

GENERAL ORDER, ADMINISTRATION, NUMBER 1
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Written Directive System

B. PURPOSE:

To establish a uniform method of issuing, classifying and amending all directives issued by the Chief of Police, and to establish a uniform method of issuing Training Bulletins and memoranda by an element or employee of the Department

C. POLICY:

1. All directives establishing and amending the policies of the Department shall be distributed in a standardized, directive form. All employees of the Department are hereby notified that the Department Manual containing the Rules of Conduct and all current General Orders are maintained on the Waterloo Police Department's computer network. Henceforth all referrals to "the manual" shall mean that document maintained on the Waterloo Police File computer network. The manual can be accessed through any terminal connected to the network. The software utilized is INTERNET EXPLORER. The manual may be accessed by opening INTERNET EXPLORER and going to the address <http://city/intranet/police/>.
2. All provisions of the manual shall be liberally construed to the end that the interests of the City of Waterloo and the Department are best served. Employees shall interpret provisions of the manual to mean that all aspects of their service shall be of the highest quality.
3. Definitions.

As used in this manual unless the context otherwise requires:

- a. MAY, confers a power.
- b. SHALL, imposes a duty.
- c. MUST, states a requirement.
- d. CHIEF OF POLICE, means the Chief of Police of the Waterloo Police Department or his/her designee in his/her absence or inability to act.

- e. DEPARTMENT, means the Waterloo, Iowa, Police Department.
- f. ELEMENT OF THE DEPARTMENT, means a Division, Bureau, Section, Watch, Unit, or other group consisting of two or more employees.
- g. EMPLOYEE(S), means a member(s), either sworn or nonsworn personnel of the Department.
- h. CIVILIAN EMPLOYEE(S), means nonsworn member(s) of the Department not having police powers.
- i. OFFICER(S), means sworn member(s) of the Department having police powers.
- j. SUPERIOR OFFICER, means an officer having a higher rank than another officer.
- k. SUPERVISOR, means an employee having supervisory authority.
- l. SUBORDINATE, means an employee having a lower rank than another employee.
- m. RANK, the ranks of the Waterloo Police Department in ascending order are:
 - 1. POLICE OFFICER (Abbreviated P.O.)
 - 2. SERGEANT (Abbreviated SGT.)
 - 3. LIEUTENANT (Abbreviated LT.)
 - 4. CAPTAIN (Abbreviated CAPT.)
 - 5. CHIEF (Not Abbreviated)
- n. RULE, means one of the Rules of Conduct, which are set out in the Departmental Manual.
- o. TOUR OF DUTY, means regular assigned working hours.
- p. ORDER OF THE DEPARTMENT means one of the General Orders or Special Orders issued by the Chief of Police.

D. PROCEDURES:

- 1. General Orders:
 - a. General Orders defines policy and procedures for the indefinite future of the Department as a whole or for elements of the Department.

General orders are permanent in nature unless revised or superseded by subsequent General Orders.

- b. General Orders are issued over the signature of the Chief of Police and are binding on all employees of the Department. Disciplinary actions may be taken by the Department against an employee for violation of a General Order.
- c. General Orders shall not be issued to each employee of the Department. Each employee of the department shall have access to the General Orders via the Intranet and/or through limited printed copies available through the command staff.
- d. Each employee shall acknowledge that the General Orders are kept on the City of Waterloo Network, and certify understanding of the General Order by signing and dating a form provided by the Department.
- e. All General Orders issued shall be categorized by subject matter. Each General Order in a particular category shall be assigned a sequential number. If a General Order is revised, amended or superseded by a subsequently issued General Order, the original General Order shall be removed from the manual and replaced by the new General Order which shall bear the same sequential number as the original with a current issue date.
- f. Examples of General Orders are: permanent policies and procedures; such as investigative procedures, reporting procedures, arrest procedures and policies, persons in custody, firearms use, other equipment use, etc.
- g. Permanent Department personnel policies; such as affecting training, promotion, transfer, ratings, discipline, grievance, working conditions, etc., but not including individual changes in status.

2. Special Orders:

- a. Special Orders define policy and procedures pertaining to special situations and events and are of a nonpermanent nature and usually self-canceling.
- b. Special Orders are issued over the signature of the Chief of Police and are binding on all employees of the Department to whom directed and disciplinary actions may be taken by the Department against an employee for violation of a Special Order.

- c. Special Orders shall be issued to each Division of the Department and to individual employees or elements of the Department when deemed appropriate. Each Division head shall be responsible for retention of Special Orders and for their accessibility to employees under their command.
 - d. Special Orders shall be categorized by subject matter and shall bear an issue date. No sequential number shall be assigned to a Special Order. Outdated or expired Special Orders may be discarded. Employees are encouraged to make copies of Special Orders that apply to them and to retain them during their period of effectiveness.
 - e. The subject matter categories applicable to General Orders shall also be used to categorize Special Orders.
 - f. Examples of Special Orders are: nonpermanent policies and procedures; such as instructions for parade or special event coverage, stakeout assignments and instructions, temporary assignment or deployment of manpower, etc.
3. Personnel Orders:
- a. Personnel Orders are notice to an individual, an element of the Department, or the entire Department of a change in the status of departmental personnel.
 - b. Personnel Orders shall be issued over the signature of the Chief of Police and shall be distributed as deemed appropriate.
 - c. Examples of Personnel Orders are: notice of appointments, transfers, promotions, demotions, change in pay status, formal reprimand, suspension, dismissal, resignation, retirement, etc.
4. Training and Instructional Material:
- a. Training and instructional material shall be issued on a standardized, printed Training Bulletin to inform and assist employees of the Department in the efficient performance of their function and to further explain General Orders or Special Orders.
 - b. Requests for issuance of Training Bulletins must be forwarded to the Administrative Division, Training Unit, in writing.
 - c. All training and instructional material shall be issued by the Administrative Division, Training Unit. All Training Bulletins shall be assigned a sequential number. Training Bulletins issued to a specific

Division, Unit, or Section shall have a number followed by a letter of the alphabet, the alphabetic letter indicating issuance to a specific area.

- d. Training and instructional material are less formal than General Orders or Special Orders and ordinarily, violations of training and instructional material shall not be considered grounds for disciplinary action. Flagrant or repeated violations, however, may be considered grounds for disciplinary action by the Department against an employee.
- e. Examples of training and instructional material are: instructions on the proper use of new equipment, training on the correct method of completed required or optional Department forms, etc.

5. Memoranda:

- a. Memoranda shall be issued on a standardized, written form to inform, inquire of, or direct an individual employee, an element of the Department or, in some cases, the entire Department.
- b. Memoranda may be issued by any employee of the Department having reason to do so and shall be directed to such other employee or element of the Department having a need or use for such information.
- c. An employee or element of the Department issuing memoranda shall indicate on the form which element of the Department shall receive same and cause copies to be distributed.
- d. Examples of memoranda are: information emphasizing or reiterating previously issued Orders, information regarding past or intended actions or elements of the Department.

E. CONCLUSION:

In the event that any provision of the manual of the Department, any written directive, or any provision of any Rule of Conduct be adjudged in conflict with any law, regulation or ordinance of the Federal, State or City Government or any Department thereof, said provision shall be null and void but all other provisions of the manual shall remain in full force and effect.

BY ORDER OF:

Thomas J. Jennings

Chief of Police