

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject: GENERAL ORDERS

INTRODUCTION

This policy is to define the proper procedure for disseminating information and directives to sworn and non-sworn employees of the Barstow Police Department.

PROCEDURE

Frequently, information and directives must be disseminated to the officers and/or the non-sworn employees that is subject to ongoing update, amendment, or termination. Thus it does not properly belong in the Barstow Police Department Policy Manual.

Effective immediately, this type of directive will be disseminated in the form of a General Order. All General Orders will be numbered numerically, and are valid until the end of the fiscal year (June 30). They will then be reviewed by the originator for correction, update or termination.

The procedure for disseminating General Orders is as follows:

1. The originator shall prepare a draft of the directive and give it to his/her Division Commander for approval.
2. The Division Commander will then send the draft of the general order to the Chief's secretary with necessary corrections or additions.
3. The Chief's secretary will type the draft onto the proper General Order Form, including the date, number, and originator's name.
4. The Chief's secretary will retain the original of the General Order, and place it in a numerical file. She shall also maintain a computer list of General Orders by number and topic.
5. The Chief's secretary will then give sufficient copies of the General Order to each supervisor for dissemination to all employees.
6. Supervisors will make certain that all employees receive a copy of the General Order, with any necessary explanation.
7. All employees shall initial for receipt of the General Order; and the supervisor shall retain documentation of receipt.

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POLICIES and PROCEDURES MANUAL:

POLICE

Subject: *GENERAL ORDERS - continued*

FISCAL REVIEW

1. On July 1 of each year, the Chief's secretary shall return a copy of each General Order to the appropriate Division Commanders. The Division Commander shall evaluate the General Orders for possible update, correction, or termination.
2. If it is determined by the Division Commander that a General Order needs to be amended in any manner, he shall direct it to the originator for correction.
3. The originator shall be responsible for correcting any General Orders he/she initiated during the previous fiscal year.
4. The originator shall make the necessary corrections or request for termination, and return the General Order to the Chief's secretary for redistribution or cancellation within fifteen days.

EMPLOYEE RESPONSIBILITY

Upon receipt, all employees shall be expected to be aware of and fully understand any information, directive, or procedure identified in a General Order. It is recommended that each employee maintain a numerical file of General Orders

Reference:

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