

GENERAL ORDER 0.1.1

Written Directives

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Springfield Police Department's written directive system and Electronic Policy Manual.

DISCUSSION

It is necessary for Police Department employees to have a common understanding of the Department's policies, procedures, rules and regulations. This Policy Manual is generally intended as a guide, not a detailed description of how to deal with each detail of the Department's operations. This manual is designed to be the primary source of information on Department policy and procedure. The field of criminal justice and law enforcement is constantly changing, so too must the Department's Policy Manual be continually updated.

City Council Resolution 94-82 states in part, "...the Common Council of the City of Springfield does hereby declare that the policies and procedures set forth in the Policy Manual of the Springfield Police Department and of the Springfield Police Department as established by the Chief of Police were established with the explicit authority of the Common Council, and the Chief of Police is hereby authorized to continue to establish police policies and procedures including but not limited to policies and procedures for the inventory of lawfully impounded vehicles."

POLICY

I

Per the City of Springfield Charter and City Council Resolution 94-82, the Chief of Police has the authority to issue, modify or approve all written directives of the Springfield Police Department.

II

Definitions:

General Orders define policy, procedures for carrying out agency activities, rules and regulations. The Springfield Police Department Policy Manual is composed of General Orders. General Orders describe those sets of instructions which are of a permanent nature. They are valid until canceled. The Chief of Police must approve any General Order. The term "policy" is a synonym for General Order.

Special Orders are issued to deal with situations of limited duration. They are self-canceling and are issued with explicit dates (or circumstances) during which they are valid. Examples are: staff assignments, instructions for handling parades, instructions for operations during a specific, impending strike, etc. Special Orders may be issued by the Chief of Police or a Bureau Commander.

Training Orders cover training opportunities, items for roll-call training, and other training situations. These are generally issued by the training officer, but may be issued by any Supervisor.

III

General Orders shall follow the format outlined in Attachment A.

General Orders are valid until canceled or replaced by the Chief of Police. General Orders shall not supersede or amend other General Orders. When changes are to be made to a General Order, the Order shall be: 1) replaced entirely, retaining the same General Order number; 2) deleted entirely; or 3) combined with another General Order using that General Order's number.

A watermark entitled "Priority" will be placed on policies of significant interest. Those policies will be printed on blue paper.

A watermark entitled "Confidential" will be placed on policies that are restricted from public disclosure due to sensitive or confidential nature contained in the policy.

IV

All Department policies, rules, regulations and procedures contained in the Springfield Police Department Policy Manual shall be in the form of General Orders.

The official Policy Manual of the Springfield Police Department shall be the electronic Acrobat Adobe version saved on the V:drive, and maintained by the Police Office Supervisor. This version supersedes any and all other versions. The Police Office Supervisor is responsible

for the development and ongoing maintenance of the Policy Manual.

V

Paper copies of the current Policy Manual with appropriate binder shall be kept in several accessible locations throughout the Department including the Chief's office, the Watch Commander's office, the Records Bureau, the Patrol Bureau Commander's office and the ISB Bureau Commander's office.

Employees are expected to keep apprised of current policy by regularly reviewing the Adobe version of the Policy Manual saved on the V:drive.

VI

General Orders may be written by any Department member. Guidelines for language are included as Attachment B. General Orders are reviewed by the Command Staff, and other appropriate authorities, such as legal review. When complete, the General Order is signed by the Chief of Police and issued.

VII

The Police Office Supervisor shall ensure that each policy is reviewed annually by Command Staff. Changes, including the deletion of unnecessary or outdated policies shall be made as soon as practical. The Police Office Supervisor shall maintain a file outlining all changes.

If a member becomes aware of a conflict in the manual or a Department policy, s/he shall inform a Command Staff member. The Command Staff is responsible for seeing that necessary changes are made.

VIII

All General Orders shall be given a number. These are in the form of 1.2.3. These are a chapter number followed by a subchapter number followed by a sequential number. The subchapter numbers indicate a grouping by topic. The sequential numbers have no significance. The Police Office Supervisor shall be responsible for the issuance of General Order numbers. An appropriate, updated index of policy numbers and titles shall be provided with each policy manual and included with the electronic copy.

IX

Special Orders follow the format outlined in Attachment C. Special Order numbers are formatted whereas the first two digits are the year of issue, followed by the sequential number of order for that year (i.e. 13-01). Writers shall obtain the next available Special Order number from the special order log maintained by the Department Assistant. Special Orders shall be signed by the issuing authority.

X

Memoranda shall follow the format outlined in Attachment D. Memoranda shall be initialed.

Richard L. Lewis
Chief of Police

GENERAL ORDER 0.1.1-WRITTEN DIRECTIVES

ATTACHMENT A

GENERAL ORDER FORMAT

This new format is to be used effective immediately for all new or revised General Orders and/or policies.

- *1 - All General Orders will begin with the General Order number. This number will be in the format 1.2.3, with the first section being the chapter number. These chapter numbers will match the corresponding Accreditation Standard chapters. This number is issued by the Professional Training and Standards Sergeant.
- *2 - Title.
- *3 - General Order Cross-reference. List any General Orders which are referenced and/or affected by this Order. If none, enter "None". (Old style General Orders or other policy documents shall not be referenced.)
- *4 - Summary. This is a one to two paragraph description of the contents of the order. It is intended to allow a person to quickly scan a series of General Orders to determine which one is applicable.
- *5- Discussion. This is used to describe the background and intent behind the order. Citations of State and Federal law or local Ordinance should be here.
- *6- Policy. Each point shall be in a separate section and labeled with Roman Numeral I for the first, II for the second, and so forth.
- *7- Chief's signature block. Leave 6 lines between the last of the text and the Chief's name.
- *8- Any attachments (exhibits) should be labeled with the General Order number, "General Order # - Attachment A", etc., and begin on a separate page.

(*2)

TITLE

GENERAL ORDER CROSS-REFERENCE: (*3) G.O. Numbers

SUMMARY (*4)

DISCUSSION (*5)

POLICY (*6)

I

II

(*7)

Richard L. Lewis
Chief of Police

(*8)

GENERAL ORDER 1.2.3 - Title

ATTACHMENT A

GENERAL ORDER 0.1.1 - WRITTEN DIRECTIVES

ATTACHMENT B

GENERAL ORDER WRITING GUIDELINES

Follow these guidelines when writing General Orders:

1

2. When using numbers, use Arabic Numerals (1,2,3...) only. Don't spell them out (even numbers 1 through 10).
3. Use 'shall' to indicate conditions which are mandatory, 'should' to indicate discretionary conditions.
4. Capitalize titles only when referring to a specific individual. For example, the Chief, the Sergeant.
5. Use plain English. Technical terms should be used only when absolutely necessary.
6. Brevity is a virtue. You should try to cover the subject completely in as few words as possible.
7. When assigning a task, specify the position responsible. For example, if periodic inspections of a piece of equipment need to be made, indicate the position responsible for seeing the inspections are carried out.

GENERAL ORDER 0.1.1 - WRITTEN DIRECTIVES

ATTACHMENT C

SPECIAL ORDER FORMAT

SPECIAL ORDER 95-00

01/01/95

TO:

FROM:

SUBJECT:

EFFECTIVE:

signed

GENERAL ORDER 0.1.1 - WRITTEN DIRECTIVES

ATTACHMENT D

MEMORANDUM FORMAT

M E M O R A N D U M CITY OF SPRINGFIELD

_____ COMMITTED TO EXCELLENCE

DATE:

TO:

FROM:

SUBJECT: