



Macedon Police Department
Serving the Community

TOWN OF MACEDON POLICE DEPARTMENT

General Order: 110	Effective Date: November 19, 2017
Subject: Written Directives	
Reference Standards: 2.3	
Rescinds:	
Page 1 of 7	Attachments: General Order template, Administrative Memorandum template, Personnel Order template, Training Bulletin template

I. Purpose

- A. The purpose of this General Order is to identify issuing authorities and to establish a format and definitions for General Orders, Administrative Orders, Personnel Orders and Training Bulletins for the Macedon Police Department. It will also provide for proper preparation, formatting, indexing, reviewing, updating, distribution, and retention, of all written directives so that all personnel are kept informed of new and revised police procedures.

II. Definitions

- A. General Orders
 1. General Orders are issued to announce adoption and revision of policy, and to direct new procedures. The following are proper subjects for General Orders:
 - a) Institution of permanent procedures, rules, policies and manuals related thereto (Example: Investigative procedures relating to arrests and persons in custody.)
 - b) Permanent changes in the organization of the department.
 - c) Installation of permanent programs that affect more than one unit subordinate to the issuing authority
 - d) Use of public facilities and equipment and expenditure of public funds

- e) Relationships with other agencies and citizens

B. Administrative Memorandums

- 1. Administrative Memorandums are issued to announce policies or specify procedures concerning a specific circumstance or event, or policy or procedure that is of a temporary or self-canceling nature, or involving only specific segments of activities. The following are examples of proper subjects for Administrative Memorandums:
 - a) Specific instructions to accomplish a particular objective; once accomplished, there will be no need for continuing instructions. Examples:
 - (1) Renumbering or assignment of police vehicles.
 - b) Temporary procedures designed to cover a special occurrence or event that is of a temporary or short termed nature. Examples:
 - (1) Instruction for the development and use of manpower and Incident Action Plans for a particular public gathering such as a parade route, including the assignment of individual duties. (Note: The general policy and directive for this type of duty should be contained in a General Order.)
 - (2) Periodic records destruction dates and special instructions for the dates concerned
 - (3) Annual budget preparation deadline and special instructions for the year completed
 - c) Directives for a specific unit that do not influence the operations of others and for which no organizational change is needed. Examples:
 - (1) Maintenance of department owned firearms and inventory lists
 - d) To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General Orders. Such direction shall not deviate from or conflict with established policies and procedures as documented by higher authority.
 - e) To explain or emphasize portions of previously issued orders

- f) To inform members of actions or policies of other agencies

C. Personnel Orders

1. Personnel Orders are issued to announce the following:
 - a) The appointment of new personnel
 - b) The assignment or transfer of personnel from one unit to another
 - c) Assignment of personnel to a department wide training session (Example: Firearms qualification, chemical agent training, etc.)
 - d) Assignment of personnel to a course of specialized training (Example: FBI National Academy, MAGLOCLEN, etc.)
 - e) The promotion or demotion of personnel
 - f) Suspension or restoration to duty of personnel
 - g) Termination, resignation or retirement of personnel

D. Training Bulletins

1. Training Bulletins are issued to disseminate information or instructions that do not warrant a formal order. Examples of training bulletins include:
 - a) Operation and use of new equipment.
 - b) Notice/explanation of law changes

III. Issuing authorities

- A. General Orders are issued only by the Chief of Police or his/her designee to announce organizational policies and procedures.
- B. Administrative Memorandums are issued by The Chief of Police, Patrol Sergeant, or the Property Clerk/Office Manager.

1. It is every issuing supervisor's responsibility to ensure that their order does not conflict with that of a higher level of command.
- C. Personnel Orders are prepared only as directed by the Chief of Police or the Patrol Sergeant when necessary during the Chief's absence, or at the direction of the Chief of Police.
- D. Training Bulletins will be issued as directed by the Chief of Police or his/her designee, the Patrol Sergeant or Training Officers at the direction of the Chief of Police.

IV. Preparation of written orders

- A. General Orders, Administrative Memorandums and Training Bulletins issued at any level of command shall not conflict with established policy and procedures as directed by any higher authority.
- B. All written directives will be written in concise manner utilizing proper grammar.
- C. Whenever applicable, all General Orders, Administrative Memorandums, and Training Bulletins will carry notations directing attention to other published documents that are related.
- D. General Orders, Administrative Memorandums and Training Bulletins that rescind or supersede other General Orders, Administrative Memorandums, Training Bulletins etc., will carry the identifying notations such as order number, memorandum, bulletin number, etc. which are necessary to connect them.

V. Indexing

- A. Before issuing Administrative Memorandums and Training Bulletins, the issuing supervisor will complete the Administrative Memorandum/Training Bulletin Log Book maintained by the Administrative Assistant to the Chief of Police.
- B. Administrative Memorandums, Personnel Orders and Training Bulletins will be numbered consecutively with a prefix consisting of the last two digits of the year issued.
- C. The issuing supervisor will be responsible for ensuring that their Administrative Memorandum, Personnel Order or Training Bulletin carries the next sequential Administrative Memorandum, Personnel Order or Training Bulletin number.
- D. All Administrative Memorandums, Personnel Orders and Training Bulletins will indicate an effective date if other than the date issued.

VI. Distribution of written directives

- A. New and revised General Orders will be distributed to all employees, and training in the General Orders will be provided. Employees will acknowledge this training by signing and dating a signoff sheet that will be forwarded by their immediate supervisor to the Chief of Police.
 - 1. Whenever possible General Orders will be distributed a minimum of three (3) days prior to the effective date of the order.
- B. Distribution of any Administrative Memorandums or Training Bulletins will be noted in such order. Distribution can be noted by class (i.e., All Sworn Personnel, all FTOs, etc.) In such case, a roster must accompany the Administrative Memorandums and Training Bulletins, and receiving personnel must sign for them. Completed rosters must be forwarded to the Property Clerk/Office Manager, who will maintain them.
- C. All employees will be issued a paper and/or electronic copy of all Administrative Memorandums, Personnel Orders and Training Bulletins affecting them. Each employee will be held responsible for knowledge of and compliance with the contents of such written directive.
 - 1. Administrative Memorandums, Training Bulletins, and Training Assignment Memorandums will be distributed only to personnel affected.
- D. The Chief of Police or his/her designee shall coordinate the initial distribution of General Orders, the Patrol Sergeant will be responsible for additional distribution to authorized personnel, or as otherwise directed by the Chief of Police.

VII. Retention

- A. All General Orders will be maintained in PDF format on a computer network drive labeled MPD General Orders. This file will be available for viewing on any desktop computer located in the Public Safety Building, and on any Mobile Data Terminal computer installed in a fleet vehicle.
- B. A copy of the General Orders will be retained by the Chief of Police and the Patrol Sergeant. A copy of all current and archived General Orders will be maintained by the Property Clerk/Office Manager and stored in the Records Room.
- C. Copies of all Administrative Memorandums, Personnel Orders and Training Bulletins will be forwarded to the Property Clerk/Office Manager for filing in a department master file.
- D. A copy of all Administrative Memorandums, Personnel Orders and Training Bulletins will be retained in the Administrative Memorandum/Personnel Order/Training Bulletin Log Book.

VIII. Review

- A. New or revised General Orders will be reviewed by staff members from various ranks prior to being sent to the Chief of Police for his/her review and approval.
- B. All General Orders will be reviewed at least once during the five year period of departmental accreditation to determine if they should be:
 - 1. Continued in their present form
 - 2. Rescinded and revised
 - 3. Cancelled
- C. Administrative Memorandums and Training Bulletins that are not self-cancelling shall be reviewed within three years of the original date of issuance, and at least once during the five year period of departmental accreditation to determine if they should be:
 - 1. Continued in their present form
 - 2. Updated or revised
 - 3. Cancelled and purged
 - a) Cancellation will be made via an Administrative Memorandum.
 - (1) The issuing supervisor of any Administrative Memorandums or Training Bulletins that are cancelled will denote this change in the Administrative Memorandum/Personnel Order/Training Bulletin Log Book.
 - 4. Incorporated in a General Order or a manual.
 - a) Incorporation into a General Order or a manual will be documented in an Administrative Memorandum.

IX. Format

- A. All written directives shall conform to the format of this General Order as clearly as possible. The formats in the attachments to this General Order will be used by the department for

every General Order, Administrative Memorandum, Personnel Order and Training Bulletin described in this order.

By Order of the Chief of Police


John P Colella (Apr 27, 2019)

John P. Colella
Chief of Police
Dated this 2nd day of November, 2017