Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

WRITTEN DIRECTIVE SYSTEM

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
01	June 09, 2020	May 16, 2016	All Members

References

IMPP 1.33.5; CFA 3.01M

1 POLICY

A It is the policy of the FWC Division of Law Enforcement to provide guidance to its members through written directives which:

(1) Reflect the requirements of applicable United States and Florida laws, rules and regulations;

(2) Increase accountability to the public and to the Division's members; and

(3) Exemplify best practices in law enforcement.

B It is the policy of the Division of Law Enforcement to publish and distribute written directives electronically.

C It is the policy of the Division of Law Enforcement to post its written directives on the Division's Internet and Intranet sites to facilitate access for members and the public. Directives for **Law Enforcement Use only** shall not be posted to the Internet.

D It is the policy of the Division of Law Enforcement to keep its written directives current by monitoring applicable United States and Florida laws, rules and regulations, best practices in law enforcement, and applicable accreditation standards and implementing the appropriate changes as necessary.

E Written directives take multiple forms in the Division of Law Enforcement, such as:

(1) General Orders (GOs) as collected in the Division's General Orders Manual,

(2) Interim Policy Memoranda (IPMs), which provide an interim directive prior to executing a General Orders.

(3) Law Enforcement Legal Bulletins, which advise members of changes to the law and/ or provide clarification or interpretative assistance. Legal bulletins are prepared by the Division's Legal Advisor in coordination with the Division Director and posted to the Division's intranet site.

(4) Standard Operating Procedures (SOPs).

(5) Division Manuals.

(6) Guidance for Division members may also be communicated by other means, including, but not limited to, letters, memos, video messages, etc.

F The Division's written directives shall, when applicable, contain a statement of Division or Commission policy and/or procedures for carrying out Division activities.

G The Division's written directives are issued pursuant to authority granted to the State of Florida Fish and Wildlife Conservation Commission's Executive Director under the provisions of Chapter 20, Florida Statutes. The authority to determine, issue, modify and approve Division policy has been delegated to the Director of the Division of Law Enforcement.

2 RESPONSIBILITIES

A Division Director

(1) The Director of the Division of Law Enforcement is authorized by the Executive Director of the Florida Fish and Wildlife Conservation Commission (FWC) to issue, modify, and approve administrative and operating policies, procedures, rules and regulations concerning the operation and management of the Division of Law Enforcement through written directives.

(2) The Division Director or designee may delegate the authority to promulgate or amend written directives to appropriate personnel.

B Operational Support Section

(1) Responsibility for the administration of the Division of Law Enforcement's written directives rests with the Law Enforcement Program Administrator supervising the Division's Operational Support Section. The Law Enforcement Program Administrator or designee shall ensure that the General Orders and other written directives are audited, updated and archived periodically as needed to maintain operational accountability and as directed by the Division Director.

(2) The Law Enforcement Program Administrator or designee is responsible for compliance of the Division's written directives with Florida Statutes, the Commission's policies and procedures, the provisions and standards of the Commission for Florida Law Enforcement Accreditation (CFA), and organizational needs of the Division.

(3) The Law Enforcement Program Administrator or designee shall ensure that new or amended written directives are distributed to all members and reviewed in a timely manner.

(4) The Law Enforcement Program Administrator or designee shall coordinate with the Division Training Section to deliver training on new policies and procedures if required by new or amended written directives.

(5) The Division Training Section shall coordinate with the Operational Support Section to identify training needs based on new and/ or revised written directives and to develop lesson plans and training materials as needed.

C Supervisors

(1) All Supervisors are required to proactively communicate policy changes as expressed in the Division's written directives to their subordinates in a timely fashion. This includes, but is not limited to, verbal briefings, email and telephone messages, etc.

(2) Supervisors are encouraged to facilitate access to email and the Division's Electronic Written Directive Management System for members without regular access to an agency-issued computer.

D Members

(1) All members of the Division of Law Enforcement including reserve officers, civilian volunteers, and interns are required to comply with any applicable written directives issued by the Division and the Commission, including any applicable Standard Operating Procedures and/or other Division Manuals.

(2) Members are not required to maintain a hardcopy General Orders Manual, but may choose to do so. If they choose to maintain a hardcopy General Orders Manual they are responsible to maintain its contents up-to-date.

(3) All members are responsible for accessing their Commission-assigned email account (firstname.lastname@myfwc.com) on a regular basis as necessary to meet the requirements, duties and responsibilities of their position, or when directed by a supervisor.

(4) In accordance with FWC IMPP 1.33.5, members are expected to respond to e-mails within five business days. Employees who will not access their agency e-mail account for more than two business days shall enable the e-mail out-of-office response to advise that they are out of the office and their planned return date. The message shall provide the name(s), e-mail address(es) and phone number(s) of other FWC members who may be contacted for immediate assistance.

3 PROCEDURES

A Types of Written Directives

(1) General Orders (GOs)

(a) Each Division General Order shall have a header that includes the following:

(1) FWC Division of Law Enforcement badge logo.

(2) Commission name (Florida Fish and Wildlife Conservation Commission).

(3) Division name (Division of Law Enforcement).

(4) Approving authority (Director, Division of Law Enforcement).

(5) Title: Indicates the subject matter of the General Order.

(6) Chapter: Indicates the General Order chapter number.

(7) Effective Date: Indicates the month, day, and year that the General Order became effective.

(8) Pages: Indicates the total number of pages.

(9) Rescinds/Amends: Indicates the previous effective date and other written directives that were altered or purged, if applicable.

(10) Applicability: Indicates the applicability of the General Order for subgroups of Division members, i.e. all members, sworn members only, etc. Members not identified in the Applicability field are not required to acknowledge or abide by the General Order.

(11) References: Identifies relevant major sources of law, rule or regulation on which the General Order is based. Includes, but is not limited to Florida Statutes, Florida Administrative Code, FWC Internal Management Policies and Procedures (IMPPs), and Commission for Florida Law Enforcement Accreditation (CFA) standards. This section is for informational purposes only, and does not claim to represent all relevant and applicable references.

(b) Following the agency header, there are four major sections in each General Order:

(1) Policy

(a) The Policy Section provides the framework within which more specific guidance, such as procedures and rules, can be developed when necessary. Policy delineates the parameters within which a Division member can and should function.

(b) The Policy Section may contain definitions specific to a General Order.

(2) Responsibilities

(a) The Responsibilities section of a General Order identifies specific responsibilities for specific units and sections within the Division and for some or all members of the Division as required by the written directive.

(3) Procedures

(a) The Procedures section of a General Order details the applicable rules for a written directive and sets forth the exact actions required to achieve the desired policy objectives.

(4) Forms

(a) The Forms section of a General Order separately identifies Commission or Division forms referenced in a General Order. This section serves as a reference source for Division members.

(2) Interim Policy Memoranda (IPMs)

(a) Each Division IPM shall have the following elements:

(1) A header stating **FWC Division of Law Enforcement – Interim Policy Memorandum** and the IPM number in the following format: IPM xx-xx, with the first two digits identifying the calendar year and the second two digits identifying the sequential number of the IPM. For example, IPM 08-03 identifies the IPM as the third issued IPM in calendar year 2008.

(2) Issue date. Unless otherwise specified, IPMs become effective on the date of issue.

(3) A **TO:** line. For example, an IPM may be addressed to all Division members or a subgroup thereof, such as all sworn members, all Duty Officers, etc.

(4) A **FROM:** line. IPMs are usually issued by the Division Director, but may also be issued by the Director's designee.

(5) A **SUBJECT:** line. This clearly identifies the General Order being amended by the IPM

(6) The body of the IPM. Any interim changes to existing policy shall be identified and discussed in the body of the IPM.

(3) Law Enforcement Legal Bulletins

(a) Legal Bulletins are issued by attorneys assigned to the FWC's Legal Office responding to or clarifying a legal issue on behalf of the Division. Legal Bulletins are issued in a format deemed appropriate by the issuing attorney.

(b) Law Enforcement Legal Bulletins are titled, issued, revised, rescinded and kept current by the FWC's Legal Office and/or the issuing attorney on behalf of the Division of Law Enforcement.

(c) Law Enforcement Legal Bulletins may be disseminated through the Division's Electronic Written Directive Management System, or by other means if deemed appropriate by the issuing attorney.

(4) Standard Operating Procedures (SOPs) and other Division Manuals

(a) Each SOP and Division Manual shall have a title or cover page, an issue or revision date, a statement indicating approval for issuance by the Division Director or designee, and a table of contents.

(b) Pages in the Standard Operating Procedures (SOPs) and other Division Manuals are numbered sequentially within each chapter. Page numbers are centered at the bottom of the page. The bottom of the page identifies the manual name and chapter number. The bottom right side of the page identifies the issue or revision date.

(c) Division manuals may contain an introductory letter or foreword from the Director.

(d) If a SOP or Division Manual is **Law Enforcement Use only**, it must be clearly identified as such.

(e) SOPs and other Division Manuals are titled, issued, revised, rescinded and kept current by the issuing Division section, subsection, office or unit.

(f) SOPs and other Division Manuals shall be submitted to the Division Director or designee for final approval prior to issuance, unless waived by the Division Director.

(5) Memos and other Documents

(a) Memoranda other than IPMs shall be issued using the current Memo Form (FWC/DLE-521AR).

(b) Other documents shall be in the format most appropriate to facilitate effective communication within the Division.

B Numbering, Indexing and Searching of Written Directives

(1) General Orders are numbered sequentially starting with General Order 01. The numbers do not assign a value or level of importance to any given General Order, and merely serve as unique identifiers.

(a) IPMs are numbered in accordance with the section on Interim Policy Memoranda given above.

(2) Titles of written directives serve as indexing tools. Titles of General Orders and other written directives shall clearly identify the subject matter addressed by the document.

(3) Since all written directives of the Division are posted on the Division's Internet and/ or Intranet sites, searches by keyword can be conducted using the keyword search function of the software used to access the written directive.

C Amendments and Rescissions – The approval of the Division Director is required to amend or rescind General Orders and other Division written directives.

D Dissemination of Amended/ Rescinded and New General Orders and other Written Directives

(1) The Law Enforcement Program Administrator or designee distributes amended/ rescinded and new General Orders and other written directives as needed throughout the year.

(2) Amended/rescinded and new General Orders and IPMs shall be transmitted electronically to all applicable members via the Division's Electronic Written Directive Management System.

(3) Members have 30 days from the issue date of a written directive to familiarize themselves with the content of the written directive and to acknowledge receipt through the Electronic Written Directive Management System.

(4) Other written directives may be transmitted electronically to the appropriate Division members via the Division's Electronic Written Directive Management System, or may be made accessible to the Division members by other means, including but not limited to, direct email, posting to a Division Intranet (SharePoint) page, hardcopy issuance, etc.

E Issuing the General Orders Manual

(1) All members shall be provided with access to the Electronic Written Directive Management System to acknowledge receipt of the Division's General Orders and other applicable written directives.

(2) All new hires of the Division of Law Enforcement will have forty-five (45) days to acknowledge receipt of the Division's General Orders through the Electronic Written Directive Management System.

(3) Supervisors may request in writing to the Operational Support Section additional time, not to exceed thirty days, for new hires to acknowledge receipt of all General Orders and written directives.

(4) Reserve Officers shall be provided with remote access to the Electronic Written Directive Management System through their personally-owned computers to acknowledge receipt of the Division's General Orders and other applicable written directives.

(5) One up-to-date hardcopy of the General Orders Manual shall be maintained and kept readily available by the Duty Officer Supervisor in each of the Communication Centers.

F Development and Staff Review of Written Directives

(1) All members of the Division of Law Enforcement are encouraged to submit recommendations for improving operating procedures and amending Division policy. All recommendations for creating, amending, or deleting an order or procedure shall be submitted on the General Order Change Request Form (FWC/DLE-523AR) via the chain of command to the Operational Support Section.

(2) The Law Enforcement Program Administrator or designee prepares new and revised directives at the Director's request. The Law Enforcement Program Administrator or designee may convene a committee (General Orders Committee) or delegate development of a draft proposal to a member with expertise in the subject matter. A copy of the draft proposal shall be forwarded to the Director, Deputy Directors, Division Legal Counsel and Subject Matter Experts as determined by the Law Enforcement Program Administrator or designee for review and comment by the specified deadline.

(a) Law Enforcement Legal Bulletins are developed and reviewed as deemed appropriate by the issuing attorney.

(b) SOPs and other Division manuals are developed and reviewed by the issuing Division section, subsection, office or unit with assistance from the Operational Support Section (if requested), and subject to final approval by the Division Director.

(3) Upon receipt of comments, the Law Enforcement Program Administrator or designee shall resolve any conflicts and concerns before issuing a preliminary and temporary draft. The preliminary and temporary draft may be submitted to the appropriate bargaining unit for review and comment. The Law Enforcement Program Administrator or designee shall resolve any conflicts and concerns before issuing a final draft. The final draft shall be forwarded to the Director for approval.

(4) The Law Enforcement Program Administrator or designee shall prepare the approved final draft for issuance and dissemination through the Division's Electronic Written Directive Management System.

(5) The Law Enforcement Program Administrator or designee shall maintain an archive of rescinded and amended General Orders. For reference purposes, this archive shall contain the versions of written directives immediately preceding the version currently in effect. Older versions may be disposed of in accordance with established records management retention schedules.

4 FORMS

FORM NUMBER	FORM TITLE
FWC/DLE-521AR	Division of Law Enforcement Memorandum
FWC/DLE-523AR	General Order Change Request