



Approved:
Chief Marcia Harnden

Subject:

121. General Orders

Effective:
September 14, 2017

CALEA Standards: 12.2.1

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121.1: PURPOSE AND SCOPE

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

121.1.1: GENERAL ORDER PROTOCOL

General Orders will be incorporated into the manual as required upon approval of Staff. General Orders will modify existing policies or create a new policy as appropriate. A General Order will be rescinded once it has been incorporated into the manual.

General Orders shall be numbered consecutively starting with the last two digits of the year. For example, 17-01 signifies the first General Order for the year 2017.

121.2: RESPONSIBILITIES

- a. **Staff** – The staff shall review and approve revisions to the Policy Manual, which will incorporate changes originally made by a General Order.
- b. **Chief of Police** – The Chief of Police or authorized designee shall issue all General Orders.

121.3: ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of General Orders. All employees are required to acknowledge the receipt of any new General Order through the Policy Management System.