



City of Manassas Police Department General Duty Manual



Effective Date: 03-15-2011	GENERAL ORDER	Number: 01-01
Subject: General Duty Manual		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 02-09-2017 General Order 1-1 Dated: 11-27-2007		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 12.2.1 / 12.2.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

The purpose of this General Order is to establish the General Duty Manual as a means of conveying management expectations and performance standards to the members of the Department. The manual codifies all Department General Orders so that they are in the same format and contained in one General Duty Manual, that is organized in two volumes. Volume I is titled "Administration." Volume II is titled "Operations." The General Orders are also maintained in electronic format and are identified by the same Volume titles.

POLICY:

The Chief of Police has the statutory authority to make policy, procedure, and rules and regulations governing the activities of the Department.

It is the policy of the Department to provide members with a quality system of written and/or electronic directives. The General Duty Manual is one tool in this system. The manual is intended to keep members abreast of current policy, procedures, rules and regulations, and standards of performance. The contents of the manual are designed to standardize action and behavior, reduce instances of misconduct, minimize misunderstandings and misinterpretation, and provide a sufficient margin for discretion to accomplish the police mission.

The General Duty Manual also provides direction for all members to follow concerning the communication, coordination and cooperation between all divisions, sections and units within the Department.

The General Duty Manual is for Department use only, and does not apply in any criminal or civil proceeding. The General Orders contained in the General Duty Manual should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of the General Orders will only form the basis for Department administrative actions.

DISCUSSION:

Beginning in August 1998, the Department began a revision of its written directive system, consolidating the General Duty Manual with the Police Department Policy Manual. This consolidation was part of an overall review process conducted in conjunction with the Department's self-assessment activities for the purpose of accreditation by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The Department began a conversion of the General Orders so as to comply with the CALEA Standards.

The review process for the reorganization of this manual represents a collaborative effort between management and the person or persons most closely associated with the specific tasks or activities being addressed by the General Orders.

Instructions and material in this manual are not intended to cover every conceivable situation that may arise in the discharge of police or departmental duties. Members at all levels are encouraged to offer suggestions, comments, and constructive criticism on the content of this manual. This manual should be considered the "official" repository for Departmental policy,

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procedures, and rules and regulations as found in the General Orders. General Orders and Special Orders are further described in General Order 1-2.

The General Duty Manual is written in the present-tense perspective. The words “he” or “his” are normally used rather than “he/she” or “his/hers”, in order to make the reading process more efficient.

PROCEDURE:

I. Issue

- A. The Office of Professional Standards is responsible for making complete and current General Duty Manuals available to all Department members. Members may access General Duty Manuals as a hard copy, in electronic format on the Department’s (P:) drive on the City’s computer network and through the Department’s PowerDMS system.
 - 1. Hard copy and electronic manuals are issued to the Chief of Police and all Division Commanders to be made accessible by members within each division.
 - 2. When new or revised General Orders and/or Special Orders are posted on (P:) drive and in the PowerDMS system, members will be notified and acknowledge through PowerDMS to indicate they are aware of and have reviewed those directives.
 - 3. A CD manual is issued as a matter of routine to the City Manager, Commonwealth’s Attorneys Office, City Attorney, Director of Human Resources and other outside authorities as deemed necessary by the Chief of Police.
- B. Requests by citizens for copies of General Orders will be directed to an appropriate supervisor. Reasonable requests for material of this type are typically accommodated.

II. Responsibility

- A. The Office of Professional Standards and the Police Accreditation Coordinator will post the most recent General Duty Manual documents on-line using PowerDMS. All members of the Department have accounts for PowerDMS and will be notified when changes occur to General Orders, Special Orders or other policy documents. Members will review the changed General Order, Special Orders and/or other policy documents by reading the side-by-side comparison of the old and reviewed copies and sign off for acknowledgement. If necessary, members will take a short test on the content of these documents in order to acknowledge they are aware and understand the changes.
- B. The damage, theft, or loss of a General Duty Manual or individually issued CD shall be reported through the chain of command to the Office of Professional Standards.

III. Organization

- A. Each hard copy manual is contained in a set of two, three-ring binders with chapter dividers. The foreword provided by the Chief of Police and the Department’s Mission Statement and Values are the first documents in the General Duty Manual as merited by their overall importance. They are immediately followed by the Organization of Chapters found in Volume I, followed by the Table of Contents, and finally the applicable chapters of General Orders, Chapters 1 through 5.
- B. The Organization of Chapters is the first item found in Volume II, followed by the Table of Contents, and finally the applicable chapters of General Orders, Chapters 6 through 9. The Functional Indices consists of 2 sections, titled “Definitions,” and “Cross Reference Index.” The Functional Indices is the final segment of Volume II. The electronic version is an exact copy of the paper format contained within the binders.
- C. The chapter headings for Volume I are as follows:
 - 1. Chapter 1, Administration and Management
 - 2. Chapter 2, Rules and Regulations
 - 3. Chapter 3, Personnel
 - 4. Chapter 4, Records and Data Processing
 - 5. Chapter 5, Communications

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- D. The chapter headings for Volume II are as follows:
 - 1. Chapter 6, Operations
 - 2. Chapter 7, Operations Support
 - 3. Chapter 8, Traffic Administration
 - 4. Chapter 9, Evidence and Property
- E. General Orders are numbered according to the chapter they belong to (the number preceding the hyphen), and the sequence the General Order is found within that chapter (the number following the hyphen), i.e., General Order 05-03 is the third order found in Chapter 5.
- F. General Orders are written in an academic outline form. This General Order serves as the format for all succeeding General Orders contained in the General Duty Manual.
- G. The Office of Professional Standards (OPS) keeps the original General Order and staffing material on file, with the OPS Lieutenant acting as the Department's Accreditation Manager. The Office of Professional Standards is responsible for maintaining an archive file that keeps track of the day to day status of written directives within the Department.

IV. Amendments and Deletions

- A. Amendments to General Orders are made:
 - 1. By Special Order, normally issued by the Chief of Police or Office of Professional Standards Lieutenant, but may be done in some cases by specific supervisors as outlined in General Order 01-02, Section IV.
 - 2. By General Order amendment, signed by the Chief of Police. The General Order amendment remains a part of the General Order only until the next regular reevaluation/reissue of the complete General Order.
- B. The Chief of Police or Office of Professional Standards Lieutenant announces deletions of General Orders, by Special Order.
- C. The Office of Professional Standards is responsible for the issuance of updated tables of contents and cross-referenced index.
- D. Further instructions concerning the publication and distribution of General Orders and Special Orders are contained in General Order 01-02.

Attachments: "A" Mission Statement

Index as: Amendments to General Orders.
Deletions of General Orders.
General Duty Manual.
General Duty Manual Issuance.
Mission Statement.

References: N/A.