

GENERAL ORDER

G.O. 2-121

SUBJECT: DIRECTION



DATE EFFECTIVE: January 1, 2002
DATE WRITTEN: 03/12/99 DAB
AMENDS: Police Manual Section 3 & 10.
DISTRIBUTION: ALL PERSONNEL
A.S. 1.5.3 1.5.4 1.5.5
ADMIN: Signature On Issue
SIGNATURE:
INDEX: COMMAND OF PERSONNEL, ORDERS, SUPERVISION OF PERSONNEL

1. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy and establish the procedures on the direction of all personnel of the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of the supervisory personnel of this Police Department to maintain the best performance of their immediate subordinates.
 - 2. It will be the responsibility of all personnel to obey any lawful order of a superior officer.
 - 3. It will be the responsibility of all officers of command and supervisory rank to have regularly scheduled staff meetings with their subordinates.
 - 4. It will be the responsibility of the command officers of this Department to set

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policy, procedures, rules and regulations and issue these directives in a written form understandable by all personnel.

II. DISCUSSION:

- A. This general order addresses the direction and supervision of personnel at this Police Department. This directive is concerned with the chain of command, chief executive officer authority, second in command authority, supervisory accountability, and a written directive system. This directive deals with the need to recognize and establish the authority of the chief executive officer and the second in command, the accountability of supervisors for the performance of their subordinates, and the scope of the written directives system.

III. DEFINITIONS:

- A. COMMAND STAFF: Officers of the rank of lieutenant or higher.
- B. DIRECTION: Management, supervision, or guidance, of an action or operation.
- C. GENERAL ORDERS: General orders are permanent orders or guidelines, issued over the signature of the Chief of Police, of a general nature or affecting the entire Police Department. General orders remain effective until rescinded, revised, or superseded. Critical, high risk or high liability general orders dealing with such subjects as the "Use of Force", "Vehicle Pursuits", "Handling of Prisoners", etc., will be issued and distributed to all police officers and will be signed for. When changes or additions are necessary in the category of general orders, a total revision will be issued. The use of partial revisions and change orders is not authorized.
- D. MANUAL: A manual is a collection of policies, procedures, rules and regulations, and/or other written directives. Various manuals such as the overall Police Department Manual, Patrol Division Field Manual, etc. will be developed covering broad, general subjects too large for a simple general order. A manual may originate in the Chief's office, the Captain's office, or from a Division Commander's office.
- E. MEMORANDUM: Memorandum is an informal, written document which may be issued to disseminate information or instructions which do not warrant a formal order. Memoranda may also be used to direct the actions of subordinates in specific

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situations or circumstances under a level of command not authorized to issue general or special orders. Such directives shall not deviate from or conflict with established policies or procedures as documented by a higher authority. Such directives may be used to explain or emphasize portions of previously issued orders, or to inform employees of actions or policies of other agencies.

- F. PERSONNEL ORDERS: Personnel orders are issued over the signature of the Chief of Police or his designee and announce the following:
1. The appointment of new personnel;
 2. The assignment or transfer of personnel from one division or unit to another division or unit;
 3. The promotion or demotion of personnel;
 4. The suspension, dismissal, and the restoration of duty;
 5. The termination of personnel.
- G. POLICY: A policy is a written directive that is a broad statement of Department principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules, but rather provide a framework for development of procedures and rules and regulations.
- H. PROCEDURES: A written directive that are guidelines for carrying out Department activities. Procedures may be made mandatory in tone through the use of "shall" rather than "should" or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.
- I. RULES AND REGULATIONS: A set of specific guidelines to which all personnel must adhere.
- J. SPECIAL ORDERS: Special orders are issued to announce policies or direct procedures issued over the signature of the Chief of Police concerning the circumstances or situations that are specific, unique, temporary, or do not involve the entire Police Department.

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- K. SUPERVISORY STAFF: An officer of the rank of sergeant or any officer assigned to a supervisory position.
- L. TRAINING BULLETINS: Training bulletins are designed to provide technical information. These will be issued on a random basis as necessary, by the Support Services Division (SSD) Training Unit supervisor or a division commander. These bulletins will disseminate the latest police professional, legal and technical knowledge necessary for each employee to more effectively perform these duties. The methods and procedures prescribed in a training bulletin are mandatory unless otherwise stated in the bulletin. Training bulletins are usually developed by the SSD Training Unit supervisor or a division commander.
- M. WRITTEN DIRECTIVE: Any document that is intended to affect or guide the action of Department employees. Written directives include policies, procedures, rules and regulations, general orders, special orders, memoranda, and instructional material.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department that all lawful orders will be carried out and that all supervisors will be held accountable for the performance of their immediate subordinates.
- B. It will be the policy of the Monroe Police Department that there will be regularly scheduled staff meetings at all levels.
- C. It will be the policy of the Monroe Police Department that all directives will be in the written form to alleviate any misconceptions or misunderstandings by all personnel.
- D. It will be the policy of the Monroe Police Department that manuals, high risk or high liability directives, and changed or revised directives will be signed for as proof of receipt.

V. PROCEDURES:

- A. DIRECTION:
 - 1. CHIEF EXECUTIVE OFFICER (CEO): The Chief of Police is designated by

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The Board Of Police Commissioners as having the authority and responsibility for the management, direction, and control of the operations and administration of this Police Department.

2. COMMAND PROTOCOL: The following procedures establish the command protocol for this Police Department:
 - a. Absence of Chief of Police: The order of precedence for command authority in the event of the absence of the Chief of Police is as follows:
 1. Captain, Second in Command;
 2. Lieutenant, Shift Commander;
 3. Senior Sergeant;
 - b. Exceptional Situations: The order of precedence for command authority in the event of an exceptional situation and the Chief of Police was not available is as follows:
 1. Captain;
 2. Senior Lieutenant;
 3. Junior Lieutenant
 4. Senior Sergeant
 - c. Single Operation: Command protocol in a single operation involving personnel from different divisions normally will be determined by rank. The following are procedures when command protocol cannot be established by rank:
 1. Same Division Investigations: When two or more officers of the same rank are on duty and supervising the same area of responsibility within a division, the chain of command will be

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determined by time and rank in grade, except otherwise designated by a superior officer:

- aa. Time in grade is determined by the length of time within a given grade as determined by the appointment date to that specific grade;
- bb. Rank in grade is determined by the actual placement on a promotional test when more than one person is promoted on the same date.

2. Joint Division Investigations:

- aa. The officer assigned a call will be the officer in charge until relieved by a detective on the scene who elects to take responsibility for the investigation; or a supervisor arrives on scene.
- bb. A detective assuming the responsibility for control of an investigation or crime scene shall be responsible until relieved by the Detective Division supervisor or by another supervisor at the scene who assumes responsibility for the situation.
- cc. A command officer has the discretion to assume control of a scene. The command officer will not be responsible for the scene until this announcement.

d. Day-to-Day Operations:

- 1. Chief of Police;
- 2. Captain;
- 3. Senior Lieutenant;
- 4. Junior Lieutenant;

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5. Senior Sergeant;
 6. Junior Sergeant;
 7. Senior Patrolman.
3. ORDERS:
- a. Obedience to Orders: All personnel are required to obey any lawful order of a superior officer, including orders relayed from a superior by an employee of the same or lesser rank. Obedience to unlawful or illegal orders is not required
 - b. Conflicting Orders: Any employee who receives an order from a superior, that conflicts with any previous order or instruction, will respectfully advise that person who issues the second order. Responsibility for countermanding the original order rests with the superior who issued the second order. In the event that neither issuing superior can be readily advised, the subordinate will carry out the most recent order and advise a superior of the conflict as soon as practical. The employee shall not be held responsible for disobedience of these previous orders.
4. INTER-DIVISION COORDINATION:
- a. Daily Log: Copies of the daily log of Patrol Division activity will be made available to other divisions at the following locations. This procedure will keep other divisions appraised of crime trends and current activity which may influence operations in the support divisions:
 1. A master daily log will be kept by month in binders in the Communications Center for review by sworn personnel;
 2. A copy of the daily log will be available in the roll call room for information exchange to incoming duty personnel of the Patrol Division;
 3. A copy of the daily log will be kept in a binder marked "Daily

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Log." This copy will be kept on the main counter in the Records Unit. This copy will be available for review by Detective Division (DD) personnel.

- b. Command Meetings: monthly command personnel meetings will be held to exchange information on trends and issues affecting the Department;
- c. Memos: Memos will be used between divisions to impart information;
- d. Intelligence Reports: Intelligence reports will be filed on suspected vice/narcotics activity locations and suspected criminal offenders to keep the Detective Division apprised of problem areas and individuals;
- e. Labor/Management Meetings: Discussions on labor, performance, and contract matters;
- f. Expert Services: At any time during normal business hours when the expert services of another division are needed immediately by the Patrol Division, the request for this immediate service may be made by the on-scene PD supervisor across division lines to the commander of the division whose services are being requested. During other than normal duty hours, a request to call on duty personnel for their expertise will be made through the Shift Commander.
- g. Staff Meetings:
 - 1. The Chief of Police will conduct regularly scheduled meetings, usually once a week, with the command staff:
 - aa. A schedule outlining the times and dates will be published in a special order;
 - bb. An agenda for the Chief's staff meetings will be published and disseminated to the command staff at least forty-eight (48) hours prior to the meeting.

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2. The command staff will conduct regularly scheduled meetings, usually monthly, with their immediate subordinates;
3. Supervisory staff will conduct regularly scheduled meetings, usually once a month, with their immediate subordinates.

B. WRITTEN DIRECTIVES:

1. WRITTEN DIRECTIVE SYSTEM: This Department has a written directive system that includes:
 - a. CEO Authority: The Chief of Police or his designee has the authority to issue, modify, or approve any written directive. Written directives that are only issued over the signature of the Chief of Police or his designee are:
 1. General orders;
 2. Personnel orders;
 3. Special orders.
 - b. Other Authority: There are certain written directives that may be issued, modified, or approved by other than the Chief of Police:
 1. Training bulletins are issued normally by the SSD Training Unit supervisor or a division commander;
 2. Memoranda may be issued by any member of the Department;
 3. Manuals may originate in the offices of Chief, the Captain or a division commander.
 - c. Description of the written directive system format:
 1. General Orders: Directives of policy, procedures, rules or regulations or the general conduct of police work and are

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handed down through the chain of command from the Chief of Police. A description of the general order format:

- aa. Legend Box: The first page of the general order will have a legend box. The legend box will identify the general order by number and topic and the date the order is written and effective. The legend box also contains an "Amends" section which identifies any previous orders changed or superseded by the new order. The "Admins" section identifies those orders which require periodic inspections, reviews or reports. It also identifies the division responsible for the report. For example, an entry such as "A SSD" would indicate that this order requires an annual report to be made by the Support Services Division. The "Distribution" section of the legend box identifies to whom this particular order applies and in which manual it should be included. The "AS" section identifies the specific accreditation standards addressed by the order. The "Signature" box is where the Chief of Police signs, thus making the directive official. The "Index" section indicates the cross references for the general order title or the section titles.
- bb. The text of the general order will include the following headings:
 - 1. Purpose and Responsibility;
 - 2. Discussion;
 - 3. Definitions.
- cc. The following are the optional headings to be used depending on what is being written:
 - 1. Policy;
 - 2. Procedures;

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3. Rules and Regulations;
 4. Description.
2. Personnel Orders: Directives of announcements of change in the status of personnel and include the following:
 - aa. Promotion;
 - bb. Transfer;
 - cc. Suspension;
 - dd. Temporary re-assignment, such as in training assignments.
 3. Special Orders: Directives that usually are issued to a specific segment of the Department and are procedures pertaining to a special event or operation of a temporary nature.
 4. Training Bulletins: Directives that may be issued by any ranking officer and pertain to policy and/or procedures on how to handle certain situations or circumstances in police work.
 5. Memoranda: Directives that may be issued by any personnel and is generally used to clarify, inform, and make an inquiry.
 6. Manuals: A collection of several directives concerning the same basic subject matter and distributed to the effected personnel.
- d. Procedures for indexing, purging, updating, and revising directives:
 1. Up-to-Date: Every attempt will be made to keep Department directives current. Old or replaced directives must be removed from binders and returned to the Captain. Division commanders must ensure that the directives in the hands of

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their subordinates or located in administrative offices are clear of outdated and extraneous material and contain all authorized additions and deletions;

2. Change Orders: Department directives, especially general orders and training bulletins, will be updated and revised as necessary. After the necessary staffing and coordination, the updated or revised directive or portion thereof will be prepared by the Chief's office and disseminated through each division to the units having directive binders, accompanied by a change order detailing the new material attached and the old material that is to be removed from the binders. Division commanders are responsible to see that all replaced material is accounted for before returning material to the Captain . The change order authorizing the directive change or revision will be filed in the front of the directive binder until the next full index is published in May. At this time, all change orders will be removed and destroyed. The first change order issued after the receipt of the new index will start as change order #1;
 3. Pen and Ink Changes: Occasionally, only a single word or number or short phrase needs to be corrected or revised. In such instances a pen and ink change will be authorized by change order to all directive holders through the division commander. After the pen and ink entry has been made as specified, the change order will be filed in the front of all previous change orders, at the beginning of the directive binder;
 4. Indexing: Change orders numbered sequentially are used as a transmittal document and serve to authenticate the change or addition to the Department directive until the issuance of the next full index in May of each year. All change orders will be filed in front of the general order binder until the new index is received.
- e. Statements of Department policy, rules and regulations;

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- f. Procedures for carrying out Department activities;
 - g. Procedures for staff review of proposed policies, procedures, rules, and regulations prior to their promulgation: Manuals, general orders and certain special orders and training bulletins will be submitted to the command and supervisory staff for review. This will be accomplished with the preparation and circulation among division commanders and unit supervisors of a clean draft copy of the proposed directive. In addition, one copy of the draft will be posted on the Patrol Division roll call room bulletin board. Comments on the draft are invited from all members of this Department.
2. WRITTEN DIRECTIVE DISTRIBUTION AND STORAGE:
- a. Dissemination: New or newly revised directives will be distributed by the office of the Chief of Police in a hard copy form to all affected personnel;
 - b. Storage: The storage of written directives will be maintained by incorporating the directives into the appropriate hard copy manual. Two master manuals will be maintained and stored, one in the Captain's office and one in the office of the Chief of Police;
 - c. Acknowledgment: Acknowledgment indicating receipt and review of disseminated directives will be obtained. Certain written directives will be signed for as proof of receipt:
 - 1. Manuals;
 - 2. High risk or high liability directives; and
 - 3. Changed or revised directives.