Policy Development

DES MOINES POLICE DEPARTMENT
Process

• Identify the policy (new or existing)
• Prioritize policy based on need and liability
• Research and develop
• Present to Captain panel
• Continue development based on panel feedback
• Present draft policy to executive staff
• Edit draft as requested by executive staff
• Finalize draft and publish to department for review and signature
Identify the policy (new or existing)

- Look at what is currently in policy
  - Consider when it was last reviewed
  - What has changed in the industry
  - Expectations from the community

- Look for gaps in policy
  - Look for areas where additional direction is needed
  - Determine if the gap should be filled via policy or training or both

- Determine whether a new policy is needed or whether an existing policy can be expanded to address the need
Prioritize policy based on need or liability

- Is this a critical need policy or routine policy?
  - Significant gap in policy identified
    - i.e. Crowd Management
  - Administrative change in process or procedure
    - i.e. Automated Traffic Enforcement System

- Is this a high liability area of law enforcement?
  - Use of force, Pursuits, Firearms, etc.

- Is the policy a request from executive staff or other authority?
  - Chief, Legal, City Manager, etc.

- Review critical and high liability policies annually
Research and develop policy

• Gather all current documents that may have relevance
  • General Orders, SOP, Chief of Police Directives, Training Bulletins and Legal Updates, Union Contracts, City Policy

• Research trade publications and organizations (IACP, PERF, Daigle Law Group, CALEA, Lexipol, etc.)
  • May also include news media reports (expose’, in-depth research, etc.)

• Identify best practices in the industry on the topic (model policy)

• Search metro area, statewide and national policies on similar topics

• Develop a working draft policy, customizing it to the abilities and limits of the department.
  • For example, we don’t have the resources for an Air Unit or other specialized units found in larger cities.
Present to Captain panel

• Three Captain panel: Operations, Investigations, Administrative Divisions

• Initially present high-level thoughts, get feedback on direction the policy is taking

• Refine draft policy, incorporating the feedback

• Depending on the intricacies of the policy, multiple captain panel meetings will occur

• Further development and research, partnering with internal stakeholders (SME’s, Legal, Unions, etc. when necessary)
Present draft policy to executive staff

- Working draft is presented to executive staff (Chief, Assistant Chief, two Majors, City Legal Advisor, if necessary)
- Changes are highlighted, commentary provided on sources, best practices, and possible impacts to the organizations
  - Recommendations are provided for executive staff to consider
- Robust discussion on high liability topics, major changes
  - Questions answered, or deferred to further research
- Draft policy is further refined based on feedback from this meeting
- Impact of changes is contemplated, resources are put in place, training is discussed
Finalize draft and publish to department

- Chief approves final draft
- Steps are taken to prepare to publish and implement the policy
- When everything is in place, the policy is published in PowerDMS and assigned to employees for review
  - Signatures required, indicating read and understood
  - Knowledge testing based on policy and changes
- Additional training in the policy is identified and implemented
  - May include additional training in PowerDMS
  - Roll Call training, in-service training, etc.
Review Process

• All policies are constantly under review
  • Due to changes in the industry, court case rulings, direction from the city manager’s office, internal discoveries.

• High liability policies are formally reviewed annually

• Suggestions and recommendations are brought to the Captain panel

• Final recommendations are brought to Executive staff for discussion and consideration

• If necessary, revisions are re-published to affected employees for signature
  • Additional training implemented if necessary