	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Dissemination, Tracking and Review</b>	Order Number
		12.5
		Date
		12-14-16


## 12.5 Dissemination, Tracking and Review

### PURPOSE

This policy establishes a uniform format for use department-wide with policies, procedures, general orders, and directives.


### POLICY

- A. Each employee will have electronic access to the General Orders Manual and all Command Directives.
- B. Written or electronic copies of all standard operating procedures and unit policies shall be distributed to affected employees and electronic access will be available at the Police Department.
- C. Any new General Order, Command Directive, Standard Operating Procedure (S.O.P) or Unit Policies and Procedures shall be received and reviewed by all affected employees. This will be accomplished either by electronic tracking of newly revised policies or by initialing of a review sheet by each affected employee. Sergeants and first line supervisors shall ensure the distribution, review and receipt by each affected employee.
- D. The Chief or the Chief's designee will establish and publish the schedule for formatting and indexing, and regular review, purging and revising of all published General Orders, Command Directives, S.O.P.'s and Unit Policies and Procedures.
- E. Aside from the Chief of Police, the Support Services and Operations Division Commanders may issue written or verbal command directives applicable to police department employees.
  - a. Unit Policies and Procedures may be issued by Unit Supervisors.
- F. Operational information that may apply to ALEAP Standards will not be removed or altered without prior review and approval of the Chief of Police or their designee.

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Dissemination, Tracking and Review</b>	Order Number
		12.5
		Date
		12-14-16

## FORMATTING GUIDELINES

- A. General Orders will be indexed numerically consistent with the subscribed legal manual from Edwards & Amato P.C.
- B. Written Command Directives will be indexed numerically by year. They will be valid for one-year from the date of issuance and stored electronically. Written directives will either expire or be added to the appropriate General Order.
- C. Titles are to be left aligned, bolded in Arial font, and at 14-point character size.
- D. Main headings should be left aligned, capitalized and bolded in Arial font at 11-point character size.
- E. Standard content text should be left aligned, in Arial font at 11-point character size, include proper punctuation and have the first word of every line capitalized except for wraparound sentences.
  - a. The first word in a bullet point should be capitalized but does not require ending punctuation.
  - b. Single spacing should be utilized.
  - c. A single line of space should be utilized between paragraphs, sections and/or bullet points.
  - d. All text, except for tables, should be justified.
  - e. Tables will be lined up under the line of text they reference.
- F. Bolding

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Dissemination, Tracking and Review</b>	Order Number
		12.5
		Date
		12-14-16

- a. The use of bolding is important to emphasize certain points and **should not** be overused.

#### G. Content

- a. General Orders, Policies, Procedures, and Directives may define processes, but should not contain information that is considered training in nature.
  - i. Since training information is being consistently updated it should be contained within training outlines, lesson plans, training databases and/or presentation materials. Policy may reference these documents/locations for current training content.
- b. What the author feels or thinks, (opinions), about a subject should not be included in policies, orders or directives.
  - i. Content should clearly state what should and should not be done, or how to perform certain functions, processes, or actions, etc.
- c. Content should be concise, clearly written, gender neutral, and not restate or contradict information that is found elsewhere in town policy or general orders.