

Department Orders (General, Personnel, and Special Orders)

204.1 PURPOSE AND SCOPE

Department Orders establish formal interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy or procedure (General Order), make changes in personnel assignments (Personnel Order), or formally recognize a special act or event (Special Order).

There are three types of Department Orders:

- General Orders
- Personnel Orders
- Special Orders

Department Orders issued from the Office of the Chief as outlined in this policy are not to be misconstrued with lawful orders of a supervisor to subordinate member (whether verbal, written, or otherwise), who shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

204.2 GENERAL ORDERS

General Orders establish an interdepartmental communication issued by the Chief of Police that makes immediate changes to policy and procedure as permitted by Government Code § 3500 et seq. General Orders will immediately modify, change or create and supersede sections of the Policy Manual or Procedure Manual to which they pertain in response to:

- immediate or emergency needs of the Department;
- changing law with insufficient time to incorporate into policy; and/or
- a significant occurrence such as a local, state, or federal state of emergency.

General Orders will be incorporated into the policy or procedure manual as required, and if appropriate, upon approval of the Chief of Police, or designee. General Orders will modify existing policies / procedures or create a new policy / procedure as appropriate and will be rescinded upon incorporation into the appropriate manual, codified into law, or rescinded in writing if for a temporary policy/procedure modification that is no longer relevant as determined by the Chief of Police.

General Orders, if not incorporated into an appropriate manual, codified into law, or its temporary purpose rescinded in writing by the Chief of Police, will automatically expire one-year from the date of issuance, unless expressly extended by the Chief of Police for an additional period, with a maximum of 12-month increments.

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General Orders shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, General Order #08-01 signifies the first General Order for the year 2008.

204.2.1 STAFF RESPONSIBILITIES

All employees are required to read and obtain any necessary clarification of all General Orders. If directed by the Chief of Police, all employees are required to acknowledge electronically or in writing the receipt, review and acknowledgement of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Professional Standards and Training Sergeant. All employees shall adhere to a General Order as a directive with equal relevance as Department Policy.

204.2.2 OFFICE OF THE CHIEF RESPONSIBILITIES

The Office of the Chief will maintain a list of all issued General Orders, ensure they are properly distributed to all personnel, and will maintain employee acknowledgement thereof, if any were requested. The Office of the Chief will ensure General Orders are incorporated into a Policy or Procedure, where appropriate, or rescinded in writing to all personnel or extended beyond 12-months from the initial date of issuance.

204.3 PERSONNEL ORDERS

Personnel Orders establish an interdepartmental communication that may be issued by the Chief of Police or designee, to make immediate changes to personnel status including work assignments, promotions, collateral duties, new hires, terminations and extended leaves. Personnel Orders will immediately modify or change and supersede personnel assignments or status within the organization.

Personnel Orders issued shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, Personnel Order #08-01 signifies the first Personnel Order for the year 2008.

204.3.1 STAFF RESPONSIBILITIES

Personnel Orders will be emailed to appropriate staff members and posted on bulletin boards within the Police Department when appropriate. Employee's do not need to formally acknowledge receipt of Personnel Orders, but should make themselves aware of those issued.

204.3.2 OFFICE OF THE CHIEF RESPONSIBILITIES

The Office of the Chief will maintain a list of all issued Personnel Orders, and ensure they are properly distributed to all Department personnel.

204.3.3 INTERNAL RESPONSIBILITIES ROSTER

The Office of the Chief of Police maintains a master Internal Responsibilities Roster which identifies and assigns specific supervisory and management oversight of specialty and collateral assignments within the Department. Personnel Orders will immediately modify or change and supersede the Internal Responsibilities Roster, which will be republished as necessary with

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appropriate updates. Incorrect, outdated, or missing information from the Internal Responsibilities Roster does not absolve supervisors or managers from their duty to supervise personnel or their internal responsibilities.

204.4 SPECIAL ORDERS

Special Orders establish an interdepartmental or external communication issued by the Chief of Police to make official proclamations of a public or official announcement, especially one dealing with a matter of great importance. Special Orders may include honoring service retirements, honorable commendations, acts of valor, bravery, heroism, life-saving, citizen commendations, or any other important ceremonial announcement at the discretion of the Chief of Police.

The Chief of Police is the only authority to issue Special Orders.

Any Special Order issued shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, Special Order #08-01 signifies the first Special Order for the year 2008.

204.4.1 OFFICE OF THE CHIEF RESPONSIBILITIES

The Office of the Chief will maintain a list of all issued Special Orders for historical reference, and ensure they are properly distributed. Special Orders may be emailed to appropriate staff members and posted on bulletin boards within the Police Department when appropriate, or alternatively, Special Orders may also be printed on special acknowledgement certificates and presented at formal gatherings or presentations. Employee's do not need to formally acknowledge receipt of Special Orders.

Formal internal awards bestowed to employees will have a corresponding Special Order to historically document such internal award.