3-51   DEPARTMENT ORDERS

3-51-1   Policy

It is the policy of the Department to maintain a system of Department Orders and to provide for distribution, accountability, and control of such information. For information on the development of department policies, refer to SOP 3-10, Policy Development Process.

3-51-2   Definitions

A. Standard Operating Procedures (SOPs)

SOPs, whether described as "orders" or "directives" establish the Department's policies and procedures to be followed by sworn personnel as well as non-sworn department employees. The SOPs establish policies, procedures and rules which in turn have the potential to affect the entire department and all sworn personnel. The SOPs are designed to set out what is expected of each sworn officer as he or she carries out their duty responsibilities, as well as the department as a whole. They are intended to so by clearly communicating expectations and promoting accountability.

The SOPs for the Department consist of written directives issued by the Chief of Police. The directives all fall into one of seven categories: General Orders; Procedural Orders; Administrative Orders; Field Services Bureau Orders; Investigative Bureau Orders; Special Services Bureau, and the Professional Accountability Bureau. Once a written directive is issued, the directive shall remain in full force and effect until amended or rescinded by the Chief of Police. These directives are intended to establish policies, procedures, and/or rules, which affect the entire department. Regardless of the subject area, the most recently issued directives will be considered the most authoritative and as such must take precedence over all other previously issued directives.

B. General Orders

General orders establish policies related to the core values and function of the Department.

C. Procedural Orders

Procedural orders establish the procedures used by sworn personnel to accomplish their duties, and establish the procedures that will be followed by the Department in its overall operation of the policing function.

D. Administrative Orders

Administrative orders provide Department personnel with guidance in understanding the chain of command, establishing lines of authority and accountability, and in implementing various procedures relating to the proper administration and function of the department.

E. Field Services Bureau Orders

Field Services Bureau orders apply exclusively to the personnel assigned to the Field Services Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau.

F. Investigative Bureau Orders

Investigative Bureau orders apply exclusively to the personnel assigned to the Investigative Bureau. These orders provide information related to the additional duties or circumstances one may encounter when assigned to this Bureau.

G. Special Services Bureau Orders

Special Services Bureau orders apply exclusively to the personnel assigned to the Special Services Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau.

H. Professional Accountability Bureau Orders

Professional Accountability Bureau orders apply exclusively to the personnel assigned to the Professional Accountability Bureau. These orders provide information on additional duties or circumstances one may encounter when assigned to this Bureau.

I. Definition of Additional Orders Which Are Not Classified as SOPs

1. Special Orders

Special orders are written directives issued at the department level for purposes of addressing and governing particular specific situations. Changes to the SOP may be made in the form of Special Orders.

2. Personnel Orders

Personnel orders are orders used to reflect changes in personnel status (i.e. transfer, promotion, etc.). Such orders may also be issued when personnel are transferred from one activity to another, or are promoted.

3. Memoranda

These are notices containing advisory information or announcements of either a general nature or specific topic.

3-51-3   Procedures

A. Authority for Issuance of Department Orders

1. All written Directives of the Department shall be issued only upon the approval of the Chief of Police.

2. All Orders of the Department will conform to all federal, state and local laws as well as any current contracts and/or other governing instruments such as memorandums of understanding to which the Department is a signatory.

3. The Chief may delegate the authority to issue specific types of directives. As an example, the Chief may delegate authority for Deputy Chiefs to issue Bureau Directives or for the Human Resources Coordinator of the Personnel Management Division to issue Department Personnel Orders.

B. Access and Adherence to Department Orders

1. All personnel of the Department are permitted access to the Department's Orders on City intranet sites and the document distribution system.

2. All Department personnel are responsible and accountable for complying with Department Orders.

C. Department Standard Operating Procedures (SOP)

1. SOPs are categorized and organized into eight chapters:

General Orders	This chapter contains SOPs that are applicable to all (sworn, non-sworn and civilian) APD personnel. For example, the policy on grooming standards is found in this section.
Procedural Orders	This chapter contains SOPs that are applicable to all sworn APD personnel. For example, the policy regarding traffic stops is found in this section.
Administrative Orders	This chapter contains SOPs that are applicable to all sworn APD personnel and specifically relate to the administrative functions of the department. For example, the policy regarding duty assignments is found in this section.
Field Services Bureau Orders	This chapter contains SOPs that relate exclusively to the Field Services Bureau. For example, the policy on shoplifting is found in this section.
Investigations Bureau Orders	This chapter contains SOPs that relate exclusively to the Investigations Bureau. For example, the policy detailing the functions of the Evidence Unit is found in this section.
Special Services Bureau Orders	This chapter contains SOPs that relate exclusively to the Special Services Bureau. As an example, the policy detailing the inner workings of the K-9 Unit is found in this section.
Professional Accountability Bureau Orders	Professional Accountability Bureau Orders contain SOPs that exclusively relate to the Professional Accountability Bureau. For example, the policy detailing the operation of the Internal Affairs Section is found in this section.
Administrative Support Bureau Orders	This chapter contains SOPs that exclusively relate to the Administrative Support Bureau. For example, the policy detailing the operation of the Inspections and Audit Unit is found in this section.

2. In order to ensure that all Department personnel receive copies of new or revised SOPs, distribution will occur via the SOP Liaison's upload of the SOP to the Department's document distribution system.

3. Once available on the document distribution system and after notification that new SOP language requires review from their chain of command, personnel shall be required to review and to then electronically sign all documents and videos, indicating that they have reviewed the same. Officers should review the document distribution system for new notifications at least once during their regular duty shift.

4. Any employee may propose a change to existing policies, procedures, or rules, and/or suggest new policies, procedures, or rules by submitting their suggestion to the Office of Policy Analysis (OPA) or to the Standard Operating Procedure Review Committee (SOPRC).

D. Department Special Orders

1. Department Special Orders will receive unique numbers that shall be issued using the last two digits of the year followed by a hyphen and sequential number starting with "1" for each calendar year beginning on January 1. For example, Special Orders 15-01, 15-02, 15-03, etc. represent special orders issued in 2015, beginning with the first order issued.

2. The following procedures govern the creation and publishing of a special order and acquiring a special order number:

   a. The author of the document shall furnish the Chief's Staff with a copy of the document.
   b. Chief's Staff personnel will then proof the document for grammar and proper format.
   c. If necessary, corrections will be made and then the document will be returned to the order's author with a special order number assigned.
   d. The author will then concur in the corrections. It is the responsibility of the author to make the corrections noted, as well as any other identified corrections, and then forward the document on to the Chief's Administrative Assistant who will then present the document to the Chief for signature.

3. Number logs of special orders shall be maintained by the Operations Review Unit.

4. When a special order is used for a temporary change in the Department SOP, an expiration date will be included on the document indicating when the Special Order expires. Following the process for policy revision set forth in SOP 3-10 Policy Development Procedures, the SOP liaison will ensure that the content of the Special Order is incorporated into Department SOP prior to the expiration date.

5. The Chief's Administrative Assistant will maintain a chronological file of all original copies of Special Orders.

6. Distribution of Special Orders shall be accomplished using the Department's document distribution system

7. Distribution of mandatory-view videos shall also be accomplished by using the Department's document distribution system or Public Service University.

E. Department Personnel Orders

1. Personnel Orders and Circulars shall be prepared and numbered by the Personnel Management Division using the same system as outlined for Department Special Orders.   For example, Personnel Order 15-01, 15-02, 15-03, etc. represent personnel orders issued in 2015, beginning with the first order issued.

2. The Personnel Management Division will make the appropriate distribution to department personnel and will maintain a file of original orders in its office for public inspection.

F. Memoranda

1. The procedures for publishing a Memorandum will be the same as for Department special orders (see section D).

2. Numbers issued to Memoranda by Chief's Staff will follow the same system as outlined for Department Special Orders. For example, Memoranda 15-01, 15-02, 15-03, etc…represent memoranda issued in 2015, beginning with the first order issued.

3. The Chief's Administrative Assistant will make appropriate distribution to department personnel and maintain a file of originals.

G. Bureau Standard Operating Procedures

Bureau Standard Operating Procedures shall be maintained in each bureau and will utilize the same format as Department manuals. The SOP Liaison will maintain a copy of each Bureau's manual. When a bureau makes a change in its manual, the Bureau will send a copy of the change to the SOP Liaison. Revisions to Bureau SOPs follow the process for policy development described in SOP 3-10, Policy Development Process.

H. Bureau Directives

Bureau directives that change policy or procedures will be reviewed by the Policy and Procedures Review Board (PPRB) prior to their publication for the purpose of ensuring that conflicts between bureau SOPs and Department SOPs do not occur.