

## SCRANTON POLICE DEPARTMENT POLICY

*Effective Date:*  
**March 9, 2020**

*Policy Number:*  
**16-021**

*Policy Subject:*  
**Written Directives**

*Expiration Date:*  
**Until Amended or Rescinded**

*No. Pages:*  
**3**

*PLEAC Standards:*  
**1.4.3, 1.4.4**

### **I. PURPOSE**

The purpose of this policy is to establish a standard and format for written policies and memoranda in the Scranton Police Department and to provide for proper preparation, indexing and distribution so that all personnel concerned are kept informed of new and revised policies and procedures.

### **II. POLICY**

It is the policy of the Scranton Police Department to achieve effective direction, coordination and control of all personnel and operations through effective policies. All personnel shall comply with the directives and information contained in the policies and memoranda.

### **III. MISSION AND VISION STATEMENT**

#### **A. Mission Statement**

The mission of the Scranton Police Department is to protect and preserve life and property; to understand and serve the needs of the Scranton neighborhoods; and to improve the quality of life by maintaining order, recognizing and resolving community problems, and apprehending criminals.

#### **B. Vision Statement**

The Scranton Police Department will strive to excel through innovative leadership, accountability, and a commitment to a high level of service. We are and will continue to be committed to providing the highest level of service

and protection to the City of Scranton. We will continue to succeed at our obligations, due to the professionalism of dedicated officers and civilian personnel, modern proactive policing practices, and enthusiastic community involvement. The Department will remain dedicated to identifying existing and emerging needs and to developing problem-solving solutions to address them.

#### **IV. POLICIES AND DEPARTMENT MEMORANDA**

- A. Policies are issued for the purpose of announcing adoption or revision of policies generally applicable throughout the Department. The following are proper subjects of polices, but not limited to:
  1. Changes in organization.
  2. Installation of programs or procedures.
  3. Personnel policies and procedures including recruiting, hiring, training and promotion.
  4. Use of public facilities and equipment and the expenditure of public funds.
  5. Relationships with other agencies and citizens.
  
- B. Department Memoranda are issued to announce or disseminate policy or procedure with regard to a specific circumstance or event; policy or procedure of a temporary or self-cancelling nature; personnel assignments or transfer of members from one unit to another; or information or instructions which do not warrant a formal policy. The following are proper subjects of memoranda, but not limited to:
  1. Specific instructions to accomplish a specific objective.
  2. Temporary procedures designed to cover a special occurrence or event.
  3. Directives to a specific unit or units which do not influence the operation of others and for which no organizational change is needed.
  4. Court decisions for informational purposes.
  5. Explanatory information for departmental personnel.
  6. To inform employees of actions of other agencies.

#### **V. ISSUING AUTHORITY, DISTRIBUTION AND UNDERSTANDING OF POLICIES AND MEMORANDA**

- A. The Chief of Police has the exclusive authority to issue, modify and approve policies.
- B. The Chief of Police may authorize a designee to issue, modify, and approve memoranda.
- C. Each time a policy or memoranda is issued, it will be posted in PowerDMS.
- D. It is each employee's responsibility to read, sign and fully understand each policy or memoranda applicable to him/her. Questions should be directed to the employee's supervisor.
- E. Documentation acknowledging the reading and understanding of each applicable policy or memoranda will be accomplished via PowerDMS.

## **VI. MAINTENANCE OF POLICIES AND MEMORANDA**

- A. The office of the Chief of Police or his/her designee will be responsible for managing Department policies and memoranda, including preparation, indexing, purging, updating and revising.
- B. Policies will be numbered to conform to accreditation standards. Memoranda will be numbered consecutively with a prefix of the last two digits of the year, i.e. 07-1, 07-2, etc. An index of current polices and memoranda will be maintained on PowerDMS.
- C. All policies and memoranda will be issued in a format approved by the Chief of Police.
- D. The Chief of Police or his/her designee will review, update and/or purge the memoranda as needed.
- E. All policies shall be revised and/or updated following periodic review of their content relevancy or upon notification of the contents that are no longer applicable. This task will be coordinated by the Chief of Police or his/her designee. The review is to determine if policies:
  - 1. Should be rescinded or incorporated into another policy or memoranda.
  - 2. Should be revised or updated.
  - 3. Should be continued in their present form.
  - 4. Continue to be in compliance with the standards set forth by the Pennsylvania Law Enforcement Accreditation Program.
  - 5. A record shall be kept of dates policies where reviewed,

## **VII. PREPARATION OF POLICIES**

- A. All policies will be written to conform to the standards of the Pennsylvania Law Enforcement Accreditation Program.
- B. All policy changes will be reviewed by the Chief of Police and Policy Committee prior to issuance. All memoranda applicable to changes to procedures, rules, or regulations will be reviewed by a designee of the Chief of Police prior to issuance.
- C. Generally supervisors and/or subordinates will give their input on draft policies. There may be instances, however, when policies are issued without such input.

By Order Of:

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Chief Carl R. Graziano  
Superintendent of Police  
Scranton Police Department