




# City of Manassas Police Department General Duty Manual



Effective Date: 03-15-2011	<b>GENERAL ORDER</b>	Number: 01-01
Subject: General Duty Manual		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 09-23-2021		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 12.2.1 / 12.2.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

The purpose of this General Order is to establish the General Duty Manual as a means of conveying management expectations and performance standards to the members of the Department. The manual codifies all Department General Orders so that they are in the same format and contained in one General Duty Manual, that is organized in two volumes. Volume I is titled "Administration." Volume II is titled "Operations." The General Orders are also maintained in electronic format and are identified by the same Volume titles.

## POLICY:

The Chief of Police has the statutory authority to make policy, procedure, and rules and regulations governing the activities of the Department.

It is the policy of the Department to provide members with a quality system of written and/or electronic directives. The General Duty Manual is one tool in this system. The manual is intended to keep members abreast of current policy, procedures, rules and regulations, and standards of performance. The contents of the manual are designed to standardize action and behavior, reduce instances of misconduct, minimize misunderstandings and misinterpretation, and provide a sufficient margin for discretion to accomplish the police mission.

The General Duty Manual also provides direction for all members to follow concerning the communication, coordination and cooperation between all divisions, sections and units within the Department.

**The General Duty Manual is for Department use only, and does not apply in any criminal or civil proceeding. The General Orders contained in the General Duty Manual should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of the General Orders will only form the basis for Department administrative actions.**

## DISCUSSION:

Beginning in August 1998, the Department began a revision of its written directive system, consolidating the General Duty Manual with the Police Department Policy Manual. This consolidation was part of an overall review process conducted in conjunction with the Department's self-assessment activities for the purpose of accreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The Department began a conversion of the General Orders so as to comply with the CALEA Standards.

The review process for the reorganization of this manual represents a collaborative effort between management and the person or persons most closely associated with the specific tasks or activities being addressed by the General Orders.

Instructions and material in this manual are not intended to cover every conceivable situation that may arise in the discharge of police or departmental duties. Members at all levels are encouraged to offer suggestions, comments, and constructive criticism on the content of this manual. This manual should be considered the "official" repository for Departmental policy,

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procedures, and rules and regulations as found in the General Orders. General Orders and Special Orders are further described in General Order 1-2.

The General Duty Manual is written in the present-tense perspective. The words “he” or “his” are normally used rather than “he/she” or “his/hers”, in order to make the reading process more efficient.

**PROCEDURE:**

**I. Issue**

- A. The Office of Professional Standards is responsible for making the complete and current General Duty Manual available to all Department personnel in an electronic format through the PowerDMS System.
  - 1. When new or revised General Orders and/or Special Orders are posted in the PowerDMS System, personnel will be notified and acknowledge through PowerDMS to indicate they are aware of and have received those directives.
  - 2. The City Attorney and Director of Human Resources have access to our PowerDMS System and the General Duty Manual.
  - 3. The General Duty Manual is accessible to the public through the Department’s website.

**II. Responsibility**

- A. The Office of Professional Standards and the Police Accreditation Coordinator will post the most recent General Duty Manual documents on-line using PowerDMS. All members of the Department have accounts for PowerDMS and will be notified when changes occur to General Orders, Special Orders or other policy documents. Members will review the changed General Order, Special Orders and/or other policy documents by reading the side-by-side comparison of the old and reviewed copies and sign off for acknowledgement. If necessary, members will take a short test on the content of these documents in order to acknowledge they are aware and understand the changes.

**III. Organization**

- A. The General Duty Manual is located in the PowerDMS system and is accessible to all personnel within the Department. The manual contains a Foreword provided by the Chief of Police, the Department’s Mission Statement and Values, the Table of Contents, Definitions and a Cross Reference Index. Our General Orders fall into the following chapters:
  - 1. Chapter 1 - Administration and Management
  - 2. Chapter 2 – Rules and Regulations
  - 3. Chapter 3 – Personnel
  - 4. Chapter 4 – Records and Data Processing
  - 5. Chapter 5 – Communications
  - 6. Chapter 6 – Operations
  - 7. Chapter 7 – Operations Support
  - 8. Chapter 8 – Traffic Administration
  - 9. Chapter 9 – Evidence and Property
- B. General Orders are number according to the chapter they belong in (the number preceding the hyphen), and the sequence the General Order is found within that chapter (the number following the hyphen), i.e., General Order 05-03 is the third order found in Chapter 5.
- C. General Orders are written in an academic outline form. This General Order serves as the format for all succeeding General Orders contained in the General Duty Manual.
- D. The Office of Professional Standards (OPS) acting as the Department’s Accreditation Manager maintains the General Orders and staffing within the PowerDMS system which tracks the day-to-day status of written directives within the Department.

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**IV. Amendments and Deletions**

- A. Amendments to General Orders are made:
  - 1. By Special Order, normally issued by the Chief of Police or Office of Professional Standards Lieutenant, but may be done in some cases by specific supervisors as outlined in General Order 01-02, Section IV.
  - 2. By General Order amendment, signed by the Chief of Police. The General Order amendment remains a part of the General Order only until the next regular reevaluation/reissue of the complete General Order.
- B. The Chief of Police or Office of Professional Standards Lieutenant announces deletions of General Orders, by Special Order.
- C. The Office of Professional Standards is responsible for the issuance of updated tables of contents and cross-referenced index.
- D. Further instructions concerning the publication and distribution of General Orders and Special Orders are contained in General Order 01-02.

Attachments: "A" Mission Statement

Index as: Amendments to General Orders.  
 Deletions of General Orders.  
 General Duty Manual.  
 General Duty Manual Issuance.  
 Mission Statement.

References: N/A.