

**VILLAGE OF WALDEN**  
**POLICE DEPARTMENT**  
ONE MUNICIPAL SQUARE  
WALDEN, NEW YORK 12586

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Jeffry Holmes  
Chief of Police

**GENERAL ORDER**

**NO: 09.00a**

<b>Issue Date: 12/04/09</b>	<b>Effective Date: 12/28/09</b>
<b>Revises: 301- 9/23/90</b>	<b>CALEA: 12.2.1, 12.2.2</b>
<b>Subject: Written Directives</b>	
<b>Distribution: All Personnel</b>	<b>STATE: 2.3</b>
<b>Reevaluation Date: 1/01/2013</b>	<b>Page: 1 of 5</b>
<b>Issuing Authority: Chief Jeffry Holmes</b>	

**PURPOSE:**

The purpose of this General Order is to establish a system for the development and promulgation of written policies, procedures, and rules and regulations.

**I. DEFINITIONS:**

A. **General Orders:** General Orders are issued to announce adoption of policy and to direct procedures for the indefinite future. The following are proper subjects of General Orders:

1. Institution of permanent procedures, rules, policies and manuals thereto.  
(E.g. Arrest Procedures)
2. Permanent changes in organization.
3. Installation of permanent programs which affect more than one unit.  
(E.g. Communications and Patrol)
4. Permanent personnel policies and procedures including recruitment, hiring, training, and promotional policies but not including changes of status, such as transfers and promotions of individuals.

B. **Special Orders:** Special Orders are issued to announce or direct the whole department, or a unit or individual to a temporary policy or procedure for a given situation, usually for a specific length of time. They are also used to announce revisions to existing policies. When the effective period of a special order is not stated, it automatically becomes inoperative at the conclusion of the incident or situation that caused the issuance of the directive. The following are examples of Special Orders:

1. Specific instructions to accomplish a particular objective. Once accomplished there will be no need for continuing instructions. (E.g. Renumbering or assignments of police vehicles, announce changes to another order)
2. Temporary procedures designed to cover a special occurrence or event, which is of a temporary or short termed nature. (E.g. Authorization to change from winter to summer uniform, Deployment at demonstrations or parades.
3. Directives to a specific unit or units, which do not influence the operations of other units and no organizational change, is needed. (E.g. Maintenance of department owed firearms inventory list, Special evaluation of personnel in a particular unit)

C. **Personnel Orders:** Personnel Orders announce the appointment of new personnel, the assignment or transfer of members from one unit to another, the promotion or demotion of personnel, the suspension, dismissal and restoration to duty, assignment to training sessions, departmental ceremonies.

D. **Memoranda:** Department memoranda may be issued for the following purposes:

1. To disseminate information or instructions which directly affects the department but does not warrant a formal order.
2. To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General Orders. Such directions shall not deviate from, or conflict with established policies and procedures.
3. To explain or emphasize portions of previously issued orders or bulletins.
4. To inform members of actions or policies of other agencies.

E. **Rules and Regulations:** A set of specific guidelines to which all employees must adhere.

## II. ISSUING AUTHORITIES:

A. **General Orders:** General Orders are issued by the Chief of Police. The Chief of Police may assign a designee to issue a general order in the extended absence of the Chief of Police.

B. **Special Orders:** Special Orders are issued by the Chief of Police. Sergeants may issue Special Orders only when it pertains to their assigned duties and it is their responsibility to ensure that their orders do not conflict with those of a higher level of command.

C. **Personnel Orders:** Personnel Orders are prepared only as directed by the Chief of Police or by Sergeants.

D. **Memoranda:** Memoranda may be issued by any supervisory personnel.

**III. PREPARATION OF WRITTEN ORDERS:**

- A. All orders and memoranda issued at any level of command shall not conflict with established policy or procedure as directed by higher authority.
- B. All orders and memoranda will be written in concise and accurate grammar.
- C. Whenever applicable, all orders and memorandums shall carry notations directing attention to other published documents which are related. If the order or memoranda rescinds or supersedes other orders, it will carry identifying notations necessary to connect them.
- D. General Orders will be numbered based on accreditation standards and other Memorandums shall be numbered consecutively with the year of issuance followed by the order number.
  - 1. Each page after the first page will have the page number in the upper left hand portion of the page:
- E. All orders and Memorandums shall conform to the format of this order as clearly as possible, indicating the following:
  - 1. Agency name at top center of the first page.
  - 2. Directive type and number at the top of Page 1
  - 3. Date issued, if revised (Revised March 1, 1992)
  - 4. Title of directive.
  - 5. Personnel it is to be distributed to.
  - 6. Purpose of directive.
  - 7. Outline form as follows:
    - I.
      - A.
        - 1.
          - (a)
            - (1)
- F. Upon completion of the drafting of a new General Order, copies will be given to the supervisory personnel affected by the General Order so that they can have the opportunity to review and comment on the directive before the final review by the Chief of Police.

**IV. DISTRIBUTION:**

- A. General Orders: General Orders are issued to all personnel who will be advised of new orders or changes through the departmental computer mail system. Personnel are then responsible for reviewing them on a departmental computer or may print them out.
- B. Personnel will have access to these orders from any terminal in the building and shall meet with their immediate supervisor for any clarification on any orders or changes. All personnel will be held responsible for knowledge of and compliance with the contents of such orders and memorandums. All orders and directives may be printed from any terminal.
- C. All personnel will sign for each written order he/she reviews on a review form acknowledging that they have read and understand the contents.
- D. Special Orders, Personnel Orders, and memorandums will be distributed only to the units affected. However, copies of all written orders and memorandums will be sent to the Accreditation Manager to ensure compliance with accreditation standards and for filing in a departmental master file.
- E. Special Orders, Personnel Orders, and Memorandums after they have served their purpose, need not be retained by individual officers.

**V. MAINTENANCE AND CONTROL OF DIRECTIVES:**

- A. The duties of directive management shall be the responsibility of the Accreditation Manager assigned by the Chief of Police. These duties will include:
  - 1. Maintenance of a master file of all written directives.
  - 2. Maintenance of the number control system.
  - 3. A Biennial review of all directives to ensure that all provisions of each directive:
    - (a) are still applicable
    - (b) are in compliance with accreditation standards
    - (c) do not need any type of revisions, additions or deletions,
    - (d) evaluated to determine if a review in roll call training is necessary to ensure employee understanding of the directive.
  - 4. Evaluation of suggestions and recommendations for the system's improvement.
  - 5. Maintain all applicable standard folders to demonstrate that the standards are being successfully complied with throughout the accreditation period.
  - 6. Complete the annual compliance survey for the Accreditation Council.

- B. It shall be each Sergeants responsibility to ensure those members under his/her command review and sign for each written order within three weeks after issuance.
- C. It shall be the Chief of Police's responsibility to ensure that the written order review sheets are signed by all effected personnel and filed in the Chief's Office.

A handwritten signature in black ink, appearing to read "Jeffry Holmes". The signature is written in a cursive style with a long horizontal stroke at the end.

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Jeffry Holmes,  
Chief of Police