


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b>  <b>"WRITTEN DIRECTIVES"</b>	<b>ORDER NUMBER:</b>  <b>61-01</b>
		<b>PLEAC STANDARD:</b> <b>1.4.3</b>	<b>PAGE 1 OF 4</b>
<b>RE-ISSUE DATE:</b> <b>9/30/2024</b>	<b>EFFECTIVE DATE:</b> <b>7/30/14</b>	<b>REVIEW MONTH:</b> <b>JULY</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>NONE</b>

**1.0 PURPOSE:**

1.1 To formally establish a Written Directive system for the Pittsburgh Bureau of Police and set forth the format for all written orders and memoranda, providing for the proper preparation, indexing, and distribution of such orders ensuring all personnel concerned are kept informed of new or revised policies and procedures.

**2.0 GENERAL ORDERS**

2.1 GENERAL ORDERS are issued on the approved form to announce the adoption or revision of a policy or procedure that has a long-term impact on Bureau operations.

2.2 All General Orders shall have a date of issue and an effective date and shall be issued only by the Chief of Police, or his/her designee.

2.3 Each general order will contain a unique number used for identification and classification, called a NUMBERED INDEX CODE.

2.4 The NUMBERED INDEX CODE will identify the General Order by its position in the Manual of Procedural Orders. Example; 101-01, 101-02, etc. The NUMBERED INDEX CODE will be located in the upper right hand corner of the page.

**3.0 PERSONNEL ORDERS**

3.1 PERSONNEL ORDERS will be issued on the approved form to announce the assignment, transfer, or change in status of personnel on a bureau wide basis. Changes in assignments within a zone or unit shall be made by memorandum.

3.2 Personnel Orders will be filed by a YEAR INDEX CODE and shall be issued only by the Chief of Police, or his/her designee. The YEAR INDEX CODE will identify the Personnel Order by the year and sequence in which it was issued, example, Personnel Order 14-1.

**4.0 SPECIAL ORDERS**

4.1 SPECIAL ORDERS are issued on the approved form by individual branches of the Bureau of Police and shall contain policy, procedures, issues, or events dealing specifically with the division for which it is issued.

4.2 SPECIAL ORDERS shall have a date of issue, an effective date, and, when issued for special events, will be self-canceling. SPECIAL ORDERS may be issued by the Chief, the Deputy Chief, or an Assistant Chief.

4.3 SPECIAL ORDERS shall be identified by ORIGINATING AUTHORITY, and a YEAR INDEX CODE. Example:

4.3.1 SPECIAL ORDER COP 14-1 (The first special order issued by the Chief of Police in 2014)

4.3.2 SPECIAL ORDER DCOP 14-1 (The first special order issued by the Deputy Chief in 2014)

4.3.3 SPECIAL ORDER ACI 14-1 (The first special order issued by the A/Chief of Investigations in 2014)

4.4 The Chief shall receive a copy of all SPECIAL ORDERS issued by the Deputy Chief or an Assistant Chief.

**5.0 MEMORANDA**

- 5.1 MEMORANDA are issued on the approved form to clarify, inform, or inquire. They may or may not convey a command, but shall not conflict with General, Special, or Personnel Orders.
- 5.2 MEMORANDA may be issued by the Chief, Deputy Chief, Assistant Chief, or a Commander. MEMORANDA may be used for the following purposes:
- 5.2.1 To disseminate information or instructions which do not warrant a formal order.
  - 5.2.2 To direct actions of subordinates in specific situations under a level of command not authorized to issue general or special orders, i.e. zone, sections, units.
  - 5.2.3 To explain or emphasize portions of previously issued orders.
- 5.3 MEMORANDA will be identified by the ORIGINATING AUTHORITY and a YEAR INDEX CODE. Example:
- 5.3.1 MEMORANDUM CZ3 14-1 (The first memorandum issued by the Commander of Zone 3 in 2014)
  - 5.3.2 MEMORANDUM SDD 14-1 (The first memorandum issued by the Special Deployment/Public Safety Planning Commander in 2014)
  - 5.3.3 MEMORANDUM CA 14-1 (The first memorandum issued by the Commander of Administration in 2014)
- 5.4 The Chief of Police shall receive a copy of all MEMORANDA issued.

**6.0 STANDARD OPERATING PROCEDURES (SOPs)**

- 6.1 STANDARD OPERATING PROCEDURES are issued on the approved form and are designed to give guidance and specific information to members of Units that perform specialized functions.
- 6.2 Specialized Unit Commanders will be responsible for developing, revising, issuing, and retaining SOPs for their Units.
- 6.3 The Chief of Police shall receive a copy of all new or revised STANDARD OPERATING PROCEDURES issued by any Specialty Unit Commander.

**7.0 PREPARATION AND MAINTENANCE OF WRITTEN DIRECTIVES**

- 7.1 Written Directives issued at any level of command will not conflict with established policy and procedures, unless the written directive is specifically designed to revise or replace an established directive.
- 7.2 ORDERS, MEMORANDA, and SOPs will have an effective date and/or date of issue.
- 7.3 All Directives will be composed in precise terms and with grammatical accuracy.
- 7.4 Whenever applicable, all written directives shall carry notations directing attention to other published documents which are related. Directives which amend, rescind or supersede shall carry identifying notations necessary to connect them.
- 7.5 Whenever applicable, all written directives will comply with the standards set forth under the Accreditation received through the Pennsylvania Law Enforcement Accreditation Commission (PLEAC).
- 7.6 A file of all issued PERSONNEL ORDERS, STANDARD OPERATING PROCEDURES, SPECIAL ORDERS, and MEMORANDA shall be maintained by the Office of the Chief of Police. In addition, all originating authorities are responsible for maintaining records of any Written Directives issued.

**8.0 CANCELLATIONS, REVISIONS, AND AMENDMENTS**

- 8.1 All ORDERS and MEMORANDA that are not self-canceling shall be reviewed annually after the date of issue to determine if they should be canceled or revised, or if they are to remain in effect.

## **9.0 ADOPTION**

9.1 The above listed ORDERS are hereby adopted, and strict compliance, within their context, is required. All existing instructions which are in conflict with these ORDERS are hereby rescinded.

## **10.0 NON-RETROACTIVE**

10.1 The above listed ORDERS shall not pertain to any incident or act occurring prior to the effective date of this order and will be governed by the applicable policies and procedures in effect at the time the incident or act occurred.

## **11.0 CONTINUITY**

11.1 The above listed ORDERS shall continue in full force upon change of command of the Bureau of Police unless otherwise ordered, directed or instructed.

## **12.0 RELATED DIRECTIVES**

12.1 The above listed ORDERS, or any other written directives or instructions on the same subject matter, will be construed to be in a positive, consistent relationship, and not in contradiction to each other.

## **13.0 UNFORESEEN OCCURRENCES**

13.1 When confronted with a matter not covered by these policies and procedures, a member or employee will conduct himself/herself in a manner consistent with the Law Enforcement Code of Ethics and his/her official obligation.

## **14.0 CIVIL RIGHTS NOT AFFECTED**

14.1 The above listed ORDERS shall not be construed as to restrict the civil rights of members or employees or interfere with the conduct of their private affairs.

## **15.0 CONSTRUING OF WORDS AND PHRASES**

15.1 The words and phrases as used in these ORDERS shall be read in their context and construed according to their popular meaning. However, any word or phrase specifically defined in an ORDER, MEMORANDA, or SOP will have the definition assigned within that written directive.

## **16.0 APPLICABILITY**

16.1 The above listed ORDERS shall apply with equal force to members and employees alike insofar as they are applicable.

## **17.0 TRAINING**

17.1 Affected personnel will receive training on any new or revised written directive pertaining to any Accreditation standard.

17.2 All employees, during the year leading to initial accreditation and all newly hired agency personnel, within 30 days of employment, shall be given a basic familiarization with what accreditation is and how it fits into the organization.

Approved By:

A handwritten signature in blue ink, appearing to read "L. R. Scirotto".

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Larry R. Scirotto  
Chief of Police