

General Order 204.00

Reviewed: 05/15

204.00 MAINTENANCE OF THE WRITTEN DIRECTIVE SYSTEM

- It is the responsibility of the Support Services Division to review, revise if necessary, and update departmental directives on a continual basis. Policies and procedures are reviewed and changes made as necessitated by statutory updates, training, etc.
- The Support Services Division shall coordinate the development, staffing, and issuance of all general orders, special orders, and operating procedures.
- The staffing table for written directives shall include:
 - The Chief of Police
 - The Division Commanders,
 - Lieutenants
 - When specific input is needed any rank or non-sworn personnel can be included in the staffing.
- The following staffing procedures will be followed:
 - The Support Services Division shall distribute copies of the proposed directive to individuals listed on the staffing table by e-mail.
 - The Support Services Division shall ensure that a return date for comments and suggested corrections is indicated in the e-mail.
 - The Support Services Division will review the returned emails and incorporate the appropriate revisions into the final draft of the directive.
 - The final draft will be submitted for approval of the Chief of Police in the instance of General Orders or the affected Division Commander in the instance of Operating Procedures Manuals.
- The Support Services Division Commander will review the directive system every three years. With the exception of directive covering the following topics, which shall be reviewed annually:
 1. Use of Force Policies
 2. Vehicular Pursuit Policies
 3. G.O. 420.00 Brady Disclosure

GREELEY POLICE DEPARTMENT

- The review will involve the Chief of Police, Division Commanders and any other appropriate personnel. The review will include: General Orders, Special Orders, and Operating Procedures Manuals.
- If a departmental member is confronted with a portion of a written directive which needs revision, he will document the revision required and forward it via his chain of command to the Support Services Division Commander.

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Authorized by Jerry Garner, Police Chief		
Effective: May <u>4</u> , 2015		
	Date: <u>5/4/2015</u>	
Signature		