
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.1.1	
Subject:		Distribution:
Written Orders		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	General Order: 04-1, 98-5
References:		
CALEA: 12.2.1, 12.2.2; PLEAC: 1.4.3, 1.4.4		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish a standard definition and format for written orders and policies and to provide a mechanism for preparation, indexing and distribution, so that all personnel concerned are properly informed of new and revised policies and procedures, and changes in assignments and promotions.

POLICY

It shall be the policy of the Police Department to compile and maintain comprehensive written orders and policies to assure the effective and efficient operation of the Department.

DEFINITIONS

- A. Policies:** Policies are issued by the Superintendent of Police to provide guidelines and or specific information and may require approval of the Township Manager based on their nature. **(CALEA 12.2.1 b, PLEAC 1.4.3 b)**
- B. Department Manuals:** Police Department Manuals are issued to all police officers and contain information to assist in the proper performance of duties that include, but are not limited to: Procedures, Policies, Duties and Responsibilities, Civil Service Regulations, and select Chapters of the Lower Merion Township Code.
- C. Personnel Orders:** Personnel Orders are issued by the Superintendent of Police and are directed to the employee(s) and unit supervisors affected, and to all Division and Unit Commanders.
- D. Departmental Procedures:** Departmental Procedures are issued by Division Commanders for the purpose of providing specific information and instructions to employees of the Department.

PROCEDURES

- A.** All employees are responsible for the subject matter of Departmental Policies and Procedures that directly affect them.
1. Upon employment, copies of the Department Manuals shall be issued by the Staff and Inspections Unit to affected personnel.
 2. Upon receiving notification and receipt of a policy update or change, employees of the Department shall sign a Receipt Acknowledgement Form. This signature acknowledges the receipt of a policy and the responsibility to review and understand the policy. Any questions regarding the policy are to be promptly directed to a supervisor. **(CALEA 12.2.2 a, c) (PLEAC 1.4.4 a, c)**
 3. The Staff and Inspections Unit is responsible for maintaining a complete file of current policies in electronic format, accessible to all personnel, on the Department server, as well as hard copies in the following locations: Staff and Inspections, Auxiliary Services, Human Resources, Training Room and Township Manager's Office. **(CALEA 12.2.2 a, b)**
 4. Only authorized personnel shall edit or make any changes to the electronic version of the Police Department Manual.
 5. Affected personnel shall receive training on any new or revised policy that is related to any accreditation standard. **(PLEAC 1.4.3 f)**
- B.** Distribution to affected personnel will be noted on all orders and policies.
- C.** References
1. A Policy, Personnel Order, or Departmental Procedure that amends or repeals or is otherwise related to another Policy, Departmental Procedure, or Personnel Order will include the information necessary to associate it with the original policy.
- D.** General Format, Indexing, Tabulating and Purging Files
1. Each Policy, Personnel Order, and Departmental Procedure shall be numbered consecutively and shall conform to the established format. **(CALEA 12.2.1 d)**
 2. All Policies, Personnel Orders, and Departmental Procedures shall indicate an effective date and remain in effect until rescinded.
 3. Once cancelled, outdated Policies and Procedures shall be purged from the Manual and destroyed. **(CALEA 12.2.1 e) (PLEAC 1.4.3 d)**

4. The Staff and Inspections Unit shall maintain an archive of all policies purged from the Manual.

E. Proposed Policies and Procedures or Policy Revisions

1. Prior to the issuance of any new policy or procedure, the draft proposal shall be submitted through the Chain of Command for review and approval by the appropriate Division Commander. Once approved by the Division Commander it is submitted for consideration to the Superintendent of Police. **(CALEA 12.2.1 I)**
(PLEAC 1.4.3 e)

RESPONSIBILITY

- A. It shall be the responsibility of the Staff & Inspections Unit to tabulate, index and maintain a master file of all policies. **(CALEA 12.2.1 e, 12.2.2 b)**
- B. Existing Policies and Procedures not covered by a Personnel Order or Departmental Procedure are to be considered in effect unless repealed. This shall include policies issued by previous Superintendents of Police.
- C. All supervisory staff are responsible for ensuring that personnel under their supervision comply with all department policies and procedures.
- D. This policy supersedes any and all policy related to written policies and Departmental Manuals previously issued.

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