



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: THE WRITTEN DIRECTIVE SYSTEM

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

The Cottage City Police Department will provide clear and specific General orders, special orders, operating procedures, rules and regulations and personnel orders so that employees may perform their duties in a consistent and efficient manner. The general orders will contain the Department's Value and Mission Statements.

#### **II. AUTHORITY**

The authority to issue, modify, implement and rescind general orders and such other orders, rules, policies, regulations and instructions as may be necessary from time to time is vested with the Chief of Police in accordance with the Cottage City Annotated Code of Ordinance, Sections 11-1C and 11-1D.

#### **III. WRITTEN DIRECTIVES**

General Orders and Special Orders will be issued under the signature of the Chief of Police and will remain in effect until rescinded or revised. The General Order System will be separated into sections by their function. The Department General Orders will be issued to every sworn member of the Department in a loose-leaf binder format to facilitate the updating of orders as necessary. The General Order Manual will also be furnished to members in a Compact Disk (CD) format. Memorandums may be issued by any department supervisor and are generally valid for a specific length of time. Memorandums will be posted on the Department's clipboard or may be issued to specific individuals. Personnel

Orders will be issued by the Commission and will be furnished to every member of the Department.

#### **IV. GENERAL ORDERS**

General Orders announce the adoption or revision of a policy or policies and direct procedures Department-wide for the indefinite future. The General Order Manual is numbered in the following manner:

- 100-Table of Contents
- 200 -Introductory Information
- 300 -Administration
- 400 -Personnel
- 500 -Operations
- 600 -Records
- 700 -Communications
- 800 -General Rules of Conduct
- 900 -(Reserved)
- 1000 -(Reserved)
- 1100 -Special Events

#### **V. SPECIAL ORDERS**

Special Orders are used to implement policies or procedures needed to govern an objective or event that is specific and short term. These become self-cancelling after the objective has been reached.

#### **VI. PERSONNEL ORDERS**

Personnel Orders are issued by the Cottage City Commission and can be directed to an individual or government-wide. These orders are in the form of an ordinance and are codified accordingly in the Personnel Manual.

#### **VII. MEMORANDUMS**

Memorandums can be issued by any supervisor department-wide or to a specific individual or individuals and are specific in nature and generally specific in the length of time they are valid.