
Procedural Manual - Procedural Process

117.1 PURPOSE AND SCOPE

This procedure provides guidelines for development, revision, and/or elimination of Policy and Procedural content for Union City Police Department.

Except where otherwise expressly stated, the procedures created for the Procedural Manual shall be considered guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

117.2 DEFINITIONS

Procedure - Generally considered a standardization of instruction and direction for day-to-day operations. Procedures can be described as “how to” documents that assist in completing tasks. While formatting can differ, procedures are often used as step-by-step guides.

Policy - A system of principles created to guide, direct, and limit actions. The intent of policy is to guide actions to achieve a desired outcome. UCPD Policy commonly identifies the “shall” and/or “shall not” directions and guidance given to members.

Lexipol Master Policy (MP) - Content that is created and distributed by the Lexipol Knowledge Management System (KMS) Company. MP content is base, foundational policy language that is provided to all agencies utilizing the Lexipol KMS software.

Agency Content - Content/language that is created by the agency to provide direction or guidance specific to the needs of the organization. Agency content is not supported by the Lexipol KMS Company.

117.3 POLICY

UCPD utilizes Lexipol Knowledge Management System (KMS) Company for our Policy Manual. Reference UCPD Policy Manual, Policy 106 - Policy Manual for additional information.

117.4 PROCEDURAL PROCESS

UCPD utilizes the Lexipol Knowledge Management System (KMS) Company for our supplemental Procedural Manual.

The procedural process is the organization of information and procedural content specific to UCPD. As a general rule, agency specific procedural content will be housed in the Lexipol Supplemental Procedural Manual.

Program managers, supervisors and employees are responsible for the development, revision and/or elimination of procedural content related to their programs and assignments.

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117.5 RESOURCES

Sample procedural manuals have been placed in a “Procedural Reference Docs” file folder on the PD [REDACTED]

Archived UCPD Training Bulletins, Directives and other reference documents are available to aid in the development of procedural content.

117.6 PERIODIC REVIEW OF THE PROCEDURAL MANUAL

Program managers and supervisors should review procedural content associated with their programs on a regular basis. Minimally, program managers and supervisors should review procedures for accuracy and updates biannually.

117.7 ACCESS TO PROCEDURES/POLICY

KMS software allows members to access to both policy and procedure via the Lexipol KMS application or website.

Lexipol KMS Website: [REDACTED]

iPhone access icon shown below:



117.8 POLICY UPDATES

Lexipol sends out updates for the Policy Manual when changes in law or best practice occur. Master Policy (MP) content in the Policy Manual is the only content that receives updates from Lexipol.

Program managers and supervisors should forward requests to update policy through the chain of command for approval. Upon approval, the updated policy shall be forwarded to the PSU COA so an updated version of the policy can be posted to our department website in compliance with 13650 PC. The PSU COA should work with the appropriate unit commander to ensure all necessary redactions have been made prior to posting the item on our website.

117.9 PROCEDURAL UPDATES

The Procedural Manual is considered all agency content and it is not supported by updates from Lexipol. Program managers, supervisors and employees are responsible for the development, revision and/or elimination of procedural content related to their programs and assignments.

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117.10 HOW TO CREATE A PROCEDURE

Anyone tasked with creating a procedure will be provided with sample language and/or be provided access to reference materials to assist with the project.

Things to **DO** when creating a procedure:

- (a) Procedures should start with a PURPOSE AND SCOPE section.
- (b) If a procedure supports a policy it should have the same number and/or minimally be housed in the same chapter as the corresponding policy.
 - 1. Example, UCPD has Policy 450 – Portable Audio Video Recorders as a POLICY. Any procedures created to support Policy 450 should be numbered as PROCEDURE 450 and/or minimally housed in the same chapter, chapter 4, of the Procedural Manual.
- (c) Procedures should be “how to” step-by-step documents. Procedures should provide enough direction to allow someone to perform a task based on the information outlined in the document.
- (d) Procedures created to support existing policy should NOT have policy language copied over into the supporting procedure. Maintaining duplicate policy language in a procedures is not a best practice and will require both policy and procedure to be updated if changes are made to either policy or procedure.
- (e) Diagrams, flowcharts, screenshots and pictures can all be used during the creation of procedures. The goal is to make procedures easy to understand and to follow as step-by-step guides. Simply describe and attach supporting information or documents if references are desired. The procedural team will complete the final formatting. Sample procedural manuals and adopted procedures can be used as templates to get started, as they have diagrams, flowcharts and pictures for reference.

117.11 SUBMITTING PROCEDURAL DOCUMENTS

Once a procedural document has been created the following four steps should be followed:

- (a) Go to the [REDACTED] drive and open the “**Procedural Reference Docs**”
- (b) Access the “**Procedures READY for REVIEW**” file folder on the PD [REDACTED]
- (c) Create a new file folder to support the draft procedure and multiple documents.
 - 1. File folders should be titled with the name of the procedure and include a procedural number if known or already assigned. A sample “Traffic Stop Procedure – Chapter 5 – Mendez” procedural file folder and traffic stop procedure have been placed in the file folder for reference.

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- (d) Email the procedural team member and advise them the draft procedure has been completed.

Once procedures are reviewed, Lexipol formats and uploads our procedures into the supplemental Procedural Manual. Information on proper formatting can be found in the “Style Guide”.

117.12 ADDITIONAL POLICY VS. PROCEDURE INFORMATION

Additional clarifying policy vs. procedure information was developed by Lexipol and is shown below in section 117.12.1.

117.12.1 LEXIPOL POLICY VS PROCEDURE EXPLANATION

What sets the Lexipol system apart from most traditional manuals is the concise style and straightforward language which results in clear and understandable content. One serious pitfall can be the excessive use of procedural language. For purposes of Lexipol manual development, policy is defined as a set of guiding principles intended to influence decisions and actions. Procedures on the other hand relate to the particular way of doing things. Using your car maintenance as an example it would be your policy to follow the manufacture's schedule and change the oil on your car every 5000 miles. But, how to remove the oil filter, drain plug, etc. would be procedure.

Generally, we discourage putting procedural content in the manuals, particularly if those procedures are covered in some other document typically maintained by the agency, such as training manuals or specific unit procedure manuals. Procedures tend to be very agency specific and would probably need to be added, modified or removed by the agency anyway. We do recognize however, that some procedural language may be inevitable due to regulation or just for added clarity.

