

# MEDINA POLICE DEPARTMENT GENERAL ORDER

**ORDER NO:** 2017-029

**SUBJECT:** Order Formats and  
Authorization

**EFFECTIVE DATE:** 11, October, 2017      **RESCINDS ORDER NO:** 98-01-01

**DISTRIBUTION:** All Department Personnel

**PURPOSE:** To establish a format and definitions for written orders and bulletins and to provide for proper preparation, indexing and distribution so that all personnel concerned are kept informed of new and revised policy and procedures.

## I. DEFINITIONS

A. General Orders: General Orders are issued to announce adoption or revision of policies and to direct procedures for the indefinite future. The following are proper subjects of General Orders:

1. Institution of permanent procedures, rules, policies and manuals related thereto. Example: Investigative procedures relating to arrests and Persons in Custody.
2. Permanent changes in organization.
3. Installation of permanent programs which affect more than one unit subordinate to the issuing authority, e.g. Community Services.
4. Permanent personnel policies and procedures including recruiting, hiring, training and promotion policies but not including change of status, such as transfers, promotion of individuals, etc.

B. Special Orders: Special Orders are issued to announce policies or direct procedures concerning a specific circumstance or event, nature or involving only specific segments of activities. The following are examples of proper subject matter for Special Orders.

1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions.

Example:

- a. Renumbering or assignment of police vehicles.
- b. Assignment of working hours for specific commands.

2. Temporary procedures designed to cover a special occurrence or event which is of a temporary or short-termed nature.

Example:

- a. Instruction for the use and deployment of manpower to a particular public gathering such as a parade route; including the assignment of individual duties.
  - b. Assignment of and special instructions for personnel in training programs, firearms qualifications, etc.
  - c. Vehicle maintenance instructions.
3. Directives to a specific unit or units which do not influence the operations of others and for which no organizational change is needed.

Example:

- a. Maintenance of departmental owned firearms inventory lists.
- b. Special evaluations of personnel in a particular unit.

- C. Personnel Orders: Personnel Orders announce the following in the order indicated:

1. The appointment of new personnel.
2. The assignment or transfer of members from one unit to another.
3. The promotion or demotion of personnel.
4. Suspension, dismissal and restoration to duty.
5. Termination by resignation or retirement.

## II. ISSUING AUTHORITIES

- A. General Orders – General Orders may be issued by the following levels of command:

1. General Orders are issued by the Chief of Police to announce organizational – wide policies and procedures which are applicable for the indefinite future.

- B. Special Orders – Special Orders may be issued by the Chief of Police and Commanding Officers. In the case of Commanding Officers, Special Orders will be issued which pertaining only to members of their command. It is their responsibility to insure that their orders do not conflict with those of a higher level of command.

- C. Personnel Orders – Personnel Orders may be prepared only at the direction of the Chief of Police.

### III. DISTRIBUTION AND RETENTION OF WRITTEN ORDERS

- A. General Orders will be issued to all members and retained in the Manual provided.
- B. All personnel will be issued individual copies of all written orders and bulletins affecting them and they will be held responsible for knowledge or and compliance with the contents of such orders and bulletins. The polices will also be able to be viewed via department computers and thumb drives.
  - 1. Special Orders will be distributed only to Units affected, however copies of all written orders and bulletins will be kept in a master file.
- C. The distribution will be noted on each order.

### IV. PERPARATION OF WRITTEN ORDERS.

- A. Orders issued at any level of command shall not conflict with established policy and procedures directed by a higher authority.
- B. All Orders and Bulletins will be stated in precise and positive terms with grammatical accuracy.
- C. Whenever applicable, all Orders and Bulletins shall carry notations directing attention to other published documents which are related. An Order or Bulletin which rescinds or supercedes other Orders will carry the identifying notations (order number) necessary to connect them.

### V. INDEXING AND GENERAL FORMAT

- A. Orders shall be numbered consecutively with a prefix consisting of the year then a numerical sequence, i.e. 2017-01, 2017-02, etc.
- B. All written Orders shall conform to the format of this Order as closely as possible. All Orders will also indicate their effective date.

### VI. CANCELLATIONS

- A. All General Orders and Special Orders which are not self-canceling shall be reviewed three years after the original date of issuance to determine if:
  - 1. They should be cancelled.
  - 2. They should be incorporated into a manual.
  - 3. They should be revised.
  - 4. They should be continued in their present form.

- B. Cancellations and incorporations into other manuals shall be affected by a Special Order.
- C. Reviews of Orders shall be conducted by the Chief of Police or his representative.

#### VII. MAINTAINING THE MANUAL

- A. The following procedure shall be used when placing a new Order in the Manual.
  - 1. Type or print the new indexing information shown in the upper left hand corner in its proper numerical sequence in the numerical Index.
- B. When removing a replaced, superceded or cancelled Order from the Manual, cross out neatly all indexing data pertaining to the old Order.
- C. This manual is designed for use in a three ring binder using dividers.
  - 1. Binders will be issued to each member of the organization.
- D. Each member issued an Order Manual shall be responsible for maintaining it in the above manner in the binders provided, and each Manual shall be subject to inspection by any Command Officer.

#### VIII. ISSUANCE OF NEW INDEXES AND PERIODIC INSPECTIONS

- A. When a sufficient number of new orders have been issued, a new index will be published.
  - 1. The index date will consist of an up-to-date Alphabetical Index.
  - 2. Each person responsible for the maintenance of a Manual, should check the material contained in the Manual against the new index sheets to ascertain whether the Manual is up-to-date.

By Order Of:

Chad Kenward  
Chief of Police