

GREELEY POLICE DEPARTMENT

General Order 201.00

Reviewed: 02/23

201.00 ADMINISTRATION

Source:

1. Colorado Municipal Records Retention Schedule 40.220 (see Appendix below)

201.00 WRITTEN DIRECTIVE SYSTEM

201.01 The Chief of Police has the authority to issue, modify or approve any departmental written directives.

201.02 General Orders

- General Orders will be issued by the Chief of Police. The Chief of Police may amend General Orders by cancellation or revision. General Orders will be considered in effect when signed and dated by the Chief of Police.
- Proper subjects of General Orders include:
 - The institution of procedures, rules, and policies which control the inter-divisional relationship of organizational components or the quality of service delivery to the community;
 - The organizational structure;
 - Programs which affect more than one division;
 - Personnel policies and procedures including recruiting, hiring, training, promotion, and grievance or evaluation appeal; but not including changes of status, such as transfers or promotion of individuals.
 - Responsibility for the use of public facilities, equipment, and expenditure of public funds;
 - Relationships with other agencies and citizens; and
 - Policies governing the conduct of departmental personnel, including the Code of Conduct.

201.03 Special Orders: Special Orders shall be issued by the Chief of Police. Special Orders are issued to announce policies or procedures concerning specific circumstances or events, or policies or procedures which are of a temporary or self-canceling nature. Special Orders shall specify the effective and cancellation dates. Current Special Orders will be maintained for reference purposes by the Services Division.

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201.04 Personnel Orders:

- Personnel Orders will be issued by the Chief of Police or their designee. Personnel Orders announce the following:
 - The appointment of new personnel
 - The transfer of members from one division to another
 - Promotions or reductions in rank
 - Termination by retirement, resignation or dismissal
 - Department awards, and
 - The temporary assignment to departmental command positions to staff absences of the Chief of Police or Division Commanders
- Personnel Orders shall be distributed to:
 - The affected employee,
 - The Deputy Chiefs,
 - The Services Section for inclusion in the individual's personnel file,
 - Briefing Board
 - Squad Room Bulletin Board,
 - Investigations Bulletin Board,

Note - In some cases a personnel order may be in the form of an email notification announcing the change.

201.05 Operation Manuals: Operating Manuals will be issued after approval by the Chief of Police and by Division Deputy Chiefs. Operating Manuals will be used to establish policy and procedures governing department operations directed at specific job tasks focusing on the procedures of completing a particular assignment or duty. All proposed changes in Operating Manuals will be staffed in the same manner as General Orders. The staffing process will be coordinated by the appropriate division. All Operating Manuals will be maintained on file by the Support Services Division, including revisions and cancellations.

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201.06 Memoranda:

- General memoranda and email may be issued at any level of the department for the following purposes:
 - To disseminate information or instructions which do not warrant a formal order;
 - To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue general orders or special orders or operating procedures. Such directions shall not deviate from or conflict with established policies and procedures as documented by higher authority;
 - To explain or emphasize portions of previously issued orders; and
 - To inform employees of actions or policies of other agencies or City Departments.
- Training memoranda shall be issued by the Support Services Division. These memoranda may be in either electronic or printed form. Training memoranda shall contain information not otherwise covered by in-service training and include notifications of outside training schools and seminars.

201.07 Procedures for issuing all orders and operating procedures:

- Proposed orders and operating procedures will be coordinated and distributed by the Support Services Division.
- Upon receipt of the proposed order or operating procedure, the Support Services Division will consult with the department's management staff concerning the proposed changes and their impact.
- The Support Services Division is responsible for staffing proposed orders to all other divisions and Deputy Chiefs. The Support Services Division will also maintain staffing files as required by the applicable Colorado Municipal Records Retention Schedule 40.220 (appendix below).
 - Written directives, instructions, rules and guidelines documenting policies and procedures, including departmental or organization-wide directives or orders, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures.
 - Clerical or Other Routine Manuals will be retained for at least 2 years after superseded or obsolete.

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- Documentation, including written materials such as personnel policy manuals and standard operating procedures, that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances; includes supporting documentation relating to the development, formulation, establishment, rationale, approval and implementation of such policies and procedures. Will be retained permanently.
- When a new or changed directive is signed by the Chief of Police the Support Services Division will send a registered E-mail to all employees advising them of the new directive. All employees must acknowledge the email which will electronically track their acknowledgment of the new or changed directive.
- Written directives issued at any level of command shall not be in conflict with established policy and procedures issued by a higher authority.
- Whenever appropriate, all orders and memoranda shall carry notations directing attention to other published documents which are related. An order which rescinds or supersedes other orders or procedures, or memoranda will carry the identifying notations necessary to connect them.

201.08 Dissemination of Written Directives:

- All directives and policies will be maintained in an electronic form on the department's intranet. Electronic copies of the agency's policies will be maintained by the Office of the Chief of Police. The Police Chief's Administrative Specialist will be responsible to maintain and update these files.
- After acknowledging receipt of the policies the department member will then be held accountable for the knowledge of and compliance with the contents of such orders and memoranda. The departmental member will also be responsible, upon receipt, for knowledge of and compliance with written directive revisions and additions.
- Supervisory personnel shall be responsible for providing in-service training to department members under their control concerning newly issued orders or procedures.

201.09 Indexing and General Format:

- General Orders will be issued a code number which identifies the topical area of the directive. The first number of the five-digit number identifies the chapter in which the directive is contained. The next two numbers identify the section of the chapter containing the directive's topic. The two numbers right of the decimal point identify the subsection of the directive. The topic

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number will be located in the left-hand margin of the document. Directly across the page in the right-hand margin is located the review date, indicating the last date the directive was checked for accuracy and for current application.

- Special Orders and Personnel Orders shall be numbered consecutively with a prefix consisting of the last two digits of the current year.

201.10 Directives will be cancelled when appropriate.

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Appendix

SCHEDULE NO. 40
GENERAL ADMINISTRATIVE RECORDS

No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic). Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. Duplicate Copies: Retain duplicated copies until no longer needed but not longer than the record copy.

General Description: This schedule addresses common records that are found across the organization, such as correspondence, agreements and contracts or project records.

40.220 POLICIES AND PROCEDURES DOCUMENTATION

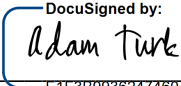
Written directives, instructions, rules and guidelines documenting policies and procedures, including departmental or organization-wide directives or orders, policy or operations manuals, instruction manuals, handbooks and memoranda setting out responsibilities and guidelines or outlining policies and procedures.

A. Clerical or Other Routine Manuals

Retention: 2 years after superseded or obsolete

B. Policies and Procedures and Supporting Documentation

Documentation, including written materials such as personnel policy manuals and standard operating procedures, that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances; includes supporting documentation relating to the development, formulation, establishment, rationale, approval and implementation of such policies and procedures. **Retention: Permanent**

General Order 201.00	<u>WRITTEN DIRECTIVE SYSTEM</u>	Reviewed: 02/23
Authorized by Adam Turk, Chief of Police		
Effective Date: February <u>13</u>, 2023		
DocuSigned by: 	Date:	<u>2/14/2023</u>
Signature		