

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 1: DEPARTMENT POLICY MANUAL

SUBJECT: 101 GENERAL

ORDERS EFFECTIVE: 1/01/2015

1. **PURPOSE.** This manual sets forth the policies, General Orders and Special Orders of the Pineville Police Department. The manual is issued pursuant to the authority granted to the City by the Constitution and laws of the State of Louisiana and the Mayor and City Council.

The directives contained in this manual help guide management, and all personnel in achieving their duties and responsibilities as members of this Department. Each member is expected to follow the directives set forth in this manual, although it is understood that this manual cannot regulate a member's conduct in every situation that may arise; judgment and discretion must be prudently applied.

Each directive issued supersedes all prior policies, and orders published by the Department.

2. **KNOWLEDGE OF MANUAL CONTENTS.** Every member is responsible for becoming aware of, understanding, and following the policies, and orders, and other directives of the department. Through its training programs, the department endeavors to increase the knowledge and understanding all members have of such directives.

3. **ISSUANCE AND USE OF THIS MANUAL.** Copies of policies and orders shall be issued to every member of the department. Every member issued a copy of this manual is responsible for keeping it updated and in good order. The manual remains the property of the department.

Department members are expected to consult this manual as questions arise regarding department policies and orders. The department will help members become aware of and understand the provisions of this manual that relate to high risk or critical activity.

Any member who believes a discrepancy exists in this manual or any other department manual or directive, or who has a question about any aspect of a responsibility or guideline, shall bring the matter to the attention of a supervisor for resolution or clarification.

4. **SECURITY OF THE MANUAL.** This manual is an official internal publication of the department and shall remain the property of the department. Members who are issued or whom request copies of this manual shall keep their manuals secure. Any loss of the manual or a part will be reported to the member's immediate supervisor or the Chief of Police and subject to disciplinary action. A member who receives any request for information on manual contents from a person outside of the department shall refer the person making the request to the Chief of Police. The Chief of Police shall determine what information, if any, will be disclosed outside the department.

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5. USE OF DISCRETION. Common sense and reasonableness shall guide a member's use of discretion when the use of discretion is appropriate. A member must be faithful to applicable laws, the oath of office, the code of ethics, and the department's mission, goals and objectives in exercising discretionary judgment.

6. RELATION TO OTHER OFFICIAL DEPARTMENT PUBLICATIONS. Members are expected to know, understand and follow other official department publications, including General Orders, Special Orders, Personnel Action Forms, Instructional Materials, and Memoranda of a directive nature. Members are expected to keep current on all directives issued by the department that affect the member, and be attached to the manual.

7. MAINTAINING THE MANUAL. Members, who are issued copies of this manual, whether electronically or on paper, are responsible for maintaining their copy of this manual in a good condition and in a secure place. The manual shall be updated periodically by including new provisions or by revising or rescinding existing provisions. As changes or additions to this manual are made and distributed, members shall promptly update their copy of this manual. Manuals are subject to inspection to assure that they are kept secure, complete and up-to-date.

When members are issued manuals or updated material, they are required to sign a dated form indicating that they have received and will read the distributed information. The form may also require the person to acknowledge that they are responsible for the security, condition, and upkeep of the manual.

8. REVIEW AND REVISION OF THE MANUAL. Any member can propose a change to this manual. The proposed change must be made in writing, preferably in the format of the existing manual. A team assembled by the Police Chief shall review the proposed change. The team may also act on its own initiative to propose a change to this manual. When the team's review is complete, the team shall recommend to the Police Chief whether the proposed change is adopted and what wording the proposed change should have. Changes to the manual shall be made and distributed as soon as possible.

9. TYPES OF DEPARTMENT DIRECTIVES. A directive is a written or oral statement used to guide or affect the performance or conduct of department personnel. The term "directive" refers to statements of policy, general orders, special orders, personnel action forms, memoranda or instructional material. The Manual of Policy and General Orders consists of written directives in the form of policies, general orders and special orders.

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A. Policies. A policy is a form of directive that is a broad statement of principle. Policy statements usually do not establish fixed rules for conduct of a particular activity. Policy statements are intended to provide a framework for development of general orders, special orders, and operational guidelines. Policy is formulated by analyzing the department's mission, goals and objectives, and values and determining those principles, which shall best guide the Department in achieving its mission.

B. General Order. A general order is a directive intended to remain in effect indefinitely, issued by or under the authority of the Chief of Police, and generally applicable to all or a significant portion of the department. A general order continues in effect until amended, rescinded or included in this manual when it is next updated.

C. Special Order. A special order is a directive that is temporary in nature for a given situation for a specific length of time. A special order usually shall be effective only for a stated time, generally less than a year. A special order may be extended, replaced by a general order, or allowed to expire.

D. Instructional materials and memoranda. Instructional materials and memoranda, including training guides, bulletins, checklists, and other written documents. These materials generally serve to clarify, inform or inquire, but may also contain directives.

10. NON-DIRECTIVE MATERIAL. Non-directive material includes any document and statement that serve to clarify a directive.

11. NUMBERED SECTIONS. Policies and orders contained in this manual are grouped together by category and function. Sections shall be assigned an individual section number to index the information that makes up this manual as follows: Introduction, Mission Statement, Values, Goals, Objectives, Oath of Office, Code Ethics, Organization Structure.

By order of

Darrell Basco
Chief of Police