

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>WRITTEN ORDERS SYSTEM</b>		NUMBER:	1.4.1
		ISSUED:	5/1/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/1/09
DISTRIBUTION:	General Orders Manual	● RESCINDS	A 1, 5.1
		AMENDS	
REFERENCE:	WILEAG 3 <sup>RD</sup> EDITION STANDARDS: 1.4.4		

**INDEX AS:** Committee, General Order  
 General Order  
 Manual, General Orders  
 Memoranda  
 Orders, Written  
 Special Orders  
 Standard Operating Procedures  
 Written Directives

**PURPOSE:** The purpose of this General Order is to implement a Written Orders System. This order will provide procedures and authority for the formatting, indexing, updating, purging, and dissemination of written orders. The method for handling the exchange of routine information, in written form, is also included.

This Order consists of the following numbered sections:

- I. POLICY
- II. GENERAL ORDERS
- III. SPECIAL ORDERS
- IV. STANDARD OPERATING PROCEDURES
- V. MEMORANDA
- VI. ISSUING AUTHORITY
- VII. FORMATS
- VIII. PREPARATION
- IX. GENERAL ORDER COMMITTEE

- X. GENERAL ORDERS MANUAL
- XI. SCOPE AND DISTRIBUTION
- XII. AMENDING AND CANCELING
- XIII. MAINTENANCE AND RETENTION
- XIV. WRITTEN INTRA-DEPARTMENTAL COMMUNICATIONS
- XV. REVIEW OF GENERAL ORDERS

## I. POLICY

- A. The Port Washington Police Department recognizes that it has an obligation to provide its personnel with guidelines that will allow them to fulfill their responsibilities in compliance with department expectations. The department also recognizes that citizens are entitled to a high degree of consistency in the resolution of their problems, and in all law enforcement efforts, regardless of the person responding, the time of day, or the location at which police service is provided. It is the policy of the Port Washington Police Department to have a sound and unified system of written orders as a guideline to meet these obligations.
- B. Officers and employees of the Port Washington Police Department shall be subject to and guided by the values, policies, rules, and procedures of the police department as from time to time amended, revised, or renumbered. Values, policies, rules, and procedures are written to provide guidelines and direction for the conduct and performance of employees. Any omission in the written orders of the department does not invalidate the order as published. Officers should conduct the business of the police department in accordance with the values, policies, rules, standard operating procedures, and practices as set forth, in an ethical and professional manner.

## II. GENERAL ORDERS

- A. General Orders are the standing, long term policies and procedures of the Port Washington Police Department which direct and guide all personnel in the proper performance of their duties. They are designed to be in effect for the indefinite future, but are always subject to modification or removal when deemed necessary by the Chief of Police. Proper subjects of General Orders include:
  - 1. Institution of permanent policies, rules and procedures,
  - 2. Permanent changes in the organization,
  - 3. Installation of permanent programs which affect the whole program,

4. Permanent personnel policies and procedures including recruiting, hiring, training and promotions, but not including status changes such as transfers, promotions and demotions,
  5. Use of police facilities and equipment and expenditures of funds, and
  6. Relationships with other agencies and citizens.
- B. The General Orders of the Port Washington Police Department are for internal use only and do not enlarge the liability, civil or criminal, of the police department, the City of Port Washington, or the employee in any manner. The General Orders should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of the General Orders by an employee, if proven, can only form the basis of a complaint by the Port Washington Police Department, and then, only in a non-judicial administrative setting.

### III. SPECIAL ORDERS

- A. Special Orders announce policies and procedures of a temporary nature and have a specific expiration date. They are also used for the announcement of specific personnel matters involving status. Proper subjects of Special Orders include:
1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing the instructions.
  2. Procedures designed to cover a special occurrence or event, which is of a temporary or short-term nature.
  3. Directions to a specific unit or units which do not influence the operations of others and for which no organizational change is needed.
  4. Announcement of assignments and other specifications involving department personnel including new appointments, assignments or transfers from one division to another, promotions, demotions, suspensions, restoration to duty and employment terminations.

### IV. STANDARD OPERATING PROCEDURES

- A. Standard Operating Procedures are the step by step procedures for selected department activities not included in a General Order.

### V. MEMORANDA

- A. Memoranda will be issued for the following purposes:

1. To disseminate information or instructions, which do not warrant a General Order, Special Order, or Standard Operating Procedure.
2. To direct the actions of subordinates in specific situations or circumstances by a level of command not authorized to issue General Orders, Special Orders, or Standard Operating Procedures. Such directions shall not deviate from or conflict with established policies and procedures as documented by a higher authority.
3. To emphasize portions of previously issued General Order, Special Order, or Standard Operating Procedure.
4. To inform personnel of the actions or policies of other agencies.

## VI. ISSUING AUTHORITY

- A. The Chief of Police shall issue General Orders, Special Orders, and Standard Operating Procedures.
- B. The Chief of Police or the Chief's designee shall issue Memoranda.

## VII. FORMATS

- A. General Orders consist of a heading sheet and subsequent sheets of plain 8½" x 11" paper and are white in color, critical General Orders are blue in color.
  1. The heading blocks contain subject, Order number, date of issue, effective date, scope, distribution, rescind/amend section, reference section, and WILEAG (Wisconsin Law Enforcement Accreditation Group) standards reference section.
  2. General Orders will be numbered by giving the chapter number and subchapter number (e.g. 1.1.1, 2.1.1, etc.).
  3. The Rescind/Amend section will provide any applicable cancellation and/or amendment information.
  4. The reference section will contain references to other published documents, if appropriate.
  5. Indexing information will appear beneath the Order heading. This will indicate the various means by which the Order will be listed in the alphabetical index.
  6. The purpose of the Order will appear below the indexing information. It will give the reader an overview of the contents of the Order.
  7. The main sections of the Order will be listed next to enable the reader to easily locate the section of interest.

8. The body of the Order will follow the standard outline format.
- B. Special Orders consist of a heading sheet and subsequent sheets of 8½” x 11” paper and are white in color.
1. The heading blocks contain subject, Order number, date of issue, effective date, expiration date, distribution, and reference section.
  2. Special Orders will be numbered by year and sequential number (e.g. 99-01, 99-02).
  3. All Special Orders will have the expiration date of the Order indicated in the heading blocks.
  4. The purpose of the Order will appear below the Order heading blocks.
  5. Depending upon the nature of the Order, the body can be in accordance with the standard outline format or it may be presented in narrative form.
- C. Standard Operating Procedures consist of a heading sheet and subsequent sheets of plain 8½ “ x 11” paper and are white in color.
1. The heading blocks contain subject, date of issue, effective date, and reference section.
  2. The body of the Standard Operating Procedure will follow the standard outline format.
- D. Memoranda will be typed on plain white paper.
1. The heading “Department of Police; (Chief’s Name), Chief; Port Washington, Wisconsin” be centered on the top of the page.
  2. The headings will be arranged vertically at the left margin and will consist of TO:, FROM:, DATE:, SUBJECT:, CC:.
  3. If appropriate, a purpose for the Memorandum will be stated next.
  4. The body may take whatever format most effectively conveys the necessary information or instructions.

## VIII. PREPARATION

- A. The supervisor who is the main contributor (when applicable) of a General Order, Special Order, or Standard Operating Procedure is normally responsible for its drafting and submission to the Chief of Police for approval.
- B. Written orders shall not conflict with established policy and/or procedure dictated by a higher authority such as administrative regulation or statutory law.

- C. Whenever applicable, all written orders shall indicate references directing attention to other published documents and written sources.
- D. Proposed General Orders shall be reviewed by the Accreditation Committee prior to being issued.
- E. Department personnel shall receive training for a General Order prior to the Order's effective date.

## IX. ACCREDITATION COMMITTEE

### A. Composition of Committee

- 1. An Accreditation Committee of sworn and non-sworn personnel will meet as needed to review new General Orders or significant changes to existing General Orders.

### B. Committee Functions and Responsibilities

- 1. The committee will meet as needed, or as directed by the Chief of Police.
- 2. The committee will examine and evaluate all new General Orders. The committee will also review significant changes to existing General Orders.
- 3. The committee will forward suggestions for consideration to the Chief of Police.

### C. Process

- 1. The steps in the General Order review process are as follows:
  - a) The officer or supervisor responsible for drafting the General Order will submit it to the Chief of Police.
  - b) After review, the Chief of Police will provide the draft to the Accreditation Committee for their review.
  - c) The Accreditation Committee will return the draft to the Chief of Police with comments or suggestions.
  - d) The Chief of Police may make revisions, and will approve the General Order prior to issuance.

## X. GENERAL ORDERS MANUAL

- A. Each division of the department will be issued an Official General Orders Manual that will contain all General Orders issued and will be available for all personnel to review. General Orders are also available to review electronically in the Common File.

1. A table of contents will list each General Order in numerical order.
  2. An extensive alphabetical cross-index system will be included to facilitate locating any General Order or subject in the manual.
  3. The Chief of Police or the Chief's designee will be responsible to update the General Order Manuals as General Orders are added or updated.
  4. Only General Orders will be kept in the manuals.
- B. Binders will be issued to employees to maintain selected general orders they are issued.
1. Only General Orders will be kept in the binders.

## XI. SCOPE AND DISTRIBUTION

- A. The scope of each General Order will be noted in the header section. The scope will indicate who is to receive training on the General Order.
- B. The distribution for each General Order will be noted in the header section. All General Orders will be distributed to the General Orders Manual.
1. In addition to being distributed to the General Orders Manual, General Orders may be distributed to:
    - a) All Police Personnel: All sworn personnel and all civilian personnel will receive a copy of the General order.
    - b) All Sworn Personnel: All sworn personnel will receive a copy of the General Order.
    - c) Any additional distribution may be authorized by the Chief of Police and indicated in the distribution section of the General Order header.
- C. The Accreditation Manager will be responsible for the distribution of General Orders and signature sheets to each division.
- D. Shift supervisors will be responsible for:
1. Ensuring that roll call training is conducted on all General Orders when issued and that all personnel understand the Order.
  2. Distribution of General Orders to personnel under their supervision when indicated in the distribution.
  3. Ensuring that each employee sign a signature sheet when he/she receives training for a General Order, and if indicated in the distribution, when each employee receives a copy of the Order.

- E. Completed signature sheets will be forwarded to the Accreditation manager within seven (7) days of the distribution of the General Order. (Exceptions may be made for employees on vacation or other approved leaves.)
- F. The distribution for each Special Order will be noted in the header section according to the following code:
  - 1. A: All Unit Supervisors. This distribution is used when the Special Order is to be made known to all personnel but copies are to be issued only to unit supervisors.
  - 2. B: All Unit Supervisors and Named Personnel. This distribution is used when the Special Order is to be made known to all personnel but copies are to be issued only to unit supervisors and specifically named personnel.

## XII. AMENDING AND CANCELING

- A. The authority to amend or cancel written orders is restricted to the Chief of Police.
- B. An amendment to a General Order will be issued to:
  - 1. Change an existing provision or procedure,
  - 2. Cancel or delete a portion of an Order or
  - 3. Add a procedure or information to the Order
- C. A General Order will be amended by rewriting the original Order, and by indicating the original Order number and date in the "AMENDS" header section of the new Order.
- D. An order which cancels another order will identify the canceled Order in the "RESCINDS" section of the header.
- E. Standard Operating Procedures will be amended by rewriting the original procedure, indicating the new effective date, and replacing the old procedure with the new procedure.

## XIII. MAINTENANCE AND RETENTION

- A. The Accreditation Manager will maintain a master file of General Orders, Special Orders, and Standard Operating Procedures.
- B. The office of the Chief of Police will maintain a master file of memoranda issued by the Chief of Police, administrative officers and shift supervisors.

- C. The Accreditation Manager will maintain a supply of General Orders to fill reasonable requests for those missing, lost or worn. Employees requesting replacement may access the General Orders filed electronically in the Common File and print as necessary.

#### XIV. WRITTEN INTRA-DEPARTMENTAL COMMUNICATION

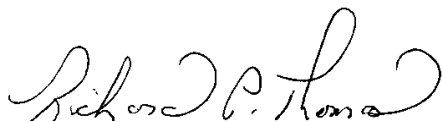
- A. The routine exchange of written information which includes lateral communication between divisions, shifts, supervisors, employees, etc., as well as requests of information from subordinates to supervisors will be on plain white 8-1/2" x 11" paper. These communications will be prepared with the following heading items arranged vertically on the left margin: TO:, FROM:, DATE:, SUBJECT:.
- B. These may be typed or legibly handwritten. This type of communication is not to be used in lieu of an existing department form such as overtime request, exchange of days off, etc.
- C. This General Order is not intended to prevent intra-departmental communications from the routine exchange of information within the police department.

#### XV. REVIEW OF GENERAL ORDERS

- A. All General Orders shall be reviewed at least once within the three year period between Wisconsin Law Enforcement Accreditation Group accreditation review unless specifically noted differently in a General Order.

**APPROVED:**

**DATE:**



5/1/09

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Chief Richard P. Thomas