

<b>PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS</b>			
<b>General Order: 1.05</b>	<b>Effective: 02/22/2019</b>	<b>Supersedes: 8/28/2018</b>	<b>Number of Pages: 3</b>
<b>DEPARTMENTAL ORGANIZATION: DEPARTMENTAL DIRECTIVES</b>			

All written directives are property of the Prince William County Police Department and for Departmental use only. Dissemination of these directives to any individual or entity outside the Department, without prior approval of the Chief of Police, is expressly prohibited and will be considered a violation of Departmental policy.

The transmittal of written information within the Police Department will be accomplished primarily through the following formats:

**A. General Order**

1. A General Order is a directive of Departmental policy and procedure. General Orders will be issued and retained electronically through a software system designed to track and store policy revisions. All General Orders are issued under the authority of the Chief of Police and will be available via the County network and on the MDCs. The Accreditation Manager will be responsible for managing this software system to ensure that periodic reviews are completed in a timely manner and all policy revisions are in compliance with accreditation standards. General Orders will be reviewed at least biennially, on a rotating schedule maintained by the Accreditation Manager.
2. Members who receive notification through the policy management system to read a General Order shall do so within 45 days of such notice, unless otherwise specified, and shall use the designated method to show completion.

**B. Memorandum**

A memorandum is 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 General Order 2 (Departmental Rules and Regulations). Memoranda issued by the Chief of Police, Deputy Chief of Police or an Assistant Chief of Police establish Departmental policy and procedure.

**C. Standard Operating Procedures (SOPs)**

1. All Standard Operating Procedures (SOPs) will be issued under the authority of the Chief of Police. Generally, they are developed by the individual unit's supervisors. The Division Commander is responsible for delegating the responsibility to maintain or develop particular SOPs within their respective Division. When a draft SOP has been finalized, it will be routed through the chain of command electronically within the policy tracking system for eventual approval by the Chief of Police.

- a. The Accreditation Manager will be responsible for ensuring the proposed SOP is in conformance with accreditation standards as well as existing policy.
2. All SOPs will be available for viewing by members of the Department via the electronic policy tracking system.

When a member is transferred to a unit that has its own SOP, that unit's supervisor will contact the Accreditation Manager to add the member to the unit's reader group within the policy management system.

3. All SOPs will be reviewed by the responsible supervisor, at a minimum, biennially on a schedule maintained by the Accreditation Manager through the electronic policy management system.
  - a. The reviews will be conducted on a staggered basis.
  - b. The supervisors responsible for the review will also ensure any revisions are distributed electronically to affected members. Distribution through the policy management system will generally be sufficient to meet this requirement.
4. Revisions can be submitted at any time necessary. The responsible unit supervisor may contact the Accreditation Manager to initiate a new version of the SOP within the policy tracking system.
5. All SOPs will be developed in a standardized format and will be uploaded to the electronic policy tracking system.
6. Approved SOPs will be considered Department policy in accordance with the provisions of General Order 1.05(B) and [2.01 Rules and Regulations: General Guidelines](#). This policy will not affect the ability of unit/section supervisors to provide day to day guidance and direction to members subject to their command.
7. Members who receive notification through the policy management system to read an SOP shall do so within 45 days of such notice, unless otherwise specified, and shall use the designated method to show completion.

#### D. Policy Management System Back-up

In the event the electronic Policy Management System becomes inaccessible, access to the directives must be maintained. The Accreditation Manager shall maintain a back-up copy of the most current directives in an electronic file accessible to all Department members. This file will include all written directives normally available Department wide, such as General Orders, Standard Operating Procedures, and Incident Response Plans. Those directives with enhanced security measures limiting access to members of a particular Bureau or Unit will be the responsibility of the Bureau Commander, or designee. A back-up of these may be in either electronic or hard copy form for access by the appropriate members.