

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 20, 2006	<b>NUMBER</b> 402
<b>SUBJECT</b> Written Directive System and Intra-Agency Communication		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 4.1.4, 4.1.5, & 4.1.6	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 6

**402**

### WRITTEN DIRECTIVE SYSTEM

**A. WRITTEN DIRECTIVES STRUCTURE**

1. A written directive system is formally established within the City of Anderson Police Department to communicate and access statements of agency policy, rules, regulations and procedures for carrying out agency activities. The written directives system also delineates authority, responsibility, purpose, function and evaluation of all phases of City of Anderson Police operations. The Chief of Police is vested with the authority to issue, modify or approve any written directive of the Police Department. (SCLEA 4.1.5)
  
2. Written directives will be disseminated to all affected personnel in the same manner as prescribed for general orders in General Order two. Written directives consist of General Orders, Special Orders, Personnel Orders, Memorandum, Memos of general distribution, and Training Bulletins. (SCLEA 4.1.4)
  - a. **General Orders-** General Orders are issued to announce adoption or revision of policies and to direct procedures for the indefinite future. All affected personnel as per General Orders 2 and 185 will acknowledge General Orders. The following are proper subjects of General Orders:
    1. Institution of permanent procedures, policies, rules, and manuals related thereto.
    2. Permanent changes in organization.

3. Permanent personnel policies and procedures including recruiting, hiring, training and promotional policies.
  4. Use of public facilities and equipment and expenditure of public funds.
  5. Relationships with other agencies and citizens.
- b. **Special Orders-** Special Orders are issued to announce policies or direct procedures concerning a specific circumstance, event, policy, or procedure which is of a temporary or self-canceling nature, or involving only specific segments of activities. The following are examples of proper subject matter for Special Orders:
1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions; e.g., re-numbering or assignment of police vehicles or schedule adjustments.
  2. Temporary procedures designed to cover a special occurrence or event, which is of a temporary or short-termed nature such as a parade, training program, records destruction, or budget preparation.
  3. Directives to a specific unit or units which do not influence the operations of others and for which no organizational change is needed.

Special Orders will not become part of the General Orders Manual because they are temporary in nature. A special order can only be incorporated into the Manual by conversion to General Order. Affected personnel must acknowledge receipt by having the personnel sign a copy which will be kept on file by the affected personnel's supervisor. A file record of all Special Orders issued will be maintained by the Chief's Office or his/her designee and purged in accordance with the records retention schedule.

- c. **Personnel Orders-** Personnel Orders are issued to announce personnel actions. Examples of proper subject matter for Personnel Orders include the appointment of new personnel, the assignment or transfer of employees from one unit to another, promotion of personnel, terminations by resignation or retirement and position openings.

Personnel Orders will not become part of the General Orders Manual. Affected personnel must acknowledge receipt by having the personnel sign a copy which will be kept on file by the affected personnel's supervisor. A file record of all Personnel Orders issued will be maintained by the Chief's Office or his/her designee and purged in accordance with the records retention schedule.

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- d. **Memorandum** - Memorandum may be issued for the following purposes:
1. To disseminate information or instructions which do not require a formal order.
  2. To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General or Special Orders. Such directions shall not deviate from or conflict with established policies and procedures as documented by higher authority.
  3. To explain or emphasize portions of previously issued orders.
  4. To inform employees of actions or policies of other agencies.

A file record of all Memorandum issued will be maintained by the Chief's Office or his/her designee and purged in accordance with the records retention schedule. Affected personnel must acknowledge receipt of a memorandum by having the personnel sign a copy which will be kept on file by the affected personnel's supervisor.

- e. **Training Bulletins**- Training Bulletins are intended to provide information to personnel on scheduled training sessions, or technical information relating to the performance of their duties. These will be issued on a random basis as necessary and will not become part of the General Orders Manual. The department's training coordinator, who is designated by the Chief of Police, will maintain a file record of all Training Bulletins issued. The training bulletins will be purged according to the records retention schedule

Receipt of a training bulletin must be acknowledged by affected personnel by having the personnel sign a copy which will be kept on file by the affected personnel's supervisor.

- f. **Memo** - Of general distribution may be issued for the dissemination of general information between shifts or divisions. Memos are not written for the specific purpose of issuing an order. A memo would be used for making sure that there is a written copy of information that was distributed. Memos will be more general in commentary than that of the content of a memorandum.

A file record of all Memos issued will be maintained by the Chief's Office or his/her designee and purged in accordance with the records retention schedule. Receipt of a Memo must be acknowledged by affected personnel by having the personnel sign a copy which will be kept on file by the affected personnel's supervisor.

## **B. ISSUING AUTHORITIES**

1. **General Orders**- General Orders are issued by the Chief of Police to announce Department-wide policies and procedures which are applicable for the indefinite future.

2. **Special Orders-** Special Orders are issued by the Chief of Police or Captains. Special Orders concerning particular events or subjects under the command of subordinate supervisory personnel should be prepared by that level of management and submitted to the Chief or Captain for approval.
3. **Personnel Orders-** Personnel Orders are issued by the Chief of Police or the City Personnel department.
4. **Memorandum-** Memorandum may be issued by the Chief of Police and other command level personnel, or shift leader as approved by their Division Captain.
6. **Training Bulletin -** Training bulletins are written by the department's training coordinator.
5. **Memo -** A memo may be issued by any employee within the department.

### C. INDEXING AND GENERAL FORMAT

1. All written directives will be issued on official Department forms of the designated format and color, date affixed, and with the appropriate title heading.
2. Written orders and memorandums issued at any level of management shall not conflict with established policies and procedures established by higher authority.
3. An order or memorandum which rescinds or supersedes other orders, memorandums, etc., will carry the identifying notations and/or cross references (order number, memorandum number, etc.) necessary to connect them.
4. Order numbering and format
  - a. **General Orders-** General Orders will be numbered. The number of the general order is determined by which section (i.e. chapter) of the general order book that the general order will be contained in. The major sections of the general order book are in groups of 100s and the general orders start with the section number plus 1.
    1. For example, a directive identified as "General Order 402", would be found in Section (or chapter) 400, Direction. It would be the second General Order of that Section.

The first page of each General Order will consist of a standard table, on white paper, displaying the banner, "General Order", and will include the title, number and effective date. The General Order number will be displayed within the table along with the title, effective date, revision date, and total number of pages.

- b. **Special Orders-** Special Orders will be numbered consecutively within the year of issuance by using a hyphenated prefix consisting of the last two digits of the year designation (e.g., 01-1, etc.).

The first page of each Special Order will consist of a standard form, white in color, displaying the banner, "Special Order", and will include the title, number and effective date. The Special Order number will be displayed on the face sheet and all subsequent pages composing that order.

- c. **Personnel Order** - Personnel orders will be written on the format of the personnel section as in a job posting. Any other personnel order may be written by the Chief of Police as a memorandum.
- d. **Memorandum** - Memorandums will be unnumbered and prepared on the Department's letterhead. Copies of such memorandums will be sent to the Chief's Office for filing purposes. The exception to this format being, any memorandum written for the purpose of explaining a General Order will be numbered to the general order it references.
- e. **Training Bulletins**- Training Bulletins will be numbered in the same manner as Special Orders.

The first page of each Training Bulletin will consist of a standard form, displaying the banner, "Training Bulletin", and will include the title, number and date of issuance. The Training Bulletin number will be displayed on the face sheet and all subsequent pages composing that Training Bulletin.

- f. **Memo** - All memos may or may not be written on the Departments letterhead. Memos may be written on plain or colored paper, with or without a letterhead.

#### **D. CANCELLATIONS**

- 1. All orders, memorandum and Training Bulletins which are not self-canceling will be reviewed annually under the direction of the Chief of Police or his designee to determine if they should be:
  - a. Canceled.
  - b. Incorporated into a General Order.
  - c. Updated
  - d. Revised.
  - e. Continued in their present form.
- 2. Notifications of cancellations will be provided to all personnel so that manuals remain current.

**E. STAFF REVIEW OF DIRECTIVES**

Generally, all proposed General Orders will be disseminated by the Chief of Police for review prior to issuance. Division Captains will review the proposed orders and return written comments and or questions to the Chief of Police within three days prior to disseminating to their division personnel.

Proposed orders may also be reviewed and discussed during staff meetings. All other directives will be reviewed by the issuing authority.

**F. DISTRIBUTION OF DIRECTIVES**

1. All written directives other than General Orders may be distributed through delivery to affected members or sections, or by conspicuous posting on department bulletin boards as circumstances may dictate.
2. General Orders after the approval of the Chief, will be distributed by the Chief to all shift Lieutenants and Division Captains. Lieutenants and Captains will be responsible for issuing General Orders to their personnel, either electronically or in hard copy form. A receipt and understanding form must be returned to their respective Division Captain, signed by all personnel within their command, within seven days of their receipt. (See Form APD-185)
3. The Division Captains and shift Lieutenants shall be responsible for maintaining a current hard copy of the General Orders Manual. Upon request, Subordinates will be allowed to review their respective Lieutenant's or Captain's General Order Manual. The Division Captains and Lieutenants must inspect their General Orders Manuals for accuracy at least two (2) times annually. (SCLEA 4.1.6)
4. A sign-off sheet for acknowledging that each General Order has been read and is understood will be provided to each supervisor. Each employee is required to initial and date this sheet indicating they have read the order and understand it. Form APD-185 will be used for this purpose. (SCLEA 4.1.6)
5. The Chief, or his designee, shall conduct periodic inspections of Division Captains' and Lieutenants' General Order manuals to ensure they are current and accessible.

By order of:

  
Martin D. Brown, Chief of Police

3-13-2006  
Date