



**TOWN OF SENECA FALLS POLICE  
DEPARTMENT**

**GENERAL ORDER**



<b>GENERAL ORDER #:</b> 115	<b>RESCINDS:</b> 07/01/13
<b>SUBJECT:</b> Written Orders, General, Administrative, Special, Personnel, Training Bulletins	<b>NYS ACCREDITATION:</b> 2.3
<b>EFFECTIVE DATE:</b> 02/17/2016	
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

**I. PURPOSE**

- A.** To establish a system for the development and promulgation of agency policies, procedures, and rules and regulations.
- B.** To establish procedures for the proper format, indexing, purging, updating, and dissemination of all written orders.

**II. FORMAT**

**A. General Orders** are used to institute work-related policies and procedures. The following are examples:

- 1. Institution of permanent policies or procedures;
- 2. Implementation of permanent programs.

**B. Administrative Orders** are used as a guiding source of reference to procedural matters involving administration of departmental or town polices. Examples include:

- 1. Use of temporary clerical workers;
- 2. Authorized travel and mileage reimbursement.

**C. Special Orders** are used to implement procedures or policies, which are needed to govern an objective or event that is specific and short term in nature. They become self-canceling after the objective is reached. Examples include the following:

- 1. Personnel deployment to a special event;
- 2. Personnel assignments to training schools;
- 3. Use of a specialized form.

**D. Personnel Orders** direct any change in rank, title or assignment of employees.

The following are examples:

1. Transfer;
2. Promotion;
3. Hiring/suspension/dismissal/retirement;
4. Acting out-of-title designations, temporary assignments.

**E. Training Bulletins** disseminate information on a topic, explore a subject matter, and clarify departmental policy or procedure in authoritative detail. Any employee may contribute information, essays, articles (published/non- published) and reports or submit written requests for clarification pursuant to the above. These must be forwarded to the Training Section Officer. The Training Section shall review all materials and requests for accuracy and appropriateness and prepare Training Bulletins for dissemination. The following topics are among those that may be appropriate for a Training Bulletin:

1. Notice/explanation of law changes;
2. Interdepartmental procedural coordination.

### **III. POLICY**

- A.** The Chief of Police or his designee shall have the authority to issue, modify, or approve all written directives.
- B.** Each employee shall be responsible for knowledge and compliance with the content of each written directive.
- C.** Written orders shall be appropriately formatted based on content. All written orders shall be maintained by the Administration Division and shall be indexed, purged, updated, and disseminated to maintain accountability and accessibility.
- D.** New or proposed changes to General Orders shall be reviewed by designated staff prior to implementation when there is the potential for significant impact to policy or procedures.

### **IV. DISTRIBUTION**

**A.** The issuing authority shall:

1. Obtain the next sequential order number from the Administration Division. Administrative, Special, and Personnel Orders and Training Bulletins shall each be numbered and stored consecutively by calendar year starting with number one (1) each year and have a suffix consisting of the last two digits of the year. General Orders shall be indexed and assigned numbers pursuant to the established policy manual.

2. Issue and distribute the order, distributing a minimum of three (3) days prior to its effective date, if possible.

**B.** The Administration Division shall;

1. Coordinate the distribution of all orders and bulletins.
2. Maintain a master file of all originals.
3. Distribute orders to employees as specified.
4. Maintain a file of employee signatures on a Receipt of Distribution Form.

**V. UPDATE AND CANCELLATIONS**

**A.** All orders, which are not self-canceling, shall be reviewed at least once during the five year period of accreditation to determine if (Revised 02/17/2016)

1. They should be cancelled,
2. They should be revised,
3. They should be continued in their present form.

**B.** The review of orders shall be conducted by the Office of the Chief and Lieutenant.

**VI. DISTRIBUTION**

The Chief of Police or Lieutenant shall distribute ALL orders.