

## **AC Directives**

### **201.1 PURPOSE AND SCOPE**

AC Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current collective bargaining agreement (CBA). AC Directives will immediately modify or change and supersede sections of this manual to which they pertain.

#### **201.1.1 AC DIRECTIVES PROTOCOL**

AC Directives will modify existing policies or create a new policy as appropriate. After a period of time not to exceed one year, AC Directives will either expire, be rescinded, be renewed, or be incorporated into the manual.

### **201.2 RESPONSIBILITIES**

#### **201.2.1 COMMAND STAFF**

The command staff shall review and approve revisions of the Policy Manual, which may incorporate changes originally made by a AC Directive.

#### **201.2.2 CHIEF OF POLICE**

The Chief of Police or designee shall issue all AC Directives.

### **201.3 ACCEPTANCE OF AC DIRECTIVES**

All employees are required to read and obtain any necessary clarification of all AC Directives. All employees are required to acknowledge in writing the receipt and review of any new AC Directive. Employees will acknowledge their responsibility to adhere to Departmental Policies, Procedures, and AC Directives on each semi-annual evaluation which will be maintained in the employee Personnel File.