



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1010
TOPIC: WRITTEN DIRECTIVE SYSTEM
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SUPERSEDES: G.O. 1010, 2014
REFERENCE:

I. POLICY

The Lincoln Police Department has established a written directive system to help guide, inform, direct, clarify, and document department procedures and activities. The written directive system is designed to be an informative resource for agency employees.

II. PROCEDURE

A. The following documents comprise the written directive system:

1. General Orders: Define department policies, procedures, rules and regulations.
2. Personnel Orders: Announce changes in personnel assignments.
3. Special Orders: Define procedures, duties, and activities that are applicable to a specific segment of the department.
4. Training Updates: Inform personnel of recent changes or modifications in General Orders, city or state laws, procedures, or provide instructional information.
5. Standard Operating Procedures: Outline procedures for specific department units.

B. Authority for Written Directives

1. General Orders, Personnel Orders, and Special Orders are approved and issued by the chief of police and are in effect until rescinded or superseded.
2. Training Updates are developed, maintained, numbered, and issued by the chief's secretary.
 - a. Training Updates that modify existing General Orders or Special Orders must be approved by the chief of police.
 - b. Training updates are in effect for two years, after which time they must be deleted, reissued, or incorporated into General Order.
3. Standard Operating Procedures are the responsibility of the unit commanders who are required to maintain and review the document on an annual basis.

C. Written directives will be produced in a standardized format containing the following elements:

1. General Orders:
 - a. Number
 - b. Topic
 - c. Issuing authority
 - d. Effective date,
 - e. Reference to any previous General Order superseded.
 - f. Other pertinent references.
 - g. Body containing:
 - (1) Policy statement expressing the purpose or philosophy of the order.
 - (2) Procedure section containing instructions or guidelines for carrying out the General Order.
2. Personnel Orders and Special Orders:
 - a. Number
 - b. Topic
 - c. Issuing authority
 - d. Effective date
 - e. Body containing text of order
3. Training Updates
 - a. Number
 - b. Month and year issued
 - c. Topic
 - d. Body
 - e. Name of person submitting the information
4. Standard Operating Procedure Manuals
 - a. Unit
 - b. Topic
 - c. Date prepared
 - d. Date reviewed
 - e. Body

D. Distribution of Written Directives:

1. General Orders will be issued to all employees.
 - a. New or revised General Orders will be distributed by the Management Services Unit.

- b. Officers are responsible for reviewing the revisions electronically through PowerDMS and signing off on the task, indicating receipt of the document.
 - 2. All written directives are available to employees on the internal home page.
 - 3. The chief's secretary and Management Services Unit maintain master copies of General Orders, Personnel Orders, and Special Orders.
 - 4. Public Dissemination of Written Directives
 - a. Questions from the public or media regarding interpretation and application of written directives will be referred to a supervisor.
 - b. Requests for copies of General Orders will be referred to the commanding officer of the Management Services Unit.
- E. All employees will read and familiarize themselves with the General Orders, and with those Special Orders and Standard Operating Procedures applicable to their assignment. Compliance with written directives is required.
- F. Written directives of the Lincoln Police Department are for internal use only, and do not enlarge an employee's civil or criminal liability in any way. They should not be construed as creating a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of written directives, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting. If any section, subsection, item, clause, or phrase contained in a written directive is found to be illegal, such finding shall not affect the validity of the remaining sections, subsections, items, clauses or phrases of the directive.
- G. Policy Review Committee
 - 1. A Policy Review Committee exists to ensure that members of the department are involved in the development, and review of General Orders. The committee shall consist of eleven members, approved by the chief of police, representing various ranks and assignments.
 - 2. The Management Services Unit commander is responsible for coordinating the efforts of the committee, and will serve as its chair.
 - 3. Copies of the proposed General Orders will be distributed to committee members prior to the scheduled meeting.
 - 4. After reviewing General Order proposals, the committee will forward its recommendations to the command staff for review. The command staff will also review the proposed General Order and forward their recommendations to the chief of police.
 - 5. The chief will review all General Order proposals and make a final decision on issuance of directives.
 - 6. The Policy Review Committee and the Management Services Unit commander will perform an annual review of all General Orders and Special Orders.