
Departmental Orders

201.1 PURPOSE AND SCOPE

Departmental Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Departmental Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 DEPARTMENTAL ORDERS PROTOCOL

Departmental Orders will be incorporated into the manual as required upon approval of Staff. Departmental Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Departmental Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 12-01 signifies the first Departmental Orders for the year 2012.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Orders.

201.2.2 CHIEF OF POLICE

The Chief of Police shall issue all Departmental Orders.

201.3 ACCEPTANCE OF DEPARTMENTAL ORDERS

All employees are required to read and obtain any necessary clarification of all Departmental Orders. All employees are required to acknowledge in writing the receipt and review of any new Departmental Orders. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Administrative Sergeant.