

**CRAIG POLICE DEPARTMENT  
Office of Chief of Police  
General Order**

**Date Issued: January 15, 1997**

**Revision Date: April 1, 2009**

**Subject: Written Directives**

Reference: CACP 50.2

**TO: ALL PERSONNEL**

**I. POLICY**

The purpose of a written directive is to distribute information so all employees know about current department procedures and activities. Such directives must be kept current, indexed, periodically re-evaluated, and deleted when outdated.

In order to accurately and effectively communicate information, the Department maintains a system of written directives consisting of General Orders, Special Orders, Memos (Memorandums), Personnel Orders, and E-Mail. In addition, inter-departmental communications are utilized to facilitate the flow of information.

**II. PROCEDURE**

All General Orders, including the Code of Conduct (G.O. 3.01) and Uniform and Appearance (G.O. 2.04) will be readily available for all personnel through the following methods:

- Four “printed” Operations Manuals will be maintained as well as a computerized edition. The printed manuals will be placed in the patrol room, FTO desk, Records and the office of the Chief.
- The computerized version of the manual will be maintained in the department’s computer system for access by all personnel.
- Through Internet access with Power DMS at:  
<https://powerdms.com/client/SignIn.asp?companyid=crpd>

- A. General Orders:** General Orders have reference to the entire Department: define policy; direct procedures; state rules and regulations; and result in a change in or addition to the Operations Manual.

**Guidelines:**

1. The Chief of Police is the only person authorized to issue General Orders, and they are effective indefinitely unless revoked or replaced by another General Order.

2. General Orders will be placed in the four general manuals by the Records Division. A notice will be sent to all personnel advising them of any changes, and a signature roster (either hard copy or electronic whichever is appropriate) will be maintained that personnel must sign upon reviewing the new order.

**B. Special Orders:** Special Orders are issued by the Chief of Police to establish or implement department operations until implemented into a General Order. All Special Orders will be placed in the Operations Manual, Power DMS and a Special Orders folder in the computer system.

**C. Memorandums:** Memorandums are used to provide information or instructions that do not warrant a General Order; to direct the actions of employees in specific situations. Such directions shall not deviate from or conflict with established policies and procedures; to inform employees of actions or policies of other agencies. Memorandums are not to be placed in the Manual.

**Guidelines:**

1. All memos of general interest must be approved by the Chief of Police after being submitted to the Records Manager for review.
2. The Records Section will assign a number, and retain memos of general interest.
3. All memos originating within the department shall use the standard format as follows:  
TO :  
FROM :  
DATE :  
SUBJECT :
4. The person writing the memo should sign his initials next to his name in the heading.
5. The typist's (if different than the originator) initials will be typed in lowercase letters in the left hand margin at the bottom of the memo text.

**D. Personnel Orders** - these directives authorize and announce the following:

1. The hiring of new personnel.
2. The assignment or transfer of personnel from one unit to another.

3. The promotion or demotion of personnel.
4. The suspension, dismissal, and restoration to duty.
5. The termination by resignation, retirement or dismissal.

**E. E-Mail** - May be used to send General Orders, Personnel Orders, and Memos. There must be a follow-up written directive within three working days for all items where a permanent record needs to be retained.

At the start of their shifts, all department personnel are required to check their E-mail.

**F. Serial Numbers:** Serial numbers for all General Orders, Special Orders and Memorandums of general interest will be issued by the Records Section for the Office of the Chief of Police.

**G. Distribution:** Orders will be electronically issued to all personnel affected by their content. General Orders will be placed in the printed and computerized manuals and each individual employee will be advised. Copies of all orders will be maintained in an administrative file in the Office of the Records Manager.

**H. Knowledge of Orders:** Members shall familiarize themselves with all orders issued, including those that have been disseminated during their absences from duty. The orders shall be made available to all personnel for referral purposes.

**Approved by:**



**Walter K. Vanatta**  
Chief of Police