

Department Directive and Special Orders

201.1 PURPOSE AND SCOPE

Department Directives and Special Orders establish intradepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure. Department Directives will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 DEPARTMENT DIRECTIVE PROTOCOL

Department Directives will be incorporated into the manual, as required upon approval of the Command Staff. Department Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Department Directives have now been incorporated in the updated Policy Manual as of the revision date listed below.

Any Department Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01." For example, 11-01 signifies the first Department Directive for the year 2011.

201.1.2 SPECIAL ORDERS PROTOCOL

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole, to a division, to a unit or to an individual. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The Command Staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Department Directive.

201.2.2 CHIEF OF POLICE

The Chief of Police or the authorized designee shall issue all Department Directives and Special Orders.

201.3 ACCEPTANCE OF DEPARTMENT DIRECTIVE

All employees are required to read and obtain any necessary clarification of all Department Directive. All employees are required to acknowledge in writing the receipt and review of any new Department Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Operations Division Commander.