



# Ithaca Police Department

120 East Clinton Street  
Ithaca, New York 14850

General Order Number: 115

Title: Written Directives

Issuing Authority: Chief Pete Tyler

Effective Date: 01-01-2018

Rescinds/Supersedes: All previously issued directives

Review Date: 01-01-2020

Applicable NYSLEA Standards: 2.3

Number of Pages: 5

## I. Purpose

- A. The purpose of this General Order is to identify the issuing authority and establish a format and definition for written orders and bulletins. It is also to provide for proper preparation, indexing and distribution so that all personnel are kept informed of existing and revised policies and procedures.

## II. Definitions

- A. General Orders – issued to announce adoption or revision of policy and to direct new procedures. The following are proper subjects of General Orders:
1. Institution of permanent procedures, rules, policies, and manuals related thereto. Example: investigative procedures relating to arrests and persons in custody;
  2. Permanent changes in organization;
  3. Implementation of permanent programs which affect more than one unit subordinate to the issuing authority. Example: Patrol/Administrative Units;
  4. Permanent personnel policies and procedures including recruiting, hiring, training and promotion policies;
  5. Use of public facilities and equipment and expenditure of public funds;
  6. Relationship with other agencies and citizens.
- B. Personnel Orders – announce the following:
1. The appointment of new personnel;
  2. The assignment or transfer of members from one unit to another;

3. The promotion or demotion of personnel;
  4. Suspension, dismissal or restoration to duty;
  5. Termination by resignation or retirement;
  6. Assignment of and special instructions for personnel in training programs;
  7. 207-c designation or light duty assignment.
- C. Training Bulletins – issued to disseminate information on a topic, explore a subject matter and clarify departmental or City policies. Examples include, but are not limited to:
1. Legal Updates and/or revisions;
  2. Procedural clarifications.
- D. Departmental Directives – Directives issued by authorized personnel to announce policies or specify procedures concerning a specific circumstance or event, policy or procedure; which is temporary or self-canceling in nature; or involving only specific segments of activities. Departmental Directives can also be issued as a guiding source of reference to procedural matters involving departmental or City policies. The following are proper subject matter for Departmental Directives:
1. Working Procedures: Specific instructions to accomplish a particular objective. For example; how to conduct patrol vehicle inventories, how to tag Body Worn Camera footage, or how to collect bail.
  2. Operational Orders: Temporary procedures designed to cover a special occurrence or event which is of a temporary or short termed nature. Example: parades, large public gatherings.
  3. Unit Directives: Directives to a specific unit or division which does not influence the operations or others and for which no organizational change is needed. An example of a patrol unit directive would be: Extra attention for speeding enforcement in the area of Giles St. An example of an investigative unit directive would be; conduct surveillance for hand to hand narcotics trafficking in the area of 540 W. State St.

### **III. Policy**

- A. All Orders have the power and effect of a direct order from the Chief of Police.
- B. Issuing Authority

1. General Orders - issued only by the Chief of Police.
2. Personnel Orders - issued only by the Chief of Police.
3. Training Bulletins - issued as directed by the Chief of Police, a Deputy Chief of Police, a Lieutenant or the Operations Sergeant.
4. Departmental Directives - issued by the Chief of Police, a Deputy Chief of Police, a Lieutenant, or a unit head acting within the scope of their authority. Under no circumstances will these orders conflict with a higher level of command.

#### C. Preparation of Written Orders

1. Orders issued at any level of command shall not conflict with established policy and procedures as directed by higher authority.
2. All orders, bulletins and directives will be concise and grammatically correct.
3. Whenever applicable, all orders, bulletins and directives shall be labeled in a fashion relating them to all other applicable documentation.

#### D. Distribution and Retention of Written Orders, Bulletins and Directives

1. All orders, bulletins and directives will be issued via email to all applicable employees. The most current revision of all orders, bulletins, and directives will be retained in the J-Drive for access and reference.
  - a. After initial distribution of General Orders, the Chief of Police will be responsible for additional distribution to authorized personnel.
  - b. Distribution shall be dated and logged
2. The acknowledgement of receipt will be accomplished through email tracking of read messages. In addition, for General Orders the "Acknowledgement of General Orders Tracking Form" will be signed and dated by all recipients.
3. Completed "Acknowledgement of General Orders Tracking Forms" will be maintained by the Office of the Chief of Police.
4. Copies of all Orders, Bulletins and Directives will be retained by the office of the Chief of Police. After they have served their purpose, they do not need to be retained in the J-Drive.
5. All personnel will be held responsible for knowledge of and compliance with the contents of such orders, bulletins, and directives.

#### E. Indexing and General Format

1. General Orders shall be indexed by order of the Chief of Police and as follows:
  - a. Chapter 100 Organization
  - b. Chapter 200 Personnel
  - c. Chapter 300 Rules of Conduct
  - d. Chapter 400 Investigations
  - e. Chapter 500 Patrol Procedures
  - f. Chapter 600 Emergency Incident
2. Departmental Directives, and Training Bulletins shall be numbered consecutively with a pre-fix consisting of the last two (2) digits of the year in which they were issued.
3. All written orders, bulletins and directives shall conform to the format of this order as clearly as possible. All orders and bulletins will also indicate their effective date.

#### F. Effective Date

1. All General Orders and Departmental Directives must have an effective date within a reasonable time of the issuance of such order.
2. Training Bulletins will have an effective date, if applicable, within a reasonable time of the issuance of such bulletin.

#### G. Cancellation & Review

1. All General Orders, Written Directives and Bulletins which are not self-canceling, shall be reviewed every two (2) years after the original date of issuance to determine if they:
  - a. Should be canceled or;
  - b. Incorporated into a manual or;
  - c. Be revised or;
  - d. Continue in their present form.
2. Cancellation and incorporation into other manuals shall be effected by either a Departmental Directive or General Order.

#### H. Staff Review

1. All General Orders shall be distributed for review by the staff officers prior to their effective dates.
2. The staff officers will be able to comment on the General Orders prior to their effective dates.

