

SALINA POLICE DEPARTMENT				Number
GENERAL ORDER				M1105
SUBJECT:	WRITTEN DIRECTIVE SYSTEM			
EFFECTIVE:	04/15/2025	ISSUED:	04/15/2025	CANCELS:
AMENDS:	M1105	ISSUED: 04/15/2024		
REVIEW:	ANNUAL	LAST REVIEWED: 04/2025		
CALEA References: 12.2.1., 12.2.2.				A

POLICY

In order to accurately and effectively communicate information, the Department maintains a system of written directives consisting of General Orders, Special Orders, Personnel Orders and Training Bulletins. Memoranda and Hot Sheets are also utilized to facilitate the flow of information. In addition, at the Division or Unit level, Standard Operating Procedures may be promulgated by component commanders to direct personnel and internal operations within their respective commands. Final authority to issue, modify, approve and rescind Department directives rests solely with the Chief of Police.

DEFINITIONS

- D1 **Policy** - A written directive that consists of principles and values which guide the Department in a particular situation, taking into consideration police ethics and experience, the desires of the community and the dictate of law. Policy statements usually do not establish fixed rules or set procedures for the conduct of a particular activity but provide the framework for the development of detailed procedures.
- D2 **Procedure** - A written directive that provides direction and guidance for carrying out Department activities. A procedure may be mandatory in tone through the use of "shall" and "will" rather than "should," or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.
- D3 **Rules and Regulations** - A written directive which sets forth a set of specific requirements or prohibitions which are stated to cover conduct in which no deviations or exceptions are permitted.

PROCEDURE

1. **Provisions of written directives are to be understood as follows:**
 - 1.1. No provision or item is to be construed to mean something other than the plain meaning of the language used.
 - 1.2. No provision or item is to be construed to defeat its obvious intent.
 - 1.3. Use of the present tense in written directives shall include the past and future tenses. In addition, the future tense includes the present.
 - 1.4. Unless specifically limited, the masculine gender includes the feminine.
 - 1.5. Use of mandatory and permissive phrasing shall conform to the following guidelines:
 - 1.5.1. "Shall" and "Will" are mandatory.
 - 1.5.2. "May" is permissive.
 - 1.5.3. "Should" is used where it is intended that while a procedure is not mandatory, it would be in the best interests of the Department if it were followed.

2. Written Directive System

- 2.1. **GENERAL ORDERS:** General Orders have relevance to the entire Department and are issued to establish or revise policy and procedure. General Orders define policy, direct procedures, and state rules and regulations. All General Orders are placed in the PowerDMS system. General Orders are issued only by the Chief of Police or their designee and are effective unless replaced or revoked by written order.
- 2.2. **SPECIAL ORDERS:** Special Orders are issued to define policy and/or direct procedure regarding specific circumstances, responsibilities, events or activities which are normally applicable only to a specific segment or activity of the Department. Special Orders are issued only by the Chief of Police or their designee. Special Orders, other than those of a self-canceling nature, are effective until revoked by written order. Special Orders do not result in a change or addition to the Operations Manual and are not to be placed in the manual.
- 2.3. **PERSONNEL ORDERS:** Personnel Orders are issued for the purpose of announcing the appointment of new personnel, the assignment or transfer of personnel from one organizational component to another, the promotion or demotion of members from one rank to another, the assignment to schools or other special assignments, the restoration to duty following a prolonged absence, and the resignation, retirement or death of a member. Personnel Orders are issued only by the Chief of Police or their designee. Personnel Orders do not result in a change or addition to the Operations Manual and are not to be placed in the manual.
- 2.4. **STANDARD OPERATING PROCEDURE:** Within each Division, Standard Operating Procedures may be established by Division or Unit Leaders (as necessary), to direct procedures which are normally applicable to only a specific segment or activity of the Department and which affect only assigned personnel and the internal operations of the specific organizational component. Division Commanders shall approve all Standard Operating Procedures issued within their respective commands and shall ensure that said procedures are not in conflict with established rules, regulations, policies or procedures of the Department, or with administrative regulations and statutory law imposed by higher authority. Standard Operating Procedures shall remain in effect until revoked or replaced by written order of the issuing authority.
- 2.5. **MEMORANDA:** Memoranda are a form of written communications within the Department, used to direct, inform or inquire, when other types of written directives do not apply. A memorandum can be initiated by any member of the Department, directed to any other member.
- 2.6. **TRAINING BULLETINS:** Training Bulletins are issued by the Division Commander of the Training Unit, following review by and approval of the Chief of Police, for purposes of facilitating Department training objectives and/or conveying timely information of a training or educational nature. All Training Bulletins are placed in the PowerDMS system and shall be considered current and in effect until revoked by written order of the issuing authority.
- 2.7. **HOT SHEETS:** Hot sheets are published and reviewed daily at Department briefings, to inform members of timely operational information, to include:
- 2.7.1 Wanted persons
 - 2.7.2 Stolen vehicles
 - 2.7.3 Missing persons/runaways
 - 2.7.4 Arrest and detain orders
 - 2.7.5 Pertinent administrative information

Hot sheets are developed by Patrol Supervisors and department personnel and are subject to approval by the Patrol Supervisor prior to distribution. Each current issue of the Hot Sheet supersedes the previous issue.

- 4.5. Physical copies of all General, Special and Personnel Orders will be maintained by the office of the Chief of Police or designee. All orders will be filed numerically and made available to all personnel.

5. **Knowledge of Orders**

- 5.1. It shall be the policy of the Department that all affected members be required to read and acknowledge receipt of pertinent orders.
- 5.1.1. Each General Order shall contain an electronic acknowledgment page appended to it, which must be signed and dated by the affected member(s), thereby acknowledging review and understanding of same.
- 5.1.2. Each Standard Operating Procedure shall contain an acknowledgment page appended to it, which must be signed and dated by the affected member(s), thereby acknowledging review and understanding of same
- 5.1.3. All members of the Department will familiarize themselves with all written communications directed to them, including those orders issued during their absence from duty for whatever reason.
- 5.1.4. As new or revised General Orders and/or Training Bulletins are distributed, the documents will be placed on the PowerDMS system. Each member will review the document and their electronic signature will show receipt and understanding of the document

6. **Directives Indexing, Revising, Purging and Archiving**

- 6.1. The responsibility of indexing, revising, purging and archiving agency general orders and forms on a continuous basis is assigned the division of Professional Standards. The Chief of Police retains the authority to approve all revisions to agency written directives and forms.
- 6.1.1. **Indexing:** All written directives will be indexed as described in section 3 of this General Order.
- 6.1.2. **Revising:** Any General Order that is revised shall immediately replace the existing General Order in PowerDMS. The revised general order will be distributed for acknowledgment to all personnel via PowerDMS.
- 6.1.3. **Purging:** In the event a general order is revised or rescinded, the division of Professional Standards will ensure the obsolete General Order is archived in PowerDMS and will update the hard copy manual by purging the obsolete General Order and replacing it with the revised version.
- 6.1.4. **Archiving:** A physical copy of all orders, regardless of the issue date, amendment date, or rescinding date, shall be maintained in a file for reference purposes by the division of Professional Standards. This file shall not be considered a manual.

BY ORDER OF

CHIEF OF POLICE