

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>General Orders Manual</b>	Order Number
		Date
		12.1
		11-01-19

## 12.1 General Orders Manual

- A. General Orders are issued by the Chief. Any changes to General Orders are to be issued by the Chief and require the Chief's written approval.
- B. The General Orders Manual is the official policy manual for the *Department* and is the current statement of *Department* policy and procedures, unless superseded by a Command Directive.
- C. All *personnel* are responsible for knowing, understanding and conforming to the manual's current contents. Each *employee shall* have electronic access to a copy of the General Orders.
- D. The General Orders Manual exists to provide guidance to *Department employees*. It is understood that no manual can be established which embraces all situations that *may* arise in the discharge of police duties. Some things *must* necessarily be left to the discretion of the individual *employee*. If, however, an *employee* deviates from these General Orders, or established procedures, the *employee must* be able to demonstrate that the action was reasonable and necessary. When time and circumstances permit, an *employee shall* seek *supervisory* authority to deviate from the manual. *Employees shall* report deviations from policy to their *supervisor* as soon as it is reasonable to do so.
- E. The final authority on whether deviation from policy was reasonable and necessary rests with the *Police Chief*.
- F. In addition to General Orders, the following written statements of direction may be issued:
  1. Command Directives – see G.O. #12.2.
  2. Standard Operating Procedures – issued by a commander subject to the approval of the Chief.
  3. Unit procedures – issued by a sergeant subject to the approval of the commander.
- G. Any employee may suggest or recommend a change to the General Orders Manual by submitting a draft revision, with accompanying justification, through the employee's chain of command. Each level of the chain of command shall consider the submission, determine whether it conflicts with existing laws, orders, procedures or policies and, if



**PARADISE VALLEY POLICE  
GENERAL ORDER**

**General Orders Manual**

Order Number

**12.1**

Date

**11-01-19**

approved, forward it to the next level of the chain of command. If a suggestion or recommendation is not approved, it shall be returned to the employee who proposed it, with a brief explanation of the reason for return.

