

# LINCOLN POLICE DEPARTMENT

## GENERAL ORDERS EXPLANATION

**Date Issued: 12-14-2000**

**Review: 12-14-2007**

### Policy

- To provide information on the written directive system (122.1F)
- In an easy informative style

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### Purpose

The purpose of this directive is to cover the following:

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|--------------------|-----------------|
| - Authority        | -Publication    |
| -General Orders    | -Special Orders |
| -Training Orders   | -Memos-emails   |
| -Review Procedures | -Distribution   |

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### Authority

- The Chief of Police is authorized to issue, modify or approve general orders, manuals and special orders. (12.2.1b)
- Training memos can be issued by the chiefs designee
- Written memos, e-mail memos can be issued by supervisors. (12.2.1c)

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### Disclaimer

**These written directives are for the internal governance of the Lincoln Police department, as provided by RSA 516:36 is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.**

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### Publications

**The following are the written directives of the Lincoln Police department (12.2.1d)**

General Orders	<p>Issued by the Chief of Police          Contains policies, outlining constraints and expectations of duties (12.2.1g)          General distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> <li>• Divided into chapters by categories</li> <li>• Orders in numerical order</li> <li>• Effective date</li> <li>• Re-Evaluation Date</li> <li>• CALEA standard shall be marked by parenthesis</li> <li>• Each page numbered, dated and contains the title at the bottom</li> </ul>
Special Orders	<p>Issued by the Chief of Police          Temporary directive          General Distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• Series (year &amp; issued by number)</li> <li>• Effective date</li> <li>• Expiration Date</li> <li>• CALEA Standard (parenthesis)</li> </ul> <p style="text-align: right;">Number, dated and title at bottom of page</p>
Training Memos	<p>Issued by the Chief or his designee          Containing training &amp; informational Material          General or limited distribution</p> <p style="text-align: center;">FORMAT</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• Series (year &amp; number)</li> <li>• Effective date</li> <li>• CALEA standard in parenthesis</li> <li>• Number, dated and title at bottom of page</li> </ul>
Dept. Memos, e-mail,	<p>Issued by a supervisor or designee          Containing material and directives for personnel to conform with departmental orders, information or direction dealing with day to day activities          General or limited distribution</p>
Manuals	<p>Issued by the Chief          Containing material dealing with operations and training and supplementing the general orders (ie: FTO program, dispatchers manual etc)          Includes manuals utilized by this agency for performing specific jobs (AG's Manual, NHPS&amp;TC Manuals etc)          General or limited distribution</p>

## Memos & E-mail

Issued on departmental forms to provide direction and information

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### Distribution

- To members of the department
  - Who are required to acknowledge receipt and review of the orders.
  - It is each persons responsibility to maintain and update as needed
  - Master copies will be maintained in Dispatch, Library and in the departmental database for reference. (12.2.2ab)
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### Review

- All policies will be reviewed on a bi-annual basis
  - Use of force and other major issues will be reviewed yearly
  - Revisions will take into account changes in the law and community needs (12.2.1i)
  - This is an administrative process and an outdated review date does not invalidate a order
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### Revisions

- Revisions will be distributed to all members of the dept.
  - The affected page or entire order will be replaced
  - Revised pages or orders will have the date reissued at the Bottom of the page
  - The administrative office will maintain a copy of previous listed orders And noting when they were effective (12.2.1e)
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### Responsibilities

Position	Shall
Chief of Police	Issue, modify and approve all directives Review annually or biannually required orders
Designated members	Issue memos & e-Mails training memos
Administrative Assistant	Maintain file of orders previously issued By category and date in effect Forms of who received them

(12.2.1h)

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### Reports

Order Distribution Form (12.2.2c)	Issued and returned by each member Acknowledges receipt & understanding
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