



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 110.01 GENERAL ORDER AUTHORITY 03-29-16

### PURPOSE

The purpose of this order is to state the authority of the Automated Manual System (AMS) and to define its powers and limitations.

### POLICY

It shall be the policy of the Sacramento Police Department that all employees read, understand and adhere to the policies published in the AMS.

### PROCEDURE

#### A. DEFINITIONS

1. Automated Manual System (AMS) – A resource for storing and accessing Department policies, manuals, forms and reference materials electronically.
2. General Orders (GO) – The highest level of department directive to announce, adopt, or revise a policy or procedure applicable throughout the Department. NOTE: GO shall take precedent over any conflicting Office Orders. GO's shall comply and not conflict with labor agreements, Civil Service Rules and Regulations, City policy or other laws.
3. Office Orders – Orders that are the policies and procedures of a particular Office and only apply to personnel within that command.
4. Reference Manuals (RM) – procedural directives that provide guidance on how to perform specific tasks or functions.
5. Division/Section/Unit Directives – Policies and procedures established for a Division, Section, or Unit. Directive shall only apply to personnel within that command and shall not conflict with any Orders in the AMS.

#### B. GENERAL

1. All Department employees shall have access to the AMS and adhere to the contents within it.
2. Any Department employees that violate State or Federal Laws, Department policies, Civil Service Board Rules, or City policy are subject to disciplinary action.
3. The AMS shall be the central written repository which daily operations of the Department are based.
4. Employees shall not release any Department Policy or Reference material to anyone outside of the Department without the consent and knowledge of the PSU.

#### C. RESPONSIBILITY

1. CITY CHARTER – “The Chief of Police shall have control, management and direction of all members of the Police Department in the lawful exercise of the Chief’s functions with full power to detail any of the members to such public service as the Chief may direct. The Chief shall recommend to the City Manager members of the force for demotion or dismissal and can suspend and prefer charges against any officer or member” [Article VIII, Section 100.]
2. The Chief of Police (COP) shall have the authority to adopt rules, regulations, and procedures for the administration of the department. This authority shall include fixing duties and providing for their enforcement and prescribing penalties for violations of such rules, or procedures.
3. Professional Standards Unit (PSU) shall:
  - a. serve as the central repository and quality control section for all orders within the AMS.
  - b. release updated orders once they have been approved by the COP or designee.
  - c. maintain the signed copy of all Orders and the historical, research information.



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## D. DEVELOPMENT

- b. General and Office Orders may be initiated or revised by submitting a draft to PSU through the Chain of Command.
- b. General and Office Orders shall be staffed to supervisors, managers, subject matter experts and other concerned parties as deemed necessary.
- b. Reference Manuals shall be routed through PSU for quality control, conflict review and formatting before approval.

## E. APPROVAL

- 1. PSU shall submit all orders contained within the AMS to the COP, or designee for approval.
- 2. A GO or Office Order or RM shall not be effective unless signed by the COP, Office Chief or designee. NOTE: At the discretion of the Professional Standards Lieutenant or their designee, minor changes (e.g. spelling, grammar, changing the name of an office or unit, etc.) may be made without the signature of the COP or Office Chief.
- 3. PSU shall keep copies of all Department policies that have been signed by the COP.
- 4. Division/Section/Unit Directives shall be signed by the Captain of the Division/Section/Unit or their designee.