

Greer Police Department General Order 220.2

Written Directives

This order consists of the following numbered sections:

- I. WRITTEN DIRECTIVES STRUCTURE
- II. DEFINITIONS/ISSUING AUTHORITIES
- III. INDEXING AND GENERAL FORMAT
- IV. REVIEW OF DIRECTIVES
- V. DISTRIBUTION OF DIRECTIVES

By Order of: *Matt Hamby*
Chief of Police

September 25, 2024
CALEA 12.1.4; 12.2.1;12.2.2

I. WRITTEN DIRECTIVES STRUCTURE

- A. The Greer Police Department shall maintain a written an effective and up to date directive system intended to keep all members of the department informed of the expectations, policies, and procedures of the department. The written directives system delineates authority, responsibility, purpose, function and evaluation of all phases of Greer Police operations. The Chief of Police is vested with the authority to issue, modify or approve any written directive of the Police Department.

II. DEFINITIONS/ISSUING AUTHORITY

- A. A Written directive system forms the foundation of the Greer Police Department and is formally established to communicate and access statements of agency policy, rules, regulations, and procedures for carrying out agency activities. Written directives will consist of General Orders, Special Orders, Personnel Orders, Training Calendars and Memoranda of general distribution.

1. **General Orders-** General Orders are written directives which define and specify policies and procedures for the Greer Police Department. General Orders are issued and authorized only by the Chief of Police and apply to all members, sworn and civilian, of the Greer Police Department.

General Orders supersede all other policy directives of the police department. General Orders do not, however, supersede policies or laws of the City of Greer or the State of South Carolina. All current General Orders are posted in PowerDMS and are in effect until either amended or rescinded. The following are proper subjects of General Orders:

- a. Institution of permanent procedures, policies, rules, and manuals related thereto;
- b. Permanent changes in organization;
- c. Permanent personnel policies and procedures including recruiting, hiring, training and promotional policies;
- d. Installation of permanent programs which affect more than one division;
- e. Relationships with other agencies and citizens.

2. **Special Orders-** Special Orders are issued to announce policies or direct procedures concerning a specific circumstance or event, or policy or procedure which is of a temporary or self-canceling nature, or involving only specific segments of activities. The following are examples of proper subject matter for Special Orders:

- a. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions. Examples may include temporary operational policy.
- b. Instructions for the use and deployment of manpower.

- c. Directives to a specific unit or units which do not influence the operations of others and for which no organizational change is needed.

Special Orders will not become part of the General Orders Manual because they are temporary in nature. They may only be incorporated into the Manual by conversion or inclusion to a General Order. A file record of all Special Orders issued will be published and maintained in PowerDMS. The Chief of Police and/or division commanders may issue Special Orders.

- 3. **Personnel Orders-** Personnel Orders are issued by the Chief of Police to announce personnel actions. Examples of proper subject matter for Personnel Orders include the transfer of employees from one unit to another, promotion of personnel, and position openings.

Personnel Orders will not become part of the General Orders Manual. A file record of all Personnel Orders issued will be maintained in PowerDMS.

- 4. **Memoranda-** Memoranda of general distribution may be issued by the Chief of Police, supervisors, or personnel as approved by supervisors for the following purposes:

- a. To disseminate information or instructions not requiring a formal order.
- b. To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General or Special Orders. Such directions shall not deviate from or conflict with established policies and procedures as documented by higher authority.
- c. To explain or emphasize portions of previously issued orders.
- d. To inform employees of actions or policies of other agencies.

- 5. **Training Notifications-** Training notifications are intended to provide information to personnel on scheduled training sessions, or technical information relating to the performance of their duties. These will be issued and updated as necessary and will not become part of the General Orders Manual. All training notifications and assignments are published through PowerDMS by the Training Sergeant.

III. INDEXING AND GENERAL FORMAT

- A. All written directives will be issued on official Department forms and/or departmental format, date affixed and with the appropriate title heading.
- B. Written orders and memoranda issued at any level of management shall not conflict with established policies and procedures established by higher authority.
- C. An order or memorandum which rescinds or supersedes other orders, memoranda, etc., will carry the identifying notations (order number, memorandum number, etc.) necessary to connect them.

D. Order numbering and format

1. **General Orders-** General Orders will be numbered. The first digit of the number indicates in which chapter of the General Order Manual the order appears. The second and third digits of the number signify the subtitle under which it falls within that chapter. The decimal point followed by a digit(s), indicates the sequential position of the General Order within the subtitle.

For example, a directive identified as "General Order 120.1", would be found in chapter 100, Law Enforcement Role and Authority, and within subtitle 120, Limits of Authority. It would be the first General Order of that Section.

The first page of each General Order will consist of a standard form, displaying the banner, "General Order", and will include the title, number and effective date.

2. **Special Orders-** Special Orders will be numbered consecutively within the year of issuance by using a hyphenated prefix consisting of the last two digits of the year designation: e.g., 25-01, etc.

The first page of each Special Order will consist of a standard form, displaying the banner, "Special Order", and will include the title, number and effective date. The Special Order number will be displayed on the face sheet and all subsequent pages composing that order.

3. **Personnel Orders-** Personnel Orders will be numbered consecutively within the year of issuance by using a hyphenated prefix consisting of the last two digits of the year designation: e.g., 25-01, etc.

The first page of each Personnel Order will consist of a standard form, displaying the banner, "Personnel Order", and will include the title, number and effective date. The Personnel Order number will be displayed on the face sheet and all subsequent pages composing that order.

4. **Training Notifications-** Training Notifications will be sent to the affected personnel via PowerDMS with the required completion dates attached. Other training opportunities may be sent to the appropriate personnel via email. Monthly training bulletins related to General Order reviews will be posted to PowerDMS and will appear under each affected employees "To Do" list. The General Order review and will require time sensitive testing in order to be complete and will be documented by PowerDMS for each employee.

5. **Memoranda- Memoranda** of general distribution will be unnumbered, but prepared in the Department's format. Copies of such memoranda will be sent to the Chief's Office for filing purposes.

IV. STAFF REVIEW OF DIRECTIVES

- A. Generally, proposed General Orders are developed through the Accreditation function and will be disseminated to the appropriate Division Commanders, as well as other Command Staff members and/or persons of expertise as needed for review prior to issuance. General

Orders will be amended or rescinded as deemed appropriate by the involved personnel. All revisions or amendments to General Orders should first be determined not to contradict with any other existing agency directive or applicable law as a part of this process and prior to being signed by the Chief of Police. All other directives will be reviewed by the issuing authority.

- B. The Support Services Captain or his/her designee will periodically review the General Orders to determine the need for any needed changes. All employees are encouraged to submit proposed improvements or corrections at any time.
- C. When questions of compatibility with state law arise, the General Order revision will be sent to the City Attorney for review.

V. DISTRIBUTION OF DIRECTIVES

- A. All written directives other than General Orders may be distributed through email.
- B. A master file of General Orders will be posted and indexed via PowerDMS and are available to all employees through computer and MDT. All Greer Police employees will have confirmed access to PowerDMS via the Training Officer. All personnel are required to read each order. Personnel will be required to demonstrate their familiarity with the General Orders during their PTO Review Board, prior to release from the PTO program, and during required monthly General Order review.
- C. When new or updated General Orders are issued they will be placed into PowerDMS. Each officer will find the new General Order and accompanying Special Order, if applicable, for review under their individual "TO DO" list. PowerDMS may specify required completion dates for each affected employee and will document receipt and review of each new or updated General Order. PowerDMS will archive the replaced General Order and maintain the Special Order.
- D. All General Orders, including amended and rescinded General Orders, are archived and maintained in PowerDMS by the Support Services Captain for historical purposes. PowerDMS maintains revision dates for all General Orders.