



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **WRITTEN DIRECTIVES SYSTEM**

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE:

NUMBER: 1.01
ISSUED: 01/22/2020
EFFECTIVE: 02/01/2020
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 1.4.4

INDEX AS: Department Communications
Directives
General Orders
General Orders Manual
Intra-Departmental Communication
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Training Bulletins
Written Directives
Written Orders

PURPOSE: The purpose of this General Order is to implement a Written Directives System for the Minocqua Police Department. This General Order establishes the authority to issue General Orders, Directives, Special Orders, Training Bulletins and Intra-Departmental Communication, whether permanent or temporary in nature. This General Order will further provide procedures and authority for the formatting, indexing, updating, purging, and dissemination of all Department written directives. The method for handling the exchange of routine information in written form is also included.

This General Order consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. GENERAL ORDERS
- IV. DIRECTIVES
- V. SPECIAL ORDERS
- VI. TRAINING BULLETINS
- VII. WRITTEN INTRA-DEPARTMENTAL COMMUNICATION

- VIII. ISSUING AUTHORITY
- IX. FORMATS
- X. PREPARATION
- XI. GENERAL ORDERS MANUAL
- XII. SCOPE AND DISTRIBUTION
- XIII. AMENDING AND CANCELING
- XIV. MAINTENANCE AND RETENTION
- XV. REVIEW OF GENERAL ORDERS

I. DEFINITIONS

- A. **Written Directives:** Written directives are position statements by or authorized through the Chief of Police that guide or direct the actions and activities of all Department members. Written directives encompass all means by which this Department communicates instructions, General Orders, Directives, Special Orders and duty requirements to its members; to include policies, procedures, rules, regulations, memoranda, and instructional materials.

II. POLICY

- A. The Minocqua Police Department recognizes that it has an obligation to provide its members with guidelines that will allow them to fulfill their responsibilities in compliance with Department expectations. Therefore, it is the policy of the Minocqua Police Department to have a sound and unified system of written directives as a necessary tool to meet these obligations and all personnel shall read, acknowledge receipt of, and understand written directives upon issuance.

III. GENERAL ORDERS

- A. General Orders are the standing, long-term written directives of the Minocqua Police Department which direct and guide all members in the proper performance of their duties. They are designed to be in effect for the indefinite future, but are always subject to modification or removal when deemed necessary by the Chief of Police. Proper subjects of General Orders include;
 - 1. Institution of permanent policies, rules and procedures,
 - 2. Permanent changes in the Department,
 - 3. Installation of permanent programs which affect the whole Department,
 - 4. Permanent personnel policies and procedures including recruiting, hiring, training and promotions, but not including status changes such as transfers, promotions and demotions,
 - 5. Use of Department facilities and equipment and expenditures of funds, and
 - 6. Relationships with other agencies and citizens.
- B. The General Orders of the Minocqua Police Department are for internal use only and do not enlarge the liability, civil or criminal, of the Department, the Town of Minocqua, or the member in any manner. The General Orders should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of General Orders by an employee, if proven, can only form the basis of a complaint by the Department, and then, only in a non-judicial administrative setting.

IV. DIRECTIVES

- A. Directives are the step-by-step procedures for selected Department activities not included in a General Order.
- B. Directives may be issued for the following purposes:
 - 1. To disseminate information or instructions, which do not warrant a General Order.
 - 2. To emphasize portions of previously issued General Order.
 - 3. To inform Department members of the actions or policies of other agencies.

V. SPECIAL ORDERS

- A. Special Orders announce policies and procedures of a temporary nature and may have a specific expiration date. They are also used for the announcement of specific personnel matters involving status. Proper subjects of Special Orders include:
 - 1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing the instructions.
 - 2. Procedures designed to cover a special occurrence or event, which is of a temporary or short-term nature.
 - 3. Directions to a specific unit or units that do not influence the operations of others and for which no organizational change is needed.
 - 4. Announcement of assignments and other specifications involving Department members including new appointments, assignments, promotions, demotions, suspensions, restoration to duty and employment terminations.

VI. TRAINING BULLETINS

- A. Training Bulletins are written directives that are published by the Department to transmit new information, especially regarding legal or operational issues, where the directive's intent is to provide training and/or explanation. Legal up-dates that involve constitutional questions, especially regarding arrest, search and/or seizure are often published in this format, and the purpose of Training Bulletins is to apply these legal issues to field encounters and situations.
- B. Newly introduced police tactics, especially regarding interactions with citizens, and officer and/or arrestee safety are also published in this Training Bulletin format.
- C. Training Bulletins are to be considered equivalent in importance to any other command-issued directive, and all sworn officers and employees of the Department must understand how to apply their content to field and other operational situations.
- D. Training Bulletins should not be used to up-date specific criminal or ordinance laws where their specific topic is listed in the General Order's Table of Contents. For example, any "Domestic Abuse" legal revisions or procedure for 1996 should be published as a Department Directive. If concise, limited legal up-dates of a specific statute or ordinance that is not listed as a General Order title need to be published by MPD, they may be published as a Training Bulletin, with reference made to the most appropriate General Order topic number and/or pre-existing Department Directive.

- E. Periodically, legal opinion(s) will be sought from the Town attorney, and/or Oneida County Corporation Counsel or District Attorney's office regarding the on-going validity of cases cited or procedures established in Training Bulletins.

VII. WRITTEN INTRA-DEPARTMENTAL COMMUNICATION

- A. The routine exchange of written information which includes lateral communication between shifts, supervisors, members, etc., as well as requests of information, training, and general exchange of information from subordinates to supervisors is considered to be intra-departmental communication. Generally this communication will be in the form of email messages.
- B. This type of communication is not to be used in lieu of any existing Department forms such as but not limited to exchange of days off, etc.

VIII. ISSUING AUTHORITY

- A. The Chief of Police shall issue General Orders and Directives.
- B. The Chief of Police or designee(s) shall issue Special Orders.

IX. FORMATS

- A. General Orders consist of a heading page and subsequent pages.
 - 1. The heading blocks contain subject, General Order number, date of issue, effective date, scope, distribution, rescind/amend section, reference section, and WILEAG (Wisconsin Law Enforcement Accreditation Group) standards reference section.
 - 2. General Orders will be numbered by chapter number and subchapter number (e.g. 1.01, 2.01, etc.).
 - 3. The Rescind/Amend section will provide any applicable cancellation and/or amendment information regarding former written directives.
 - 4. The reference section will contain references to other published documents if appropriate or State Statutes pertaining to the General Order.
 - 5. Indexing information will appear beneath the heading. This will indicate the various means by which the General Order will be listed in the alphabetical index.
 - 6. The purpose of the General Order will appear below the indexing information. It will give the reader an overview of the contents of the General Order.
 - 7. The main sections of the General Order will be listed next to enable the reader to easily locate the section of interest.
 - 8. The body of the General Order will follow the standard outline format.
- B. Directives consist of a similar format to a General Order.
 - 1. The heading blocks contain subject, date of issue, effective date, and reference section.
 - 2. The body of the Directive will follow the standard outline format similar to a General Order.
- C. Special Orders consist of one or several pages.

1. The heading blocks contain subject, Special Order number, date of issue, effective date, expiration date, distribution, and reference section.
 2. Special Orders will be numbered by year and sequential number (e.g. 2013-01, 2013-02).
 3. The purpose of the Special Order will appear below the Special Order heading blocks.
 4. Depending upon the nature of the Special Order, the body can be in accordance with the standard outline format or it may be presented in narrative form.
- D. Training Bulletins consist of a similar format to a Special Order.
1. The heading blocks contain subject, Training Bulletin number, date of issue, distribution, and reference section.
 2. Training Bulletins will be numbered by year and sequential number (e.g. 2013-01, 2013-02).
 3. The purpose of the Training Bulletin will appear below the Training Bulletin heading blocks.
 4. Depending upon the nature of the Training Bulletin, the body can be in accordance with the standard outline format or it may be presented in narrative form.
- E. Written Intra-Departmental Communications will primarily consist of email messages.
1. A purpose for the communication will be entered into the SUBJECT box.
 2. The body may take whatever format most effectively conveys the necessary information or instructions.

X. PREPARATION

- A. The Chief of Police may ask any employee within the Department which is the main beneficiary (when applicable) of a General Order, Directive, or Special Order for its drafting and submission to the Chief of Police for approval.
- B. Written orders shall not conflict with established policy and/or procedure dictated by a higher authority such as administrative regulation or statutory law.
- C. Whenever applicable, all written orders shall indicate references directing attention to other published documents and written sources.
- D. Department personnel shall receive training as needed and applicable for a General Order prior to its effective date.

XI. GENERAL ORDERS MANUAL

- A. An Official General Orders Manual that will contain all General Orders issued will be kept in the following locations; computer (P:\Department Manual), dispatcher center, and Chief's office.
 1. A table of contents will list each General Order in numerical order.
 2. An extensive alphabetical cross-index system will be included to facilitate locating any General Order or subject in the manual.
 3. The Chief of Police or designee(s) will be responsible to update the General Orders Manuals as General Orders are added or updated.

4. Only General Orders will be kept in these manuals.

XII. SCOPE AND DISTRIBUTION

- A. The scope of each General Order or Directive will be noted in the header section. The scope will indicate who is to receive training on the General Order or Directive.
- B. The distribution for each General Order or Directive will be noted in the header section. All General Orders will be distributed to the General Orders Manual. All Directives will be distributed to the Directives Manual.
 1. In addition to being distributed to the General Orders Manual, General Orders will be distributed to:
 - a) All Department Personnel: All sworn personnel and all civilian personnel will receive a copy of each General Order.
 - b) Any additional distribution may be authorized by the Chief of Police and indicated in the distribution section of the General Order header.
 2. All General Orders Manuals are the property of the Minocqua Police Department. Any employee leaving the Department for any reason shall immediately return their Manual to the Chief of Police.
- C. The Department Administrative Team (Chief of Police, Lieutenant, Detective SGTs, Lead Dispatcher and Department Confidential Secretary) will be responsible for:
 1. The distribution of General Orders and signature sheets for each employee.
 2. Ensuring that training is conducted on all General Orders when issued and that all personnel understand the General Order.
 3. Completed electronic signatures will be saved within the General Order Distribution program (Deer Creek Technologies, Training Roll Call). Electronic signatures will be obtained within ten (10) days of the distribution of the General Order. (Exceptions may be made for employees on vacation or other approved leaves.)
 4. Yearly review of General Orders required by law; complete General Orders review pursuant WILEAG requirements.
 5. Yearly review of any other written directives, etc.
 6. Written communications no longer applicable are to be rescinded upon the date they are outdated, amended, replaced, cancelled, etc. In addition, yearly review will be completed by an assigned supervisor to assure that all written communications in place are current and up to date.

XIII. AMENDING AND CANCELING

- A. The authority to amend or cancel written orders is restricted to the Chief of Police.
- B. An amendment to a General Order will be issued to:
 1. Change an existing provision or procedure,
 2. Cancel or delete a portion of a General Order; or

3. Add a procedure or information to the General Order.
- C. A General Order will be amended by rewriting the original General Order, and by indicating the original General Order number and date in the "Amends" header section of the new General Order.
- D. An order which cancels another order will identify the canceled General Order in the "RESCINDS" section of the header.
- E. Directives will be amended by rewriting the original procedure, indicating the new effective date, and replacing the old procedure with the new procedure.

XIV. MAINTENANCE AND RETENTION

- A. The office of the Chief of Police will maintain a master file of General Orders, Directives, and Special Orders; copies which shall also be kept in the following locations:
 1. Dispatch Center
 2. Chief's Office
 3. Electronically on the (P:\Department Manual) drive.

XV. REVIEW OF GENERAL ORDERS

- A. All General Orders shall be reviewed at least once within a three year period or between Wisconsin Law Enforcement Accreditation Group accreditation reviews unless other required review periods are specifically noted in any General Order.

All written policies, procedures, directives, and rules in force on the effective date of this General Order will remain in force until canceled by or incorporated into this Written Orders System. In the event any part of this General Order conflicts with the interpretation of any existing policy, procedure, directive, or rule, this General Order shall supersede the older.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 05/25/2016