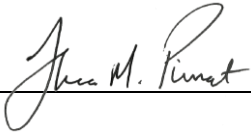


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 107	Section: ADMINISTRATION	Effective Date: OCTOBER 2022
Title: WRITTEN DIRECTIVES		
Accreditation Standards: ADM.09.01, ADM.09.02		
Review Date: AUGUST 2023	Total Pages: 2	Chief of Police: 

I. WRITTEN DIRECTIVES

A. Policy.

The Leesburg Police Department constantly strives to develop and distribute written information that will provide proper guidance to all departmental employees in carrying out their duties. Written directives consist of general orders, regulations, command staff memoranda, and general memoranda.

B. Definitions.

The General Orders Manual explains the policies, procedures, and regulations of the Department.

1. **POLICY.**

A policy is a statement of the Department's philosophy on a given issue. Policy consists of values and principles that guide the performance of the employee. Policies are established based on departmental ethics and experience, the law, and with the interests and desires of the community considered.

2. **PROCEDURE.**

A procedure defines the method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that procedures direct action in a specific situation to be handled in a specific manner within the guidelines of policy. Personnel may depart from procedures if in their professional judgment the situation warrants. Justification for departure from departmental procedures will be required.

3. **REGULATION.**

A regulation is an administrative order governing organizational matters, or behavior of employees.

II. WRITTEN DIRECTIVES SYSTEM

A. **GENERAL ORDERS** are maintained and published as part of the GENERAL ORDERS MANUAL, which is organized by major topic items, which are assigned section series numbers (*i.e., the Administration Section is assigned the 100 series*). Sections are then further defined by general orders, which are assigned a number within the section series (*i.e., Structure and System which is a general order within the administration section is assigned general order number 105*). Whenever there is a revision approved by the Chief of Police or designee, that revision is immediately distributed electronically with signature verification through the document management system. Complete general order files are available on the department's document management system. Modification to these files is prohibited through the system by unauthorized users. The Accreditation Manager and the Information Services Commander, or designee, shall have access to the files for update and/or modification purposes. An annual review of the manual is conducted by the Administration and Support Services Division Commander, or designee.

B. **REGULATIONS** of the Department are detailed in a separate section of the General Orders Manual. This section is indexed in an outline format and consists of sections that are denoted alphabetically, and subsections that are numerical. Whenever there is a revision approved by the Chief of Police or designee, that revision is immediately distributed electronically to all employees with a signature verification requirement.

- C. **MEMORANDUM** are distributed to all members of the department after implementation by the Chief of Police or designee, whenever there is a change in policy or procedure. They are prepared in memorandum format, dated, addressed, and distributed by the Chief of Police or designee. All supervisors will review the information with the personnel under their supervision. Memorandum may be sent as a hard copy or via electronic distribution.

Whenever there is a revision of a Memorandum approved by the Chief of Police or designee, that revision is immediately distributed to all employees in the form of a Memorandum that supersedes any corresponding previous Memorandum. Superseded memoranda are purged in compliance with Commonwealth of Virginia Records Retention and Disposition Schedules.

- D. The Chief of Police, or designee, has authority to issue, implement, revise, and distribute the Department's General orders and regulations. All proposed general orders and regulations will be reviewed by a command staff member or designee, prior to issuance. All other directives will be reviewed by the issuing authority.

E. Distribution of Directives.

1. General orders and regulations will be issued to all employees in electronic format. The employee is required to read each order. Any question the employee has about any order/directive should be brought to their immediate supervisor's attention for clarification.
2. All new and revised general orders and regulations will be distributed to all employees. Employees are required to read the directive in its entirety. The employee shall discuss with their supervisor any questions or concerns about the directive. All memoranda will be posted at accessible locations and/or distributed to all personnel as appropriate.
3. Quarterly, the electronic signature verifications are reviewed. Those employees of the department that are identified as having outstanding documents to review are reported to their first line supervisor.
4. General order updates will be published as needed; all revisions from the last publishing are maintained and archived within the document management system.
5. Complete general order files are available on the document management system. Modification to these files is prohibited through the system by unauthorized users. The Accreditation Manager and Information Services Commander or designee, shall have access to the files for update and/or modification purposes.

F. Annual Review of General Orders.

The Administration and Support Services Division commander or designee, shall coordinate an annual staff review of the General Orders Manual and Regulations. The purpose of the review is to determine if the directives should be cancelled, revised, or continued in their present form. Those directives that have been reviewed, but not changed, shall have a date of review noted.