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|  | SECTION: | ADMINISTRATION | ADM-162 |
| | CHAPTER: | WRITTEN PROCEDURES | |
| | DIRECTIVE: | SPECIAL ORDERS AND INFORMATION | |
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162.01 SUMMARY

Special Orders and Training Bulletins are important parts of the Written Directive system. The Department issues Special Orders and Training Bulletins to ensure that all employees are aware of policies and procedures that may be in effect and/or recently revised until a replacement Directive can be issued.

162.02 DEFINITIONS

SPECIAL ORDER – Announcement of policy or procedure for a specific circumstance or event, change to an existing policy or procedure, or a temporary or self-canceling policy or procedure. A Special Order may also announce a District, Court of Appeals, or Supreme Court decision that will impact operations, policies, or procedures.

TRAINING BULLETIN – Written material to inform and educate employees about trends in a specific topic or subject or about new issues or technology. Examples are:

- New training topics, methods, or exercises.
- An outside agency’s change in policy or procedure that has little impact on the Department’s operations but may be useful information for employees.
- Change or revision in a document or form that Department employees use although they are not directly responsible for the change or revision (e.g. DMV/DOR forms, prosecution reports).

162.03 SPECIAL ORDERS

AUTHORIZATION/ISSUANCE – ONLY the Chief of Police or Deputy Chief may authorize the issuance a Special Order.

RECEIPT DOCUMENTATION – Each Department employee will receive a copy of the Special Order along with an acknowledgement form. The employee will sign the acknowledgement form and return it to the Professional Standards Unit within the time period specified on the form.

DIRECTIVES MANUAL – On receipt of a Special Order that modifies, revises, or rescinds a Directive, the employee will place the Special Order directly in front of that Directive in their employee’s Directives Manual, should he/she choose to maintain one.

SPECIAL ORDERS (con't)

EXPIRATION – Each Special Order specifies an effective date and a cancellation date. If a Special Order does not specify a cancellation date, the Special Order automatically self-cancels at the end of one (1) year.

CONVERSION TO DIRECTIVE – The Chief of Police may determine that a Special Order is applicable to current ongoing operations and direct that the Special Order be reformatted and issued as a Department Directive. If this occurs, each employee will remove the related Special Order from the Directives Manual, if he/she has chosen to maintain one.

RECORD RETENTION – The Professional Standards Administrator will maintain a master file of all Special Orders for reference and accountability purposes. The Professional Standards Administrator will also conduct an annual review of all Special Orders issued during the year.

162.04 TRAINING BULLETINS

SOURCE – Any employee who believes the information is important to other employees for professional growth and continuing education may draft a Training Bulletin.

APPROVAL – An employee who drafts a Training Bulletin will route the draft through the chain of command to the appropriate Deputy Chief for final approval and issuance. Each Supervisor within the chain will attach written comments on the proposed Bulletin.

ISSUANCE – The PSU Sergeant will issue the Information Update after its review and approval by the Deputy Chief of Police.

DISTRIBUTION – Each Supervisor will distribute the Training Bulletin to the employees(s) under their immediate supervision. If necessary, employees will document their receipt of the Training Bulletin on a Department approved sign-off sheet. Training Bulletins may also be disseminated electronically.

