

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 12 GENERAL ORDERS MANUAL CALEA Standard(s):	General Orders
Issue Date: 6-24-13	Review Date:	Revision Date:

12.1 General Orders Manual

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the official policy manual for the Department and is the current statement of Department policy and procedures, unless superseded by a Command Directive.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 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 [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 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.

12.2 Revisions; Command Directives

A. When necessary, Command Directives may be issued by the Police Chief. A Command Directive is effective immediately, amends General Orders and remains in place until revoked or incorporated into the General Orders Manual. Command Directives shall be issued in writing and dated. All Command Directives shall be incorporated into General Orders.

B. Unless specifically referenced in and adopted by this manual, or subsequently approved by the Police Chief, all existing Department General Orders, policies, procedures, and rules are revoked.

12.3 STANDARD OPERATING PROCEDURES AND UNIT POLICIES

Commanders and supervisors of individual work units within the Department may issue specific standard operating procedures (commanders) or unit procedures (sergeants) as approved by the next level in the chain of command.

12.4 CONFLICTS OF POLICY OR PROCEDURE

Standard Operating Procedures and Unit Policies shall be reviewed by the person issuing them prior to their release to ensure that they do not conflict with existing General Orders or Command Directives. Any conflict that does occur will be resolved by reference to the higher-level procedure or General Order/Command Directive. Legal review, when required, may be requested of the Department's assigned legal advisor/City Attorney.

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 main office of each affected unit.

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.