



Policy Number: 201 – Department Directives
Effective Date: February 5, 2020
Revision Date: February 5, 2020
Approved By: Denis Otterness, Chief of Police

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Departmental Directives for the Montana State University Billings Police Department.

201.2 POLICY

Departmental Directives will be communicated to Department members through Administrative Announcements. Department Directives/Administrative Announcements will be used to modify policies of the Department when an immediate need to adopt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and other alternatives should be considered before a Department Directive/Administrative Announcement is issued.

201.3 PROTOCOL

Departmental Directives/Administrative Announcements will be incorporated into the Policy Manual, as required, upon approval. Department Directives/Administrative Announcements will modify existing policies or create a new policy as appropriate and will be rescinded when incorporated into the manual.

The Chief of Police, or their authorized designee, should ensure that all Department Directives/Administrative Announcements are disseminated appropriately. Department Directives/Administrative Announcements should be numbered consecutively and incorporate the year of issue. All Department members will be notified when a Department Directive/Administrative Announcement is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

The Administration shall periodically review Departmental Directives to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE

Only the Chief of Police, or their authorized designee, may approve and issue Departmental Directives/Administrative Announcements.