

Special Order

201.1 PURPOSE AND SCOPE

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 SPECIAL ORDER PROTOCOL

Special Orders will be incorporated into the manual as required upon approval of the Chief of Police. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Special Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Special Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 12-01 signifies the first Special Order for the year 2012.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review and recommend revisions of the Policy Manual, which will incorporate changes originally made by a Special Order.

201.2.2 CHIEF OF POLICE

The Chief of Police shall approve and issue all Special Orders.

201.3 ACCEPTANCE OF SPECIAL ORDERS

All employees are required to read and obtain any necessary clarification of all Special Orders. All employees are required to acknowledge the receipt and review of any new Special Order. Verification of acknowledgement by members will be maintained by the Policy and Publication Unit.