



CEDAR PARK POLICE DEPARTMENT
GENERAL ORDER

Written System of Agency Directives

NUMBER: 1.04.01

EFFECTIVE: 10-13-2014

APPROVED: *[Signature]*
Chief of Police

I. POLICY

It is the policy of the Cedar Park Police Department to have a system in place to include agency procedures, practices, general conduct, and policies into a system of general orders and standard operating procedures. This system of written directives is reviewed and updated regularly to ensure compliance with applicable Texas law.

These written directives and subsequent updates are made available to, and should be reviewed by, all affected personnel in a manner designated by the Chief of Police.

II. PURPOSE

The command staff of the Cedar Park Police Department desires that a methodical implementation process can be followed to ensure distribution and clear understanding of new policies, directives, and standard operating procedures in order to provide ready reference to all affected personnel.

III. PROCEDURE

General Orders are approved by the Chief of Police, affixed with an effective date, and shall be distributed promptly to all affected personnel via policy software. They may include, but are not limited to: a policy statement, purpose, definitions, and procedures. All general orders must be checked for contradictions or compliance issues by the Accreditation and Compliance Coordinator or designee prior to distribution. General Orders must be checked for violation of applicable law by a sworn member of Command Staff or designee prior to distribution.

Standard Operating Procedures (SOPs) are approved by division commanders, affixed with an effective date, and shall be distributed promptly to all affected personnel via policy software. They may include, but are not limited to: objectives, purpose, definitions, and procedures. All SOPs must be checked for contradictions or compliance issues by the Accreditation and Compliance Coordinator or designee prior to distribution. SOPs must be checked for violation of applicable law by a sworn member of Command Staff or designee prior to distribution.

Forms are approved by members of Command Staff, are affixed with revision dates, and are distributed via policy software. Members should refer to policy software to ensure they have access to the most recent version of the forms used on a regular basis.

Other Written Directives may include emails or memos distributed to members of the Police Department. These directives shall only be used when an immediate change is required, and may be issued by executive members of Command Staff. Whenever possible, written changes to policy, procedure, practices or training shall be integrated into a general order, SOP or official training document within the policy software in a timely manner.

An acknowledgement form accompanies the distribution of such policies, directives or standard operating procedures when they are input in the policy software. All documents will have a sequential number (i.e., 1.01.01, 1.02.01) and be categorized in the most appropriate chapter. Numbers will be issued by the accreditation and compliance coordinator or designee.

IV. DISTRIBUTION

For General Orders and SOPs, personnel receiving the documents shall do so through the policy software system to indicate their receipt and understanding. If a policy, directive, or standard operating procedure is not understood, clarification shall be requested. Personnel receiving new or revised documents shall promptly login to the policy software system and electronically sign for the document.

Forms and other written directives are made available through email or policy software, but are not signed for. Proof of receipt should be maintained in the email of the member of Command Staff issuing the order. It is the responsibility of the issuing member of Command Staff to work with the Accreditation and Compliance Coordinator to integrate it into the appropriate general order or SOP that will be signed by the Chief of Police.

V. UPDATES AND REVISIONS

At the beginning of each calendar year, or as needed, all agency policies, directives, and standard operating procedures will be reviewed and updated in accordance with applicable Texas Law, City Ordinance, Meet and Confer Agreement or any other applicable law. This review process will be conducted by the Accreditation and Compliance Coordinator or designee.

All employees are encouraged to recommend the development or revision of written directives whenever it appears that an addition, change to, or removal of information from the existing written directive is necessary or beneficial.

Recommendations may be submitted directly to the Accreditation and Compliance Coordinator via email, in the form of a memorandum, and/or to the Assistant Chief of Police via the recommending employee's chain of command.

The Assistant Chief and/or designee will review all recommendations and determine whether to initiate development or revision. Recommendations and revisions will be coordinated by the Accreditation and Compliance Coordinator and/or designee.

Written directives will be sent out to a policy review committee and Command Staff prior to issuance. This review period may be waived at any time by the Chief of Police.

VI. PURGING

All documents in policy software that have been signed by employees will remain in the policy software. If a policy or procedure is no longer applicable, it shall be disabled in the policy software. Items should only be disabled with the approval of the Chief of Police or designee.