

Geneva Police Department GENERAL ORDERS		WRITTEN DIRECTIVES	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 2.3 <input checked="" type="checkbox"/> amends: Section IV Issuance of Directives 4.11.05		cross-reference	
effective date: 6.24.03		issue/amend date: 6.24.03 / 4.11.05 / 2.16.15 / 3.18.19 11.12.19	
		Accreditation/Recognition standards: NYS L.E.A.P.: 2.3	

I. PURPOSE	The purpose of this General Order is to establish and describe the formal written directive system necessary to properly affect and guide the action of all members of the Geneva Police Department.
II. DEFINITIONS	<p><u>Written Directive:</u> Any written document used to guide or affect the performance or conduct of agency employees. Written directives are official documents of the Department.</p> <p><u>Policy:</u> 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.</p> <p><u>Procedure:</u> A written guideline for carrying out the Department's activities. A procedure may be made mandatory in tone through the use of terms such as “shall” rather than “should”, or “must” rather than “may”. Procedures may allow some latitude in discretion in carrying out an activity. Procedures will be incorporated into General Orders.</p>
III. POLICY	The Chief of Police, by authority of the Charter of the City of Geneva, has the authority to issue, modify or approve agency written directives. It is the policy of the Department to provide personnel with a well-designed, current, and properly implemented written directive system. Requires all Written Directives to be reviewed at least once during the five-year period of Accreditation.
IV. WRITTEN DIRECTIVE SYSTEM	<p>A. Availability</p> <ol style="list-style-type: none"> 1. Unless otherwise noted, all documents described in the Written Directives System are available for access by all personnel. <p>B. General Orders</p> <ol style="list-style-type: none"> 2. Issued at the direction of the Chief of Police or in the absence of the Chief of Police, that supervisory officer designated as Acting Chief of Police, to institute permanent policies or procedures that affect one or more organizational components of the Department or an outside agency. 3. General Orders Manual (hard paper copy) issued to each officer of the Geneva Police Department. Electronic version will also be available on the city police server. A hard copy will also be found in the following locations: Offices of the: <ol style="list-style-type: none"> a) Drug Enforcement Unit b) Communications Center c) Accreditation Manager (Master Copy) d) Records Bureau

**IV. WRITTEN
DIRECTIVE SYSTEM
(CONT.)**

4. The General Orders Manual will be organized as follows:
 - a) Chapter 1: *Organization, Function, and Goals*
 - b) Chapter 2: *Personnel*
 - c) Chapter 3: *Rules of Conduct*
 - d) Chapter 4: *General Operations and Patrol*
 - e) Chapter 5: *Arrest*
 - f) Chapter 6: *Traffic*
 - g) Chapter 7: *Investigations*
 - h) Chapter 8: *Critical Incidents, Emergency Operations and Special Assignments*
 - i) Chapter 9: *Support Operations*
5. General Orders, will be assigned a unique 3-digit number starting with the chapter number (e.g., 100, 105, 200, 205, 300, 305, etc.).

C. Special Orders

1. Issued at the direction of the Chief of Police or Department Lieutenant to implement procedures, which are needed to govern an objective, situation, or event that is specific and short term in nature.
2. Special Orders may be used as an interim General Order and shall supersede the existing General Order or policy and procedures until such time that the General Order can be permanently revised and disseminated.
3. Whenever possible, Special Orders shall contain a self-canceling statement. When such statement is not included, the Special Order shall automatically become inoperative at the conclusion of the incident, situation or event that caused the directive issuance.
4. Special Orders will be issued to all affected personnel and may be posted at specific locations within the Department as directed by the issuing authority.
5. All members are responsible for checking the locations during each tour of duty for new postings.
6. Special Orders will be assigned a unique sequential number followed by the year of issuance (e.g., 01-19, 02-19, etc.).

D. Rules, Regulations, and Standards of Conduct

1. Established by the Chief of Police in consultation with the City Manager. The Rules, Regulations, and Standards of Conduct shall set specific requirements and/or specific limits on conduct and behavior.

E. Personnel Directives

1. Issued at the direction of the Chief of Police, or Department Lieutenant, to implement any change in rank, title, shift changes, or assignment of employees.
2. Personnel Directives will be assigned a unique sequential number followed by the year of issuance (e.g., 01-19, 02-19, etc.).
3. Personnel Directives are distributed in hard copy format to all affected personnel.

**IV. WRITTEN
DIRECTIVE SYSTEM
(CONT.)**

F. Department Memorandums

1. Issued at the direction of the Chief of Police, or Department Lieutenant, to disseminate a variety of information to all members of the Department.
2. Serves as written documentation that may or may not convey an order and is generally published to clarify, inform, or inquire.
3. Examples of information distributed include:
 - Law changes;
 - Position offering(s) within the Department;
 - Possible hazards (e.g., traffic patterns, construction, weather-related problems, etc.);
 - Criminal intelligence or crime analysis information;
 - Any other information deemed appropriate by the Chief of Police, or Command Officer.
4. Department Memorandum will be assigned a unique sequential number followed by the year of issuance (e.g., 01-19, 02-19, etc.).

G. Training Directives

1. Issued at the direction of the Chief of Police, or Department Lieutenant, will contain pertinent details regarding the program.
2. Training Directives are distributed in hard copy format to all affected personnel.
3. Training Directives will be assigned a unique sequential number followed by the year of issuance (e.g., 01-19, 02-19, etc.).

H. Training Bulletins

1. Issued at the direction of the Chief of Police, or Department Lieutenant, to disseminate information on a topic or clarify Departmental policies or procedures in authoritative detail.
2. Although Training Bulletins are issued by the Chief of Police or a Department Lieutenant, any employee may contribute information to a Training Bulletin.
3. Any employee may suggest a topic for a Training Bulletin by forwarding the suggestion through the chain-of-command to the Training Officer. Shift and Bureau Supervisors will ensure that all suggestions submitted are forwarded to the Training Officer.
4. The Training Officer or Training Officer's designee will be responsible for reviewing materials and requests for accuracy, appropriateness, and consistency with Departmental policies and procedures, and to prepare the Training Bulletins for dissemination.
5. Training Bulletins will be assigned a unique sequential number followed by the year of issuance (e.g., 01-19, 02-19, etc.).

V. PROCEDURES AND RESPONSIBILITIES

A. Written Directives will be distributed in hard copy format.

1. Department personnel will be sent a hard copy format which will be accompanied by a Document Distribution form that personnel will sign upon receipt of the document notifying them of the issuance of any new, updated, or modified Department document(s).
 - a. The Document Distribution form will include specific information regarding:
 - 1) The personnel's responsibilities for reading and complying with the document(s); and
 - 2) Any other actions required by the affected personnel.
 - 3) The Chief of Police, or the Chief's designee will maintain records of documents distributed along with copies of the Document Distribution Forms.

B. Responsibilities

1. The Chief of Police or the Chief's designee will:
 - a. Index, purge, update, and revise General Orders
 - b. Facilitate staff review of proposed policies, procedures, rules, and regulations prior to promulgation; and
 - c. Maintain an up-to-date General Orders

C. Commanding Officers will:

1. Distribute written orders, policies, procedures, directives, and informational documents to employees as specified;
2. Ensure that each employee receiving distributed documents signs for same on the Document Distribution Form, when required;
3. Forward completed Document Distribution Form to the Chief of Police, or the Chief's designee;
4. Review the content of written orders, policies, procedures, directives, and informational documents with employees to ensure that each employee understands them;
5. Notify the Chief of any confusion, problems or other issues with any issued written order, policy, procedure, directive, or informational document;
6. Respond in a timely manner to any direction to review and comment on proposed written orders, policies, procedures, directives, and informational documents; and
7. Ensure that employees comply with written orders, policies, procedures, directives, and informational documents.
8. Be responsible for insuring that subordinates' manuals are maintained and updated as required.

D. All employees will:

1. Read any notification of document distribution;
2. Sign Document Distribution Forms, when required, indicating receipt of written orders, policies, procedures, directives, and informational documents;

V. PROCEDURES AND RESPONSIBILITIES (CONT.)	<ol style="list-style-type: none"> 3. Read, and comply with, all issued written orders, policies, procedures, directives, and informational documents; 4. Notify their supervisor of any confusion, problem, or other issue with written orders, policies, procedures, directives, and informational documents; and 5. Be responsible for maintaining current General Orders Manual and Training Bulletins and for making changes when new directives are issued.
VI. GENERAL ORDERS MANUAL MAINTENANCE	<ol style="list-style-type: none"> A. <u>New General Orders</u> <ol style="list-style-type: none"> 1. May be created at the discretion of the Chief of Police to implement new policies and procedures and/or to address administrative or operational issues. B. <u>Existing General Orders</u> <ol style="list-style-type: none"> 2. Will be reviewed at the direction of the Chief of Police to determine if they should be canceled, updated, or continued in their present form. The Chief of Police, or the Chief's designee, shall conduct this review and send draft copies of any revisions or modifications, or reasons for cancellation to the Chief of Police for review. C. <u>Staff Review</u> <ol style="list-style-type: none"> 1. New General Orders, or those that are to be updated, will be circulated for staff review and comment before final re-issue, when applicable. 2. Personnel receiving General Orders for Staff Review will complete the requested review by the published deadline date, or contact the designated personnel to request more time to complete their review. 3. The hard copy General Orders Manual will be updated by the member with updated paper copies of the General Order. All Department personnel are responsible for reading and complying with all new or updated General Orders. Any questions or requests for clarification will be addressed through the chain-of-command. 4. All General Orders, Standard Operating Procedures, Special Orders, Rules of Conduct and Training Bulletins that are not self-canceling shall be reviewed as warranted, to determine if they should be canceled, modified, or continued in their present form.
VII. ACCREDITATION PROGRAM MAINTENANCE	<ol style="list-style-type: none"> A. The Accreditation Manager will be responsible for ensuring that all required reports, reviews and other activities mandated by applicable accreditation standards are accomplished. B. Personnel designated with reporting, inspection, and inventory duties as required by designated General Orders will ensure that all activities are completed in a timely manner and that copies of all reports or other documents generated as a result of their activities are forwarded to the Accreditation Manager. <p style="text-align: right;">Approved By</p> <p style="text-align: right;">MICHAEL J. PASSALACQUA <i>CHIEF OF POLICE</i></p>