


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT WRITTEN DIRECTIVES	POLICY NUMBER 1.01
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1.01.01 PURPOSE

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

1.01.02 AUTHORITY

This manual is an official publication of the Florida Highway Patrol. 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 Florida Highway Patrol Policy Manual is a public record, as defined in Chapter 119, Florida Statutes, and may be reviewed any time in electronic format on the Florida Highway Patrol's website: <http://www.flhsmv.gov/fhp/Manuals>. All Florida Highway Patrol 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 the Florida Highway Patrol to convey guidance to its personnel through written directives, which shall include a series of rules, regulations and orders, reflecting the policies and procedures to which the Division subscribes.

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 expert 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, the understanding of which 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 the Florida Highway Patrol.
- F. **DIVISION** – The Division of Florida Highway Patrol, within the Department of Highway Safety and Motor Vehicles.
- G. **GENERAL ORDER** – A permanent written directive concerned with policy, rules and procedures affecting more than one component of the Division.
- H. **MEMBER** – A sworn officer of the Florida Highway Patrol.
- I. **NON-SWORN PERSONNEL** – Civilian employees of the Division who have not been afforded 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 self-canceling instructions or to assure receipt of appended material.
- K. **OBJECTIVE(S)** – A statement of the goals to be achieved through implementation of the written directive.
- L. **POLICY** – The portion of a written directive which sets forth a broad statement of Division principles; it provides direction and the framework for development of procedures and rules.
- M. **POLICY AND ACCREDITATION UNIT** – A component of the Director's office, Office of Program Planning and Administration, which is charged with the responsibility for administration of the Division's policy manual, for coordinating policy development and for 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 of a temporary nature. A quantity of special orders relating to a single function within the organization may be collected into a Specialty Manual.

- S. **WRITTEN DIRECTIVE** – A written document used to guide or affect the performance or conduct of agency personnel, to include any document requiring agency personnel compliance. 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 which will facilitate 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 or cancellation of directives.

1.01.06 RESPONSIBILITIES

- A. Authority to issue, modify or approve Florida Highway Patrol 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 Florida Highway Patrol directives contained in this manual shall be vested in the Policy and Accreditation Unit, which should ensure that their content is reviewed annually and revised as needed, and that directives comply with the provisions of Florida Statutes, accreditation standards and organizational needs. The Policy and Accreditation Unit 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, and any such changes shall be communicated to the Policy and Accreditation Unit.
- E. All personnel employed by the Florida Highway Patrol 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 Florida Highway Patrol's intranet and shall be accessible to personnel whose activities are guided by their content.

1.01.07 PROCEDURES

- A. **DESCRIPTION** – The Florida Highway Patrol Policy Manual is organized by sequentially numbered chapters. General subject matter can be located by consulting the Table of Contents. There is also a topical index. 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.
2. TABLE OF CONTENTS
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 are permissible and shall include the Division name, manual title, policy title, policy number, issue date, date of most recent revision, and total pages. If a header is not used, the Division name shall be centered at the top of the first page at the beginning of each chapter with the manual name centered on the next line. The following information shall be entered two lines below the manual name with two lines inserted between each of the entries:
 - a. Policy number (centered)
 - b. Policy title (centered)
 - c. Issue date (centered)
 - d. Revision date (centered)

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 Florida Highway Patrol 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.
 2. A Division directive may only be amended or rescinded by another written 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 Policy and Accreditation Unit 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 Florida Highway Patrol employees via the PowerDMS system.
 2. Each Florida Highway Patrol employee shall be accountable for acknowledging receipt of new or amended directives by following the PowerDMS Statement of Acknowledgment procedure. The Policy and Accreditation Unit will access PowerDMS to produce a report for Troop Commanders identifying troop employees and the number of directives needing to be acknowledged.

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, the Policy and Accreditation Unit will proceed with staffing and development, as outlined below. Receipt of such material shall be acknowledged on PowerDMS.

E. DEVELOPMENT AND STAFFING OF DIRECTIVES

1. All employees of the Florida Highway Patrol 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. The Policy and Accreditation Unit shall prepare new/revised directives for staffing at the Director's instructions. A copy of the proposal shall subsequently be forwarded to each of the following command personnel or components for review and comment on or before the specified deadline:
 - a. Director.
 - b. All members of the Executive Staff.
 - c. Troop Commanders.
 - d. Office of General Counsel.
 - e. Bargaining Unit (for directives/amendments that impact terms/conditions of employment).
3. Upon receipt of staffing comments, the Policy and Accreditation Unit 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, the Policy and Accreditation Unit 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 Recruit Guidance Manual.
 - b. FHP Auxiliary Manual.
 - c. FHP Aviation Unit Policy and Procedures Manual.
 - d. FHP Bureau of Commercial Vehicle Enforcement Manual.
 - e. FHP Bureau of Criminal Investigations and Intelligence Manual.

- f. FHP Communications Policy/Procedures Manual.
 - g. FHP Criminal Interdiction Unit Manual.
 - h. FHP Field Training Officer Manual.
 - i. FHP Media Relations Manual.
 - j. FHP Sergeant's Field Training Officer Manual.
 - k. FHP Special Response Team Manual.
 - l. FHP Staff Inspections Policy/Procedures Manual.
 - m. 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.
- F. DEPARTMENT DIRECTIVES - The Florida Highway Patrol 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.