

General Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders.

201.2 POLICY

General Orders will be used to modify policies of the Easton Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Support Services Commander or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual.

Commanders identifying a need for a General Order will document the need, have a draft prepared, and forward the draft through the other Commanders for comments and recommendations the Deputy Chief of Police.

Members desiring a change to a G.O. may submit request on a Form 48, Department Memo, through their chain-of-command. The Form 48 will include:

- (a) The affected manual article and section numbers
- (b) The reason for the change
- (c) An outline of the change

The dissemination of General Orders will occur as follows:

- (a) Posted on the Administrative Bulletin Board for 30 days
- (b) Reviewed by Unit/Squad Supervisors with their personnel
- (c) Entered into the Lexipol Knowledge Management System

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

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201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.