

**GENERAL ORDERS MANUAL  
WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**

**I. PURPOSE**

The Western Michigan University Department of Public Safety will maintain a General Orders Manual. The purpose of this general order is to explain the manual's format, use, department's mission and vision statements.

**II. POLICY**

A. The manual will be divided into eleven subject areas as listed below. (1.1.1.b)

|     |                                 |
|-----|---------------------------------|
| ADM | Administration                  |
| FOR | Use of Force                    |
| POL | Police Procedures               |
| CRI | Criminal Investigations         |
| COM | Communications                  |
| STA | Staffing                        |
| SAF | Safety                          |
| TLE | Traffic Enforcement             |
| CWS | Courts, Warrants, and Subpoenas |
| PAR | Parking                         |
| BSE | Building Security               |

B. The individual general orders will be numbered sequentially within the eleven subject areas. The code will appear at the top of each page of a general order. Each page of an individual general order will be numbered. (1.1.1.b)

C. An electronic copy of the general orders manual will be maintained on PowerDMS and can be accessed on any computer with internet capability by all employees. One paper copy will be maintained by the administrative assistant to the chief. (1.1.1.f)

D. As general orders are issued or revised, a notification email is sent to each sworn officer. After the officer has had a chance to read the new or revised general order on PowerDMS, the officer will electronically mark it as read. (1.1.1.g) In the event of an unanticipated change in operational procedures, statutes, or case law, this agency will follow this same procedure. (1.9.2g)

E. Every Public Safety employee has the responsibility to know WMU rules and regulations and abide by them. Collective bargaining unit members are bound by the POA collective bargaining agreement concerning employee rules of conduct. Non-bargaining employees shall abide by the work rules and regulations as published in the Employee Handbook. Ignorance of work rules is not an acceptable excuse for violation. (1.1.1.e)

F. The entire manual will be reviewed each year by the Director or the Deputy Chief to assure the information is accurate and current.

- G. The Director, Deputy Chief, or designee have the authority to issue, modify, repeal, amend, revise, or approve agency written directives or general orders. (1.1.1.a)
- H. New and updated general orders are reviewed by the Director, Deputy Chief, and Accreditation Managers prior to issuance. The draft version of these documents are created and shared within PowerDMS. Typically, Accreditation managers will create a draft revision from the currently published version if there is a current version. A workflow will then be created using the draft revision. The workflow moves through the Accreditation managers to the Director of Public Safety for final approval, then back to the Accreditation Managers for publishing. (1.1.1.c)

General orders may be reviewed prior to issuance by the president or a board member of the Western Michigan University Police Officers Association (WMUPOA). Also, some general orders covering specialized topics may be reviewed by employees with advanced or specialized training. On such occasions, draft versions are shared via email. (1.1.1.c)

### III. MISSION STATEMENT

Western Michigan University Public Safety's mission is to provide a safe, secure, healthy, and sustainable environment through engagement, education, and enforcement so that all members of the University community can accomplish their learning, teaching, research, and public service goals. (1.1.1.d)

### IV. VISION STATEMENT

Our vision is to achieve uncompromised personal safety on campus and model environmental stewardship for the community through innovation, technology, education, and visibility. (1.1.1.d)

### V. RETENTION REQUIREMENTS

Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. General Orders shall be archived and retained in PowerDMS in accordance with this law. (1.1.1.h)

Members of this department should follow guidelines set forth in the "State of Michigan Records Management Manual for Local Governments." This manual is accessed under Publications and Contracts in PowerDMS.

**Issued Date:** 4/4/85

**Revised Dates:** 12/12/01, 12/9/15, 9/25/19, 10/13/2020, 11/19/2022, 10/25/2023, 12/19/2023

**Issued By:**

A handwritten signature in blue ink, appearing to read "Scott Merlo", with a long horizontal flourish extending to the right.

**Scott Merlo**  
**Director of Public Safety**