
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>100.00 ADMINISTRATION AND ORGANIZATION OF GENERAL ORDERS</b>
	<b>Effective Date: March, 2013</b>
	<b>Approved:</b> _____  <b>Chief of Police</b>

**I. Policy Statement**

The Mesquite Police Department will provide employees with a clear understanding of the agency's expectations relating to the performance of their duties. This policy designates how orders are to be reviewed and kept in accordance with current federal, state, and local laws. This policy also explains the dissemination of general orders to the employees and the documentation required for accountability.

**II. Definitions**

**General Order:** Any written document used to guide or affect the performance or conduct of agency employees. It includes all agency policies, procedures, rules, memorandums, and regulations.

**Memorandum:** An informal, written document that may or may not convey an order. It will generally be used to clarify, inform, or to inquire information.

**Special Order:** A directive affecting a specific segment of the organization or a statement of policy regarding a specific circumstance or event that is of a temporary nature. Special orders may be used to supplement general orders prior to the order becoming part of the general order system.

**Policy:** A statement of agency principals that provide a framework for agency procedures.

**III. Procedure**

**A. General Orders**

1. The general order system shall be numbered and organized for ease of reference.
2. The General Orders manual will be issued to all employees, sworn and non-sworn.
3. The department reserves the right to issue, modify, rescind, and approve general orders for the good order of the police department.
4. The Chief of Police or his designees are responsible for a review of the general orders. This should be done at least annually and checked for compliance with current federal, state, and local laws.
5. General orders may only be issued at the direction of the Chief of Police.

**B. Special Orders**

1. All policies, procedures, rules, and memorandums affecting a current general order will be documented by issuing a special order.
2. Once the special order is issued, it becomes part of the general order system, until it is replaced by a general order, or removed from the general orders.
3. Special orders will be added into the general orders.
4. All special orders will be signed for by each officer and documented that each employee has received it.
5. Each general order and special order shall display an effective date.
6. Special orders may only be issued at the direction of the Chief of Police.

**C. Documentation**

1. General Orders will be issued to each employee from the property room section.
2. The employee will sign for the orders and the property room shall keep that record in accordance with current department policy.
3. The property room section will then present the documentation of received general orders to the Chief of Police or his designee.

4. New general orders that affect the conduct of officers in the course of their duties shall be covered by the employee's supervisor to ensure compliance and understanding of the new policy. Employees are assumed to have knowledge of the order after signing for the order.

EFFECTIVE: March, 2013