

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE October 16, 2012	NUMBER 2.1
SUBJECT New General Orders		
REVISED October 16, 2012		
REFERENCE APD 109 General Order Acknowledgement Form	AMENDS/SUPERSEDES 2	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 1

A. Purpose:

To establish guidelines for officers to acknowledge their review and understanding of new or revised General Orders.

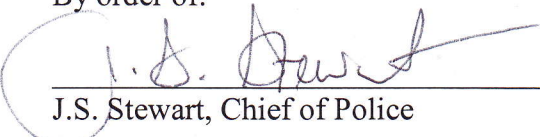
B. Policy:

When new or revised general orders are issued, supervisors will have seven (7) days from the date of issue to sign a receipt of acknowledgment. The receipt of acknowledgment will address, at a minimum, (1) the supervisor's understanding of the general order and (2) the supervisor reviewed the general order either in hard copy or electronic form. At the discretion of the Chief of Police, in lieu of providing hard copies, the general order(s) may be made available through the department's main frame computer system.

Supervisors will have fourteen (14) days from the date of issue of a new or revised general order to review and explain it to all subordinates in the supervisor's chain-of-command and have each subordinate sign a receipt, acknowledging the review and understanding. The receipt of acknowledgment will address, at a minimum, (1) the subordinate's understanding of the general order and (2) the subordinate reviewed the general order either in hard copy or electronic form. At the discretion of the Chief of Police, in lieu of providing hard copies, the general order(s) may be made available through the department's main frame computer system.

The seven and fourteen day limits are imposed for normal operating circumstances. When exigent or extraneous situations occur, the supervisors and officers may, at the discretion of the Chief of Police, receive an extension.

By order of:



 J.S. Stewart, Chief of Police

10-16-12

 Date