



GENERAL ORDER

No. 105

Subject:

Written Directives

Issuing Authority:

Chief of Police

Effective Date:

01/25/2023

Supersedes:

- I. **PURPOSE:** The purpose of this directive is to establish the formal written directive system necessary to properly affect and guide the action of all members of the Town of Manlius Police Department.
- II. **BACKGROUND:** The efficient and effective performance of the Town of Manlius Police Department is dependent upon the quality and relevance of information, as well as the direction it provides to department personnel. This goal can be accomplished through the implementation and utilization of this written directive system.
- III. **POLICY:** The Chief of Police has the authority to issue, modify or approve agency written directives. It is the policy of the department to provide for its members a well-designed current and correctly implemented written directive system. This system shall provide members with a clear understanding of the constraints under which they should operate and expectations they should fulfill.
- IV. **DEFINITIONS:**
 - A. **WRITTEN DIRECTIVE-** Any written document used to guide or affect the performance or conduct of agency employees. The term includes General Orders, Standard Operating Procedures, Special Orders, Rules and Regulations, Personnel Orders, Memoranda, Email, Training Bulletins and Manuals. Written directives are official documents of the department.
 - B. **POLICY-** A written broad statement of agency principles. Policy statements will be included in General Orders and may be characterized by such words as "may" or "should", and usually do not establish fixed rules or set procedures for conduct of a particular activity.
 - C. **PROCEDURE-** A written directive that is a guideline for carrying out the department's activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should" or "must" rather than "may". Written directives provide employees with a clear understanding of the constraints and expectations related to the performance of duty. Procedures may allow some latitude and discretion in carrying out one's duty although all activities shall be consistent with the agency's values and mission statement.
- V. **PROCEDURE:**
 - A. **WRITTEN DIRECTIVE SYSTEM** - The following written directives and communiques shall comprise the Town of Manlius Police Department's written directive system:
 1. **GENERAL ORDER** - (GO) shall be issued by the Chief of Police to institute permanent policies or procedures that affect more than one organizational component of the department or an outside agency (See Appendix "A").
 2. **STANDARD OPERATING PROCEDURE** - (SOP) shall be issued by the Chief of Police or division commanders to establish procedures within their respective command. (See Appendix "B").
 3. **SPECIAL ORDER** - (SO) shall be issued by the Chief of Police, division commander or their designee to implement procedures which are needed to govern an

objective, situation, or event which is specific and short term in nature. The Special order can be used as in interim General Order and shall supersede the existing General Order until such time that the General Order can be permanently revised and disseminated. Whenever possible, Special Orders shall contain a self-cancelling statement. When such statement is not included, the Special Order shall automatically become inoperative at the conclusion of the incident, situation or event that cause the directive issuance (See Appendix "C").

4. **RULES AND REGULATIONS-** (R&R) shall be established by the Chief of Police and set specific requirements or specific limits on behavior.
5. **PERSONNEL ORDERS** - (PO) shall be issued by the Chief of Police or their designee for appointments, separation from service, promotions, demotions, suspensions, restoration to duty, relief from duty, transfers, leave of absence, change of assignment, to include watch or pass group. Personnel Orders may also be used to direct the assignment to and special instructions for personnel in training programs (See Appendix "D").
6. **TRAINING BULLETIN** - (TB) shall be used by the Chief of Police or their designee to clarify departmental policy or procedure. As assigned by the Chief of Police, sergeants may issue Training Bulletins in order to distribute information on a specific topic or subject matter (See Appendix "E").
7. **MEMORANDA/EMAIL** - Shall serve as an informal written document that may or may not convey an order and is generally published to clarify, inform or inquire. Memoranda and email may be issued to disseminate instructions that do not warrant a formal order, to direct the actions of subordinates under a level of command not authorized to issue formal orders, or to inform members of actions or policies of other agencies or commands within the police department (See Appendix "F").
8. **MANUALS** - Shall provide guidance in a specific subject area. Manuals may be comprised of a compilation of policies, procedures, rules and regulations and/or other written directives. Manuals may also be adopted from outside agencies.

B. PREPARATION OF WRITTEN DIRECTIVES

1. All orders, procedures, rules and regulations, memoranda, email and bulletins issued at any level of command shall not conflict with established policy and procedure, rules and regulations, bargaining agreements or statutory law imposed by a higher authority.
2. Any statements in written directives found to be unlawful, incorrect, or inapplicable shall not invalidate or affect the validity of the remaining portions of that directive.
3. Before issuance, all General Orders, Standard Operating Procedures, Rules and Regulations, and Special Orders shall be forwarded in draft form to the Chief of Police to ensure that the proposed directive does not conflict with established policies governing the subject and that the directives format conforms to department specifications. Upon approval of the draft, the Chief of Police will assign responsibility for the final preparation and issuance of the directive.
4. Written directives shall be produced using standardized departmental forms or standardized electronic workflows where applicable. [Revised: 01/25/2023]

5. All written directives shall conform to the written format of this directive as closely as possible and shall indicate an effective date within a reasonable time of the issuance of such order.
6. All written directives shall be stated in precise and positive terms with grammatical accuracy.
7. General Orders shall be indexed and assigned a specific number by the Professional Development Section corresponding with the appropriate chapter (e.g. #105 "Written Directives"). Any revisions of a previously issued directive shall be re-issued under the same number with a new effective date.
8. Standard Operating Procedures shall be indexed and assigned a number by the Professional Development Section prior to being issued. Numbering shall begin with the last two digits of the calendar year, followed by a sequential number.
9. Special Orders, Personnel Orders, and Training Bulletins shall be indexed and assigned a number by the Professional Development Section prior to being issued. Numbering shall begin with the last two digits of the calendar year, followed by a sequential number
10. Whenever applicable, directives shall carry notifications directing attention to other published documents which are related. A directive that rescinds or supersedes another shall carry identifying notations necessary to connect them.
11. The terms "he" and "his" if used within any directives shall apply to all individuals of the department where applicable. Where the designation "civilian" is used, it applies to all individuals as well. [Revised: 01/25/2023]
12. Whenever practical, proposed General Orders, Standard Operating Procedures, and Rules and Regulations shall be reviewed prior to promulgation by division commanders effected by its issuance. Such review shall include routing to all levels of execution for the purpose of commenting on the proposed directive. Once this staff review is accomplished, the directive shall be forwarded to the Chief of Police, in draft form, as specified in this order.

C. STAFF REVIEW

1. All written directives shall be subject to review before issuance or adoption. The individual designated to develop a written directive shall submit a draft to the designating authority.
2. The draft will be reviewed by division commanders and/or the Chief of Police. Upon completion of this review, it will be forwarded to various supervisors for review and comment and returned according to allotted time schedules. Draft orders shall be clearly marked as such and assigned a chronological number/date.
3. Those written directives that are of interest to the bargaining unit will be forwarded to their representatives for review and comment.
4. Upon completion of the review and comment phase, a final draft shall be completed by the assigned member and forwarded to the Chief of Police for their signature. This approval process may be conducted electronically. [Revised: 01/25/2023]

D. DISTRIBUTION AND STORAGE

1. The distribution of written directives to affected personnel shall be clearly noted on each directive.
2. General orders and rules and regulations shall be distributed to all employees using a computerized documentation system. A read-only copy of current General Orders and Regulations will be maintained and stored on the department's computer network in the public drive, substation computers and on all in-car mobile computer terminals. In addition, hard copy manuals will be maintained in the following locations:
 - a. Watch supervisor's office.
 - b. Chief of Police Office.
 - c. Command Trailer.
 - d. Sergeant's vehicle.
3. Depending on the most appropriate training method, new or newly revised written directives may be disseminated to members either directly by a supervisor at Roll Call or electronically via the department email or other electronic system.
4. Email dissemination of new or newly revised general orders or rules and regulations shall contain an attachment of the order, a summary of changes and an acknowledgement receipt. Email dissemination should only be utilized when auditable electronic means are unavailable. [Revised: 01/25/2023]
5. Members are responsible for reviewing all new or newly revised General Orders, Standard Operating Procedures, Training Bulletins, Special Orders (when applicable), and Rules and Regulations. Members shall acknowledge their review by signing and submitting a receipt of acknowledgement.
6. Supervisors shall collect and track receipts and ensure that all employees under their command receive, review, and correctly understand each new directive. Supervisors shall provide additional training when required.
7. All receipts shall be returned to the Professional Development Section for filing, to include electronic receipts.
8. Written directives shall be in force upon the effective date noted on the directive.
9. Copies of Standard Operating Procedures, Special Orders, and Personnel Orders shall be distributed only to the divisions, sections or persons affected. If applicable, copies for information purposes may be posted for review by all personnel. The original copies of all Standard Operating Procedures, Special Orders, Training Bulletins and Personnel Orders shall be forwarded to the Professional Development Section for electronic retention on the department's administration drive. Read only copies of Standard Operating Procedures shall be maintained in the Standard Operating Procedures folder located on the department's public drive. Individual officers shall not be required to retain copies of Special Orders or Personnel Orders.

10. Memoranda shall be directed to affected personnel and others when necessary and shall be retained for as long a period as is necessary.
11. Members shall receive training on newly issued Training Bulletins through roll call training or computer-based training (CBT). Members shall sign and forward a receipt to their supervisor once training on a new Training Bulletin has been completed via CBT or if the training was conducted during roll call, the supervisor will sign the member off as having received the training. Once members have received training on the newly issued Training Bulletin, they will be held responsible for knowledge and compliance with the content of such bulletins.
12. The Professional Development Section is responsible for ensuring the maintenance of an electronic master file of all General Orders, Standard Operating Procedures, Special Orders, Personnel Orders, and Training Bulletins and for purging written directives when necessary.
13. The Professional Development Section will ensure that an updated General Orders Manual is maintained in those areas listed in this order.
14. Electronic copies of all current Special Orders, Standard Operating Procedures and Training Bulletins are available to all members via electronic database on the department computer network.

E. REVIEW, MODIFICATIONS AND CANCELLATIONS

1. All General Orders, Standard Operating Procedures, Special Orders, Rules and Regulations, and Training Bulletins that are not self-canceling shall be reviewed by the Administrative Division Commander annually, to determine if they should be canceled, modified or continued in their present form. A documented report of the review will be submitted to the Chief of Police. Written directives shall be canceled or modified if found to be in conflict with established policies or procedures, Rules and Regulations, Bargaining Agreements or statutory law imposed by a higher authority.

F. SYSTEM IMPROVEMENTS

1. All suggestions and recommendations for the improvement of the system of written directives shall be directed to the Chief of Police.

[Original 05/01/1992] [Revised 02/01/1998] [Revised: 03/17/2000]

[Revised: 10/01/2009] [Revised: 05/21/2015] [Revised: 03/16/2016]

[Revised: 06/10/2016] [Revised: 07/01/2019] [Revised: 02/22/2022]

[Revised: 01/25/2023]