

STOCKTON POLICE DEPARTMENT

GENERAL ORDERS

GENERAL ORDER MANUAL

SUBJECT

DATE: March 10, 2009

NO: A-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Department General Orders
General Order Manual
Policy and Procedure
Special Orders
Information Orders

I. POLICY

- A. Members of the Stockton Police Department are responsible for knowing and carrying out the provisions of all General and Special Orders pertaining to them.
- B. The terms "MEMBER," "EMPLOYEE," or "PERSONNEL," applies to all persons in the Stockton Police Department, including both sworn and civilian employees.

II. DEFINITION

- A. Departmental General Order:
 - 1. This is an order issued by the Chief of Police and directed to all department members as a means of establishing policy and procedure and to serve as a guide for completion of various tasks.
- B. General Order Manual:
 - 1. All sworn members will be issued a General Orders Manual. A General Orders Manual will be issued to civilian members as designated by the Chief of Police.
 - 2. This manual is based on an alphabetical, cross-index system, with each General Order assigned a letter and number, listed in the upper right corner. The index lists the titles of topics in alphabetical order. The letter designates section, and the number designates sequences in the section.
- C. General Order Processing:
 - 1. All Orders will be processed through the Personnel and Training Section. These include: General, Divisional, Sectional, Special, and Informational Bulletins. Divisions will be assigned General Orders within their expertise which will be tracked on a list. This list will be kept in the Personnel and Training Section.
 - a. General Orders will be reviewed by a committee as designated by the Chief of Police. The Committee will consist of the Lieutenant of Personnel and Training as the Chair, the Sergeant of Personnel and Training as the Vice Chair, a Designee of the Chair, a Commander or representative from the section affected by the order, a Telecommunications Supervisor and the Records/Support Services Supervisor. The Chief of Police will make the final decision on the content of all Orders.
 - (1) The Committee Chair will be responsible for the assignment and tracking of General Orders to ensure their timely completion.

- (2) All changes to an existing General Order shall be submitted as follows:
Request to remove current text – ~~use strikethrough in red font.~~
Request to replace text (proposed changes) in blue text.
- (3) Upon the completion of the revised draft of the General Order, the responsible Division will submit the draft to the affected Division Commanders.
- (4) Upon receiving input from the Division Commanders, the General Orders Committee will meet to review the draft.
- (5) Upon approval by the Committee, the Order will be returned to the Committee Chair who will then direct the Order to the Legal Advisor for approval.
- (6) After receiving the Legal Advisor's approval, the Committee Chair will direct the Order to the Chief's Office for final approval.
- (7) When the new General Order has been approved by the Chief of Police, the Committee Chair will submit the order to the Personnel and Training Section. The Personnel and Training Section will duplicate and distribute the new Order.

b. The Personnel and Training Section is responsible for numbering, indexing, and controlling all orders and will maintain a master copy of the Department General Orders for reference.

2. The Committee Chair will review all General Orders annually to determine if they need to be revised. When a General Order is revised, the revision date will be placed in the upper left corner.

a. The Personnel and Training Section will keep the master copy.

b. Copies of Departmental General Orders will be supplied by the Personnel and Training Section to respective Divisions for distribution.

c. Periodic inspections of officers' manuals may be made as determined by the Chief of Police or his designee.

D. Special Orders:

1. Special Orders are written orders that direct personnel to carry out a specific objective. Special Orders can be Departmental, Divisional, or Sectional.

a. Special Orders will expire six months after issuance.

b. Special Orders will be reviewed by the Committee Chair or his/her designee regularly to determine whether they should be established as General Orders. Staff members issuing Special Orders will notify the Committee Chair when they feel a Special Order should be evaluated for inclusion as a General Order.

c. Special Orders referring to a General Order should quote the pertinent General Order section when possible.

d. Special Orders will amend General Orders whenever it is necessary to issue an order requiring immediate action or change. In these cases, the Special Order will refer to the General Order affected, and will be written following the General Order format.

e. The staff member issuing a Special Order shall be responsible for ensuring the order does not conflict with or repeat an existing General Order. If the order permanently amends a General Order, the amendment will be submitted to the General Orders Revision Committee who will amend the General Order immediately, or reissue the order for revision, pursuant to this General Order.

f. Changes in personnel assignments will be authorized by a Special Order and will

not expire.

g. Personnel to whom Special Orders are directed are responsible for carrying out those orders.

2. Each Special Order will be assigned a number which contains the year the Special Order was assigned, the type of order (Special Order), and the sequential number for the year. The Personnel and Training Section will maintain the Special Order file.

Example: Year Issued-"S" For Special Order-Chronological number

05 - S - # Starting with 1 each calendar year

E. Informational Orders:

1. Informational Orders inform department personnel of specific information.

a. Informational Orders will not be used to direct personnel and shall only be used to distribute information throughout the department.

2. Each Informational Order will be assigned a number which contains the year the Informational Order was assigned, the type of order (Informational Order), and the sequential number for the year. The Personnel and Training Section will maintain the Informational Order file.

Example: Year Issued-"I" Informational Order-Chronological number

05 - I - # Starting with 1 each calendar year.