

## ORDERS

Transmittal of written information within the Department will be accomplished by the use of three basic formats:

**GENERAL ORDER** – Directives of departmental policy and procedure. General Orders will be retained in the officer's Manual of Regulations and General Orders, filed according to the index number on each General Order. If an Order rescinds an existing Order, the obsolete directive shall be deleted and note of the current directive inserted in its place. General Orders shall be issued by the Chief of Police.

**PERSONNEL ORDER** – Permanent or temporary directives pertaining to changes in personnel status such as appointments, transfers or promotions. Personnel Orders shall be prepared at the direction of the Office of the Chief of Police.

**MEMORANDUM** – A written communication initiated at any level and intended for a specific person or persons. Memoranda issued by competent authority shall have full force, as provided in Regulation 201.1. Memoranda issued by the offices of the Chief of Police and Deputy Chiefs of Police establish departmental policy and procedure. Only memoranda issued by the Office of the Chief of Police shall amend the Manual of Regulations and General Orders.