



Florida Highway Patrol Policy Manual

SUBJECT WRITTEN DIRECTIVES	POLICY NUMBER 1.01	ISSUE DATE 02/01/1996
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1.01.01 PURPOSE

To standardize procedures for creating, revising, promulgating, and disseminating written directives for the Florida Highway Patrol (FHP).

1.01.02 AUTHORITY

This manual is an official publication of FHP. It is issued pursuant to authority granted to the Division Director under the provisions of Chapter 321, Florida Statutes, and it contains policies, procedures, regulations, and general orders designed to provide direction and guidance to employees in the performance of their official duties. Violation of directives contained in this manual shall constitute grounds for disciplinary action.

The FHP Policy Manual is a public record, as defined in Chapter 119, Florida Statutes, and may be reviewed any time in electronic format on the FHP's website: <https://www.flhsmv.gov/florida-highway-patrol/about-fhp/fhp-policy-manual>. All FHP policies are available for public review except those policies classified as confidential. Compliance with DHSMV Policy 9.03 is required for dissemination of copies of this manual, or any portion thereof, to members of the public.

1.01.03 POLICY

It is the policy of FHP to convey guidance to its personnel through written directives, which shall include a series of rules, regulations, and orders, reflecting the Division's policies and procedures.

1.01.04 DEFINITIONS

- A. ADDENDUM – A supplement or appendix to a written directive which is issued to separate policy and procedural components into sub-divisions or to provide supplementary information, such as maps, charts, forms, samples, or lists.
- B. AUTHORITY – A citation from an accepted source of information or legal authority or from a source with the power to sanction.
- C. DEFINITION(S) – A statement of the meaning of a term used in a written directive that is essential for correct interpretation of the directive.
- D. DEPARTMENT – The Department of Highway Safety and Motor Vehicles.
- E. DIRECTOR – The Commander, also known as the Colonel of FHP.
- F. DIVISION – The Division of FHP within the Department of Highway Safety and Motor Vehicles
- G. GENERAL ORDER – A permanent written directive that relates to policies, rules and procedures affecting more than one component of the Division.
- H. MEMBER – A sworn officer of the FHP.
- I. NON-SWORN PERSONNEL – Civilian employees of the Division who do not have police powers.
- J. NOTICE – An informal written directive that may or may not convey an order. A notice is generally used to clarify, inform, or inquire, and it is issued to disseminate instructions or to assure receipt of appended material.
- K. OBJECTIVE(S) – A statement of the goal(s) to be achieved through implementation of the written directive.
- L. POLICY – The portion of a written directive that sets forth a broad statement of Division principles by providing direction and the framework for the development of procedures and rules.
- M. POLICY ACCREDITATION INSPECTION AND FORMS (PAIF) – A component that is charged with the responsibility for administration of the Division's policy manual, coordinating policy development, and ensuring compliance with accreditation standards.
- N. PROCEDURES – Guidelines for carrying out Division activities. Procedures outline specific steps to be taken to complete a task.

- O. PURPOSE – A statement of intention; the reason for the written directive.
- P. RESPONSIBILITIES – The section of a written directive that defines specific duties that personnel and/or organizational components are assigned to carry out in order to attain the stated objective(s).
- Q. REGULATIONS – Specific portions of written directives from which no deviation is permitted.
- R. SPECIAL ORDER – A written directive affecting only a specific segment of the organization, or a statement of policy or procedure regarding a specific circumstance or event. A quantity of special orders relating to a single function may be collected into a Specialty Manual.
- S. WRITTEN DIRECTIVE – A written document used to guide or affect the performance or conduct of Department personnel, including any document requiring compliance of department personnel. The term encompasses policies, procedures, rules and regulations, general orders, special orders, and notices. Training materials, instructional materials, checklists, and other printed material may constitute written directives when so designated by the appropriate authority.

1.01.05 OBJECTIVES

- A. To standardize the format for written directives and to provide a mechanism that facilitates their storage and retrieval.
- B. To ensure timely distribution of written directives to affected components and personnel and to obtain an acknowledgment of their receipt.
- C. To acquaint Division personnel with the duties, obligations, expectations, and constraints attendant with the position they hold.
- D. To provide a system for the review, revision, expiration, cancellation, and archiving of directives.

1.01.06 RESPONSIBILITIES

- A. Authority to issue, modify, or approve FHP written directives is vested in the Director.

- B. Authority to promulgate or amend troop, district, bureau, section, or unit written directives may be delegated to appropriate command personnel by the Director and/or the Executive Staff.
- C. Administration of FHP directives contained in this manual is vested in PAIF, which shall ensure that their content is reviewed annually and revised as needed and that directives comply with the provisions of state and federal law, administrative rules, accreditation standards, organizational needs, and other authority as may be applicable. PAIF will utilize the cross-referencing software within PowerDMS, which lists accreditation standards and corresponding Division manual entries, to demonstrate FHP compliance.
- D. Specialty manuals shall be administered by the originating component. Each such manual should be reviewed annually with revisions made as needed. Any revision shall be communicated to PAIF.
- E. All personnel employed by the FHP are required to comply with the provisions of directives issued by the Division or by the Department, including any applicable specialty manuals. Manuals outlining a specific function will be maintained in an electronic format on the FHP's intranet and shall be accessible to personnel whose activities are guided by such manuals(s).

1.01.07 PROCEDURES

- A. DESCRIPTION – The FHP Policy Manual is organized by sequentially numbered chapters. This manual and all other Division (Specialty) Manuals shall be prepared in accordance with the format specified in this directive and shall contain each of the components referenced below:
 - 1. FOREWORD – Each Division manual may contain an introductory letter or foreword from the Director.
 - 3. ORGANIZATION – The manual shall be composed of a series of chapters containing one or more directives whose subject matter is interrelated. It shall be indexed using a system that resembles the one used in Florida Statutes.
 - a. 1.00.00 = underlined portion designates chapter number.
 - b. 1.00.00 = underlined portion designates directive number.

- c. 1.00.00 = underlined portion designates section number within directive.
- 4. STANDARD ENTRIES – Each directive shall be composed of a title and the following sections:
 - a. PURPOSE
 - b. AUTHORITY (if applicable)
 - c. POLICY
 - d. DEFINITIONS (if applicable)
 - e. OBJECTIVE(S)
 - f. RESPONSIBILITIES (if applicable)
 - g. PROCEDURES
 - h. REGULATIONS (if applicable)
- 5. POLICY TITLE PAGE – Header plates shall include the Division name, manual title, policy title, policy number, issue date, date of most recent revision, and total pages.
- 6. PAGINATION - Pages in this manual, and in all specialty manuals issued within the Division, shall be numbered sequentially within each chapter and section. Page numbers shall be centered and shall be preceded by notation that identifies the manual in which the policy appears. EXAMPLE: POLICY 12.01 - 10
 - a. “POLICY” identifies the manual.
 - b. “12” denotes the chapter in which the policy appears.
 - c. “01” denotes the policy number.
 - d. “10” is the page number.
- 7. TOPICAL INDEX - Topics may be searched via the search window built into PowerDMS.

- B. Upon completing a review of a FHP policy in electronic format, every employee shall follow the PowerDMS Statement of Acknowledgment procedure.

C. AMENDMENTS AND RESCISSIONS

1. Written directives will remain in force until rescinded or amended by a subsequent directive unless a time limitation is otherwise included in the directive.
2. A Division directive may only be amended or rescinded by another written directive unless a time limitation is otherwise included in the directive.
3. Amendments and addenda to a directive may be rescinded if needed when the directive is revised, but they shall be rescinded when the directive is rescinded.
4. The expressed approval of the Director is required to amend or rescind any directive.
5. Directives, or portions thereof, that require revision will be revised by PAIF and filed to the PowerDMS system. Members will be notified of any policy revisions, additions, or deletions on the PowerDMS system. Each member will log on to PowerDMS at least monthly to read and acknowledge these changes.

D. DISSEMINATION OF AMENDED POLICIES AND NEW DIRECTIVES

1. Amended policies and new directives will be transmitted to FHP personnel via the PowerDMS system.
2. FHP personnel shall be accountable for acknowledging receipt of new or amended directives by following the PowerDMS Statement of Acknowledgment procedure. PAIF will access PowerDMS to produce a report for troop commanders identifying personnel and the number of directives each needs to acknowledge.
3. When exigent circumstances prevail, the Director may issue a written directive by Notice Memorandum or other format. If the directive is not self-canceling, PAIF will proceed with staffing and development, as outlined below. Receipt of such material shall be acknowledged on PowerDMS.

- E. RETENTION AND ARCHIVING OF POLICIES AND DIRECTIVES - Policies and directives that are published via PowerDMS and to other locations are periodically updated by PAIF. Upon being updated and replaced, previous versions of published policies and directives shall be archived in the following places in an electronic format:

1. The PAIF Office, in the appropriate policy or directive folder; and/or
2. PowerDMS, in the appropriate documents folder containing the policy manual that is affected.

F. DEVELOPMENT AND STAFFING OF DIRECTIVES

1. All members of the FHP are encouraged to submit recommendations for improving operating procedures and amending Division directives. Such recommendations are to be forwarded, without modification, through the chain of command to the Director for consideration.
2. PAIF shall prepare new/revised directives for staffing at the Director's instructions. Each of the following command personnel or components shall be provided the opportunity for review and comment of the proposed directives on or before the specified deadline:
 - a. Director.
 - b. All members of the Executive Staff.
 - c. Subject matter experts (if applicable).
 - d. Office of General Counsel.
 - e. Bargaining Unit (for directives/amendments that impact terms/conditions of employment).
3. Upon receipt of staffing comments, PAIF will facilitate resolution of any identified conflicts. If subsequent staffing is required, the procedure outlined in "2" above will be repeated.
4. Once conflicts are resolved, PAIF shall prepare the written directive in final format, prepare one markup copy reflecting all changes, and submit the directive to the Director for signature.

5. The Director and the Executive Staff will determine staffing and signatory provisions for Specialty Manuals, Special Orders, and troop, district, section, or unit directives. Specialty Manuals employed by the Division include:
 - a. FHP Academy Procedure Guide
 - b. FHP Academy Recruit Guidance Manual
 - b. FHP Auxiliary Manual
 - c. FHP Aviation Unit Policy and Procedures Manual
 - d. FHP Office of Commercial Vehicle Enforcement Manual
 - e. FHP Bureau of Criminal Investigations and Intelligence Manual
 - f. FHP Criminal Interdiction Unit Manual
 - g. FHP Field Training Officer Manual
 - h. FHP Sergeant's Field Training Officer Manual
 - i. FHP Special Response Team Manual
 - j. FHP Traffic Homicide Investigation Manual
6. Special Orders not contained in any Specialty Manual, as well as troop, district, section, or unit directives, shall be available electronically and maintained in the component that exercises responsibility for compliance with their content.
 - a. Special Orders shall be composed in accordance with the format specified above.
 - b. All Special Orders not contained in a Specialty Manual shall automatically be rescinded 30 days after issuance unless provisions to the contrary are included in the directive by the issuing authority.
 - c. Subordinates who will be held accountable for compliance with the provisions of such Special Orders will be afforded an opportunity to review their content.

- G. DEPARTMENT DIRECTIVES - The FHP will utilize manuals published by the Department of Highway Safety and Motor Vehicles which are located on the SafetyNet. Compliance with their provisions is mandatory.