accreditation Manager, will utilize the audit functions within PowerDMS to ensure members with authorized access sign for initial and updated policies as they are distributed. (CALEA 12.2.2.c)

VIII. Special Operational Procedure Manuals (CALEA 12.2.1.d)

- A. Some tasks performed by certain sections or units require lengthy explanations not suitable for inclusion in the JHPD Manual. Therefore, Special Operational Procedure Manuals may be developed, located in, and maintained by JHPD sections, as necessary.
 - Depending on the task, a Special Operational Procedure Manual may be issued to specific members through PowerDMS.
 - All unit-specific Special Operational Procedure Manuals shall be reviewed in accordance with the procedures set forth in this Directive before issuance.
- B. Special Operational Procedure Manuals are JHPD equipment.

IX. Indexing (CALEA 12.2.1.e)

Policies and special orders within PowerDMS are tagged with keywords to provide easy search functions and navigation to specific policies.

Policy Enforcement

Enforcement	JHPD managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Office of the Vice President for Public Safety.

Related Resources

University Policies and Documents
Policy on Policies (GOV001)

External Documentation
Police Department Forms and Systems
https://powerdms.com/ui/login

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu