

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 2: MANUALS AND WRITTEN COMMUNICATIONS**

	Title: Department Orders		Number: 02-2
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Authority: _____ Chief of Police			Total Pages: 4

2-2.0 PURPOSE

The purpose of this General Order is to define the types of orders used by the Department to set Department policies, procedures and regulations.

2-2.1 DEFINITIONS/ABBREVIATIONS

G.O.	General Order
SOP	Standard Operating Procedure

2-2.2 FORMS

Form 47	Confidential Memorandum
Form 48	Department Memo
Form 86	Receipt of Orders

2-2.3 POLICY

1. Written Directives:
A generic term for any form of documentation that affects or guides the action of Department members. Policies, procedures, rules, general orders, operation orders, and memoranda are examples of different types of “directives” that affect or guide the actions of members.
2. Policy:
A statement, either written or oral, of the Department's philosophy on a given issue. Policy consists of principles and values that guide the performance of Department members. Further, policy is based upon ethics, experience, the law, and the interests and desires of the community.
3. Rules and Regulations:
 - a. The term rules and regulations, as used in law enforcement, are synonymous.

- b. Generally, a rule is a specific prohibition or requirement governing the behavior of members. A regulation may contain one or more rules and is an administrative order governing organizational matters, e.g., leave policy, off-duty employment, and promotions. Rules and regulations permit little, if any, deviation and violations normally result in administrative discipline. Basically, they are a means of controlling and defining the professional behavior of all Department employees.
 - c. Rules and regulations provide rigid and restrictive guides of conduct in those areas in which the ungoverned actions of individuals would be detrimental to the reputation of the Department or would impede its ability to carry out its mission. They are specific concerning the responsibilities of members to accomplish certain tasks within a definite time period or in a particular circumstance.
 - d. Rules and regulations may apply to specific situations, such as enumerate the duties of a patrol officer, a supervisor, a commander or to address specific issues regarding personal conduct, morality, integrity, general duties, and responsibilities. Also included, are all matters pertaining to obedience of orders and Department directives.
4. Procedure:
 Defines a method of performing an operation or a manner of proceeding in a course of action. A procedure differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

2-2.4 GENERAL ORDERS

1. General Orders may only be issued, modified or rescinded by the Chief of Police to:
 - a. Announce adoption or revision of a policy affecting the entire department.
 - b. Direct procedures for the indefinite future.
 - c. Disseminate information, instructions, or direct the action of personnel in specific situations or circumstances.
2. Are not valid until signed by the Chief of Police.
3. Supersedes all other orders in conflict therewith.
4. Remain in force until rescinded or permanently adopted into the Rules and Regulations.
5. Will be sequentially numbered from the start of each year (G.O. 00-001).
6. If the G.O. is to be filed in the Administrative Manual it will be designated as an Administrative Order, if the G.O. is to be filed in the Field Manual it will be designated as a Field Order.
7. When a G.O. is issued, any manual pages affected will be revised and issued.
8. Commanders identifying a need for a G. O. will document the need, have a draft prepared, and forward the draft through the other Commanders for comments and recommendations to the Deputy Chief of Police.
9. Members desiring a change to a G.O. may submit request on a Form 48, Department Memo, through their chain-of-command. The Form 48 will include:

- a. The affected manual article and section numbers.
 - b. The reason for change.
 - c. An outline of the change.
10. Distribution:
- a. Posted on the Administrative Bulletin Board for 30 days.
 - b. Placed in the Distribution Book in Roll Call for 30 days.
 - c. Reviewed by unit/squad supervisors with their personnel.
11. Receipt/Acknowledgement of Order:
- a. Members issued a manual will sign a Form 86, Receipt of Orders, when receiving a copy of the G.O. and new manual pages.
 - b. All other members will sign the Form 86 located in the Distribution Book.
 - c. Supervisors are responsible for ensuring that each member of their unit/squad reads and acknowledges each order.
12. The completed Form 86 will be retained with the G.O. in the Office of the Deputy Chief.
13. General Orders will be retained in reference binders for five years after cancellation.

2-2.5 OPERATIONS ORDERS

1. Operations Orders are written plans issued by a Division Commander for a specific local event, detail, planned police operation, (such as execution of a search warrant, stakeout, etc.) investigation or other activity that requires the use of personnel and equipment over and above normal daily activities to announce policies and procedures related to that specific circumstance or event to be used to brief those involved.
2. May be prepared by a member having the responsibility for the coordination of an event.
 - a. When completed will be forwarded to the affected Division Commander, as soon as possible, but not less than five days prior to the event when possible.
 - b. Operations Orders prepared by other members may only be approved and issued by a Division Commander, or an officer of higher rank.
3. Operation Orders published by the Patrol Division will be maintained by the Patrol Division Commander and are sequentially numbered from the start of each year.
4. Operation Orders published by the Special Operations Division will be maintained by the Special Operations Division Commander, and are sequentially numbered from the start of each year.
5. When an event requires resources from multiple Divisions, it will be the responsibility of the Division Commander in whose area the event begins, to issue the Operations Order covering the entire event, in consultation with the Commanders of the other divisions concerned. Under these circumstances the Operations Order will be retained by the author's Commander for future reference.

6. Required Information:
 - a. Provide a synopsis/background for the event or purpose for the order.
 - b. Identify required Department resources to include personnel, vehicles and any specialized equipment.
 - c. Provide specific details and instructions for those assigned to the event.
 - d. Multi-agency coordination and resources.
 - e. Identify the supervisor in charge of the police resources at the event.
 - f. Provide personal contact information for the person in charge of the event.
 - g. Provide a projected cost and materials analysis.
7. An After-Action Report is required for each Operations Order and will be completed on a Form 47, Confidential Memorandum, by the assigned supervisor at the conclusion of the event that will include:
 - a. The number of manpower hours exhausted and any overtime costs.
 - b. A list of equipment and materials used.
 - c. Any problems encountered or recommendations for future events.
 - d. Will be forwarded to the issuing Division Commander and retained for five years.
 - e. An overall cost analysis.
8. Distribution:
 - a. Chief of Police.
 - b. Deputy Chief.
 - c. Commanders.
 - d. Affected personnel.

2-2.6 STANDARD OPERATING PROCEDURES (S.O.P.'s)

1. Are issued by the Chief of Police to establish, maintain and document existing long term and/or repetitive operating procedures and practices in place for a division, squad or unit.
2. S.O.P.'s will be written to replace, where appropriate, existing special orders. Examples of subjects suitable for an S.O.P. include, but are not limited to: Snow Emergency Plans, Amber Alert, Honor Guard and Tactical Unit.
3. S.O.P.'s should also be created to document any new practices/policies that are instituted at the Unit level.
4. Commanders/Supervisors will:
 - a. Review all SOP's to ensure familiarity.
 - b. Initiate revisions as deemed appropriate.
5. S.O.P.'s will follow the format that:
 - a. Classifies the subject and any related sub-topics.
 - b. Includes the effective date, background, purpose and procedure statements.
 - c. Are prepared in yearly, numerical sequence and prefixed using the last two digits of the year.
6. Commanders:
 - a. Establish procedures for indexing, purging, updating, and revising S.O.P.'s.

- b. Review annually S.O.P.'s not self-canceling to determine if they should be canceled, revised, or continued.
 - c. Revise or cancel S.O.P.'s which have been superseded, either wholly or in part, by a higher command.
 - d. Ensure that newly assigned personnel review current S.O.P.'s. Certification of this will be accomplished by signing the appropriate sign-off sheet.
 - e. Ensure distribution to all supervisors within the division.
7. Retained in a three-ring binder by the affected division/unit.

2-2.7 PERSONNEL ORDERS

- 1. Issued by the Chief of Police to direct the following:
 - a. Appointment of new personnel.
 - b. Reassignment or transfer of employees.
 - c. Promotion or demotion of personnel.
 - d. Suspension of police authority.
 - e. Disciplinary action regarding loss of leave, suspension or dismissal.
 - f. Termination by resignation or retirement.
 - g. Reappointment of former police employees.
 - h. Reclassification of civilian employees.
 - i. Special leave of absence (military, maternity, etc.)
- 2. Will be sequentially numbered from the start of each year (P.O. 00-001)
- 3. The Deputy Chief will maintain the record copy of all personnel orders.
- 4. Distribution:
 - a. Chief of Police.
 - b. Commanders.
 - c. Training unit.
 - d. Quartermaster
 - e. The member(s) specified in the order.
 - f. The member's supervisor specified in the order.