

# NIAGARA FALLS POLICE DEPARTMENT

## GENERAL ORDER

EFFECTIVE DATE: 08/06/2013	SUBJECT:  <b>WRITTEN OBJECTIVES</b>	Number <b>104.00</b> (NYSLEAP A-2-3)
RESCINDS: 04/15/2003		Number of pages 4

**PURPOSE:**

To identify issuing authorities and establish a format and definition for written orders and memorandums and to provide for proper preparation, indexing and distribution so that all personnel concerned are kept informed of new and revised policy and procedures.

**I. Definitions**

**A. General Orders**

Used to institute work-related policies and procedures. The following are examples:

1. Institution of permanent policies and procedures.
2. Implementation of permanent programs.

**B. Personnel Orders**

1. The following are examples:

- a. The appointment of new personnel;
- b. The assignment or transfer of members from one division to another;
- c. The promotion or demotion of personnel;
- d. Suspension, dismissal and restoration to duty;
- e. Termination of an employee.

**C. Memorandums**

1. Used to announce policies or specify procedures concerning a specific circumstance or event or policy or procedure that is of a temporary or self-canceling nature, or involving only specific segments of activities.

D. Training Bulletins

1. Used to disseminate information on a topic, explore a subject matter and clarify departmental policy or procedure in authoritative detail.

II. Issuing Authorities

A. General Orders

Only the following levels of command shall issue General Orders:

1. General Orders shall be issued by the Superintendent of Police to announce organizational wide policies and procedures.
2. General Orders may be issued, when necessary, during the absence of the Superintendent by the Acting Superintendent of Police.

B. Personnel Orders

1. The Superintendent of Police shall issue Personnel Orders.
2. Personnel Orders may be issued, when necessary, during the absence of the Superintendent by the Acting Superintendent of Police.

C. Memorandums

1. Memorandums may be issued by the following:
  - a. The Superintendent or Acting Superintendent of Police;
  - b. Any Division Commander when the memo pertains to members of their command. It is their responsibility to ensure that their orders do not conflict with those of a higher level of command.

D. Training Bulletins

1. Shall be issued, when necessary, to each member by the Training Director or Superintendent of Police.

III. Preparation and Review of Written Orders

A. When other General Orders are drafted, they should be reviewed for purposes of editing and finalization by the Accreditation Manager. Following this review, Division Commanders affected by its issuance should be provided with an opportunity to review and comment concerning this directive. This can best be accomplished by providing each affected division commander with a copy of the proposed directive. This process commonly

referred to as staff review helps to reveal objections that can be resolved and eliminated prior to the final review by the Superintendent of Police. To ensure prompt return of orders, a completion date for staff review should be established.

- B. Orders issued at any level of command shall not conflict with established policy and procedures as directed by higher authority.
- C. All Orders, Memorandums and Training Bulletins will be written in concise and accurate grammar.
- D. Whenever applicable, all Orders and Bulletins shall carry notions directing attention to other published documents which are related. An Order or Bulletin that rescinds or supersedes other Orders or Bulletins or rules, etc., will carry the identifying notations (Order Number, Rule Number, etc.) necessary to connect them.

#### IV. Distribution and Retention of Written Orders and Bulletins

- A. General Orders will be issued to all members either by paper or through access to them on the NFPD Computer System. They may be, at the Superintendent's discretion, be provided with a paper copy or a computer disc. Officers will acknowledge receipt in writing to the Administrative Captain.
- B. All personnel will be issued individual copies of all written Orders and Bulletins affecting them, and they will be held responsible for knowledge of and compliance with the contents of such Orders and Bulletins.
  - 1. After they have served their purpose, Personnel Orders, General Memorandums and Training Bulletins need not be retained by individual officers. Division Commanders who are authorized to issue a Memorandum will maintain their master file. Purging of those Orders must be done after a three-year period.
- C. Distribution will be noted on each Order.
- D. After initial distribution of General Orders, the Confidential Secretary will be responsible for:
  - 1. Additional distribution to authorized personnel or as otherwise directed by the Superintendent of Police or designee.

#### V. Indexing and Format

- A. General Orders shall be classified and indexed in the following manner:

1. Orders in the 100 series shall denote Administrative.
2. Orders in the 200 series shall denote Training.
3. Orders in the 300 series shall denote Operations.

Each General Order shall be assigned an individual codified number corresponding to the series they are attached to. (i.e. 101.00 Mission Statement, 102.00 Goals and Objectives, etc.)

- B. All General Orders shall conform to the format of this Order as clearly as possible. All General Orders will indicate an effective date.
- C. Effective Date – All General Orders must have an effective date within a reasonable time of the issuance of such Order.

## VI. Cancellations

- A. All General Orders, Memorandums and Bulletins which are not self-cancelling shall be reviewed as necessary after original date of issuance to determine if:
  1. They should be canceled.
  2. They should be incorporated into a manual.
  3. They should be revised.
  4. They should be continued in their present form.
- B. All such Orders shall be reviewed and reissued as necessary upon any personnel change in the Superintendent position of this Department.