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Section 300.00 Orders

Section 300.10 Written Orders

Written orders and correspondence published by the Shively Police Department shall follow established guidelines as outlined below.

General Orders

Establishment of /or changes in policy of procedures which are general in application and of a permanent nature shall be published as general orders over the signature of the Chief of Police. All general orders are to be included in this manual.

Special Orders

The establishment of ad hoc boards, committees, and publication of orders that are of a specific and temporary nature shall be as special orders over the signature of the Chief, and shall be published as memorandum over the signature of the originating officer.

Memorandums

Inter-office of the Shively Police Department not provided for by general orders, special orders, etc., which concern only members of the Shively Police Department shall be published as memorandum over the signature of the originating officer.