

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

12.5 Dissemination, Tracking and Review

- 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, S.O.P. or Unit procedure *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 Procedures.