


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Written Directive System		ACCREDITATION CALEA 12.2.1(a-i); 12.2.2(a-c); 54.1.1.(e); 82.1.3 PRIOR REVISIONS 04/23/08, 02/27/12, 04/13/20 ATTACHMENTS: -General Order Template; -Manual Template; -Training Order Template; -Personnel Order Template; -Admin Memo Template; -Special Order Template; -Legal Bulletin Template
	PROponent UNIT Accreditation Unit		
NUMBER 12.2	ISSUE DATE 07/01/98	REVISION DATE 08/13/2024	TOTAL PAGES 17

I. **PURPOSE:** A Written Directive System establishes the lines of communication, authority and accountability within the agency. Written Directives include information to help guide and direct agency policy and procedure in an efficient manner. This system is designed to be an informative resource and provide reasonable guidelines for all members.

II. **POLICY:** It is the policy of the Gainesville Police Department to provide all members with written directives. These directives are intended to provide members with a clear understanding of issues related to the performance of their duties, to communicate changes that occur within the organization, and to establish a set of guidelines to most effectively serve the community of Gainesville. [CALEA 12.2.1.a]

III. **DEFINITIONS:**

Written Directive: Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations general orders, special orders, memorandums, and instructional material.

General Order: A written order stating a policy, procedure, rule, or regulation that guides a member's behavior, implements and guides the Department's operations, or addresses a specific Department goal. General Orders shall be collectively known as the Department Manual.

Legal Bulletin: A bulletin which informs or instructs members on legal aspects of laws and court rulings pertinent to the police mission.

Training Order: A document which informs and directs Department members to attend specific training sessions.

Personnel Order: A directive announcing promotions, transfers, and other personnel issues.

Bureau Directive: A directive constructed at the Bureau level or below which directs specific groups of people in the operations of their areas.

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Bargaining Unit Agreement: Contractual agreements ratified between the City and each of the three recognized bargaining units (the Police Benevolent Association, the Fraternal Order of Police and the Communications Workers of America).

Admin Memoranda: Additions or amendments to existing Departmental directives that include policy statements, clarifications, revisions or other orders issued via memorandum. These are issued either by the Chief and are enforced as though they were part of the Department Manual, or Bureau commanders to supplement directives in their bureaus. [CALEA 12.2.1.g.h]

General Memoranda: Written information not warranting a formal order used to direct any or all personnel of Gainesville Police Department in specific situations.

Special Orders: A written statement of police or procedure regarding a specific circumstance or event that is of a temporary or self-cancelling nature (Hurricanes etc.). Self-canceling Special Orders will have an effective cancellation date. After the date has passed, the particular Special Order may be discarded. Special Orders may not be used to permanently dictate policy or procedures. Special Orders may be issued by Command level personnel for areas pertaining to their specific areas of responsibility. The issuing authority shall retain the original special order and a copy of the Special Order shall be forwarded to the Accreditation Unit. [CALEA 12.2.1.h]

Standard Operating Procedures Manual: A directive that affects only a specific segment of the organization (Canine, SRO, etc.). They give a working knowledge of how day-to-day functions of the component are conducted. [CALEA 12.2.1.h]

Rules and Regulations: A set of specific requirements or limitations to which all employees must adhere. They are the most narrowly drawn of written directives that allow for the least amount of interpretation. They represent precise commands, which members are to obey to the letter. [CALEA 12.2.1.g]

Policy Statement: A broad statement of principles of the department. [CALEA 12.2.1.f]

Procedure: A written directive that provides methods, guidelines, or instructions for carrying out agency activities. A procedure may be mandatory in tone by using “will” or “shall” rather than “should” or “may”. Procedures sometimes allow some latitude and discretion in carrying out an activity. [CALEA 12.2.1.g.h]

City of Gainesville Policies and Procedures: In addition to departmental directives, all employees are obligated to comply with policies set forth in the City of Gainesville Policies and Procedures Manuals. [CALEA 12.2.1.f]

Power DMS: A document management software program that provides electronic archival and distribution of directives. It also provides an electronic receipt and testing system that can be assigned to all or specific members.

Shall or will: Indicates a mandatory action.

Should: Indicates a generally required or expected action, absent a rational basis for failing to conform.

IV. PROCEDURE

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- A. **Proprietary Control**: The Department retains control over all written directives that are official publications of the Gainesville Police Department.
- B. **Issuing Authority**: The rules, regulations, policies and procedures in the written directive system are made at the discretion of the Chief of Police or designee, who may issue, rescind, expand, overrule, or change any and all rules and regulations not subject to outside statutory, ordinance, policy, bargaining unit or other administrative or legislative restriction.[CALEA 12.2.1.b & 12.2.1.c]
1. General Orders will be issued by the Chief of Police;
 2. Bureau/Division/Unit Manuals will be issued by the Chief of Police;
 3. Training Orders will be issued by the Chief of Police;
 4. Personnel Orders will be issued by the Chief of Police;
 5. Special Orders: may be issued by the Chief of Police, Assistant Chief(s), and Branch/Bureau/Division/Section/Unit Commander.
 6. Legal Bulletins will be issued by the Legal Advisor.
- C. **Format**: All general orders, special orders and standard operating procedures shall be formatted in a consistent manner. A header will be utilized on the first page of all directives to identify key information about the directive. [CALEA 12.2.1.d]
1. General Orders: The format found in Attachment A shall be used for all General Orders.
 2. Standard Operation Procedure Manual (Bureau/Division/Unit Manuals): The format found in Attachment B shall be used for all Manuals.
 3. Administrative Memorandum: The format found in Attachment C shall be used for all Legal Bulletins.
 4. Legal Bulletins: The format found in Attachment D shall be used for all Legal Bulletins.
 5. Training Orders: The format found in Attachment E shall be used for all Training Orders.
 6. Personnel Orders: The format found in Attachment F shall be used for all Personnel Orders.
 7. Special Orders: The format found in Attachment G shall be used for Special Orders.
- D. **Policy Development, Review, & Modification**
1. General Orders: The Accreditation Manager will review, update, purge, or revise policies and procedures as necessary. If a directive needs to be or has been updated, it will be submitted for Command Staff review, as delineated in this

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directive. Deputy Chiefs/Bureau Commanders shall oversee an **annual** review of all directives. [C.A.L.E.A. 12.2.1.i] Directives dealing with high liability procedures may be reviewed more frequently. Directives may also be modified or reviewed more frequently, depending upon need, court decisions, new legislation, or other factors that may have an effect on the directive. The Deputy Chiefs/Bureau Commanders shall forward the results of the review to the Accreditation Manager, along with any recommendations for change they feel is needed. If no changes are recommended, that should also be noted.

- i. Any component recommending a new policy or policy revision, shall prepare a draft of the proposed/revised policy notating the revisions. The draft shall be forwarded through the chain of command to the Accreditation Manager, who will edit, format, and review the document to ensure revisions, additions or new policies, do not conflict with existing policies, laws, and accreditation standards, prior to promulgation. The Accreditation Manager will enter all new policies and policy revisions into a Power DMS workflow for review/comment/approval by the affected Division Director, all Bureau Commanders, Major, Assistant Chiefs, and Police Legal Advisor. The Command Staff review and approval process should be completed within 14 business days.

Any recommendations made by the command staff members will be reviewed and included in the revision when appropriate. If there is a significant change to the content of the revision, the draft will be sent to the command staff members again for review. This will be done prior to the policy being submitted to the Chief for approval.

The Accreditation Manager will provide the Chief of Police with a final copy of the new or revised policy, for review and approval, following Command Staff review. The Chief of Police will have the final approval on all new policies and/or policy revisions (General Orders). [C.A.L.E.A. 12.2.1.e.12.2.1.i]

- ii. If the need exists for a directive to be purged, the Accreditation Manager will forward a memo to the Chief of Police, stating the rationale for the request. The Chief must authorize the removal of the directive in writing. A copy of the purged directive will remain on file in the Accreditation Office. [C.A.L.E.A. 12.2.1 e]
- iii. Any department employee may submit a recommendation that a written directive be reviewed or modified. The employee making the request should submit the reason for recommending the review or change, in writing, to the Major or designee through the chain-of-command. The employee should include the rationale for making the recommendation, as well as providing the documentation for any proposed changes.

The Major will review the request and assign the matter to the Accreditation Manager for further consideration, to ensure it meets accreditation standards. The Accreditation Manager will follow the process as outlined above, if they determine the policy requires a revision

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- iv. Department general orders are not self-canceling unless specifically stated in the order. Each general order is in effect until and unless superseded, rescinded, or abrogated by law or court decision.
- 2. Legal Bulletins: Legal Bulletins are developed, issued, and maintained by the Legal Office.
- 3. Training Orders: The Training and Education Division Director is responsible for developing, issuing, tracking and maintaining Training Orders and Training Bulletins.
- 4. Personnel Orders: The Personnel Services Division Director, via the assigned Division Commander, is responsible for developing, issuing, tracking and maintaining Personnel Orders.
- 5. Bureau/Unit/Division Manuals: Bureau commanders are authorized to develop and issue written directives that apply to subcomponents/members under their command.

- i. Limitation: Directives cannot supersede a General Order, bargaining unit contractual agreement, or accreditation standard requirement.

- ii. Standard Operating Procedures: If warranted, written procedures directing the operation of specific Department subcomponents may be developed in addition to bureau directives in order to ensure the efficient operation of those subcomponents.

All such procedures shall be reviewed by the assigned bureau commander prior to implementation.

- iii. Headings: All bureau and sub-bureau directives shall be identified by bureau, topic, chapter, effective date, revision date, application (to whom in the bureau the information applies), section and page numbers (if applicable).

- iv. Authority: All written directives which are in full force under the authority of the Chief of Police and for which members may be subject to discipline for violations thereof, shall be designated as 'By Order Of' and signed by the Chief of Police and respective chain-of-command.

The signature shall be applied at the end of the manual to ensure command review.

- v. Pre-Issuance Review: Prior to issuance of any directive, draft copies must be sent to the Accreditation Unit for review to ensure the directives are in compliance with accreditation standards. This must be done prior to the directives being approved and implemented.

- vi. Issuance and Maintenance: The bureau commander will be responsible for the maintenance of any bureau directives issued by him/her, including their revisions, additions, tracking and issuance to affected personnel.

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- a. The bureau commander shall account, by signed receipt, for all directives issued within their bureau. Receipting documentation shall be retained in bureau files and/or PowerDMS if it is used.
- b. Bureau commanders shall instruct their personnel as to which orders may be purged as changes are made.

vii. Reference File: The bureau will maintain the signed copy of the approved, issued bureau directives. A copy of approved, issued bureau directives will be sent to the Accreditation Unit. Bureau directives may be uploaded into Power DMS for access by the respective bureau members.

6. Bargaining Unit Agreements: Changes or additions to any bargaining unit agreement must be negotiated between and ratified by City and bargaining unit representatives.

E. Initial Distribution:

1. Department Manuals: All newly-hired permanent employees and reserve officers shall receive training on the use and procedures of Power DMS during the mini academy prior to entering the FTO Program. The training will be documented on the New Officer Training Check List. Temporary employees shall be issued copies of general orders pertinent to their duties, or they may access the entire manual via Power DMS, at the discretion of the Chief of Police.
2. Bureau Directives: Bureau Commanders shall determine distribution of and accountability regarding bureau, division, and unit directives relative to operations under their command.

F. Distribution of General Orders and Legal Bulletins: [CALEA 12.2.2.a] The Accreditation Manager shall post approved General Orders, including all initial issues, addendums and revisions, on Power DMS. Hard copies of any issued documents will be maintained in the Accreditation Unit. The Legal Office shall post Legal Bulletins on Power DMS.

1. Emails: Once a General Order or Legal Bulletin has been posted on Power DMS, a department-wide email will be sent notifying personnel.
2. Acknowledgment of Receipt and Review: [CALEA 12.2.2.c] Department members must sign-in to Power DMS within fourteen (14) days of receipt of the email and electronically sign for the newly posted General Order or Legal Bulletin.

It is every department member's responsibility to log-in to Power DMS at least once a week to ensure he/she has reviewed and signed for all General Order revisions and Legal Bulletins. Failure to review and sign for General Orders or Legal Bulletins may result in disciplinary action.

Exception: Reserve Officers must sign into Power DMS once a month to electronically sign for newly posted General Orders or Legal Bulletin.

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3. **Accountability:** All receipt acknowledgements will be electronically stored within Power DMS. The Accreditation Unit has the ability to query Power DMS to review all receipt acknowledgements and will make them available for inspection as necessary.

G. **Knowledge:** Department members shall have a working knowledge of the policies, procedures, regulations, and information contained in the written directives.

H. **Compliance:** Members shall comply with the policies and procedures contained in the Department directives.

Violation of any rules, regulations or procedures contained in the written directive system may be grounds for disciplinary action.

I. **Security:** Written directives that address tactical methods or information of the police department may be marked "confidential", pursuant to Florida Statute 119.07, and the release of such written directives coordinated through the Public Information Office and Records Unit. This may include: [CALEA 54.1.1.e]

1. Surveillance techniques and procedures.
2. The identity of surveillance personnel.
3. Mobilization / deployment plans or policies for emergencies.
4. Other tactical plans or policies for emergencies.

Requests for information on written directive contents from persons not employed by the Gainesville Police Department will be directed to the Records Division and then to the Accreditation Section. Individuals may access the general orders via the Gainesville Police Department website.

J. **Use:** Department members will consult the written directive system if they have any question as to their responsibilities or as to proper procedures.

If, upon consulting the written directive system, the Department member's question is still not resolved, the member is responsible for contacting a supervisor or commanding officer for clarification.

K. **File/Index and Archives:** The Accreditation Unit shall maintain complete and readily accessible electronic files of current, previously active, and rescinded General Orders.

The electronic Power_DMS manual will be indexed by title, subject, number, and description. It can be searched using the "Document Search" function and will search by title, subject, number, and/or description. The search will create an index of all General Orders containing the search criteria. [CALEA 12.2.1.e & 12.2.2.b]

L. **Disposal:**

1. Obsolete or superseded master files and draft files may be disposed of only when:

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- i. There are no pending or anticipated lawsuits or investigations (criminal or internal) where the document may have evidentiary, regulative, or investigative value.
 - ii. All other administrative value is lost.
 - iii. At least four years have passed since the document was current. (Four years is used due to the statute of limitations on liability.) [CALEA 82.1.3]
2. The Major or Accreditation Manager may authorize destruction after ensuring the above criteria has been met. [CALEA 82.1.3]
3. Disposal or deletion of computerized written directives will be in accordance with the [Florida General Records Schedule GS1-SL](#). [CALEA 82.1.3]


The Records Division shall maintain copies of the Records Disposition Document.

By Order of

*Signed Original on File in the
Accreditation Unit*

**Nelson Moya
Chief of Police**

Attachment A

	TITLE		ACCREDITATION PRIOR REVISIONS ATTACHMENT:
	PROPOSER UNIT		
NUMBER	ISSUE DATE MM/DD/YYYY	REVISION DATE MM/DD/YYYY	TOTAL PAGES

I. PURPOSE:

II. POLICY:

III. DEFINITIONS:

IV. PROCEDURE:

A.

1.

i.

a.

1).

i).

(a).

(1).

By Order of

Chief of Police

Attachment B

(Manual Title)

Created (Month Year)

INDEX

Chapter One: (Chapter Title)

1.00.0 0 (Section Title)
1.00.0.1 (Section Title)
1.00.0.2 (Section Title)
1.00.1.0 (Section Title)
1.00.2.0 (Section Title)
1.01.0 0 (Section Title)
1.02.0 0 (Section Title)

Chapter Two: (Chapter Title)

2.00.00 (Section Title)
2.01.00 (Section Title)
2.02.00 (Section Title)

Chapter One

1.00.0.0 (Section Title)

(Information)

1.00.0.1 (Section Title)

(Information)

Attachment C



CITY OF GAINESVILLE

Gainesville Police Department

Memo

To: (RECIPIENTS)

From: (AUTHORIZING POWER)

Date: (DATE)

Re: (REGARDING)

(INFORMATION TO BE DISSEMINATED)

Attachment D

LEGAL BULLETIN (Year- #)

(Date)

**GAINESVILLE POLICE DEPARTMENT
GAINESVILLE FLORIDA**

TO: (Recipients)

RE: (In Regards To)

(Associated Court Cases)

ISSUE: (Present the Issue)

HELD: (Summary)

DISCUSSION: (Detailed Description of the Issue Explaining the Circumstances and Outcome)

(Documentation and Decision of the Court)

Attachment E

GAINESVILLE POLICE DEPARTMENT
PROFESSIONAL STANDARDS BUREAU
——TRAINING & EDUCATION DIVISION——

TO: (RECIPIENTS) **DATE:** (DATE SENT)
WHO: (REQUIRED FOR TRAINING)
WHAT: (DESCRIPTION OF TRAINING)

WHEN: (TIME/DATE OF TRAINING)
WHERE: (LOCATION OF TRAINING)
EQUIPMENT: (EQUIPMENT REQUIRED)

In accordance with General Order 33.1(C)(4), Department members shall attend in-service and roll call training classes, and shall do so on their assigned dates. Members shall ensure any scheduled problems are properly noticed to their supervisors.

BY ORDER OF:

Tony R. Jones
Chief of Police

Attachment F



CITY OF GAINESVILLE

Gainesville Police Department

Personnel Order

To: (RECIPIENTS)

From: (AUTHORIZING POWER)

Date: (DATE)

Re: (REGARDING)

(INFORMATION TO BE DISSEMINATED)

Attachment G



CITY OF GAINESVILLE

Gainesville Police Department

Special Order

To: (RECIPIENTS)

From: (AUTHORIZING POWER)

Effective Date: (START DATE)

Order Expiration: (END DATE)

Re: (REGARDING)

(INFORMATION TO BE DISSEMINATED)