

Special Orders

201.1 PURPOSE AND SCOPE

Special Orders establish interoffice communications that may be used by the Chief of Police to make temporary or immediate changes to policy and procedure, in accordance with the current memorandum of understanding or other employment agreement. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 SPECIAL ORDERS

Special Orders will be incorporated into the manual, as required, upon approval by the Chief of Police.

All Special Orders shall be numbered consecutively starting with the last two digits of the year, followed by the number "01." For example, 11-01 signifies the first Special Order for the year 2011. Each Special Order should include the authored date, effective date and the acknowledgement/compliance date for the specific Special Order.

201.1.2 SPECIAL ORDERS PROTOCOL

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time, which will be specified in the order itself. Special Orders are issued to the organization as a whole, to a division, to a unit or to an individual, and may be used to waive requirements of a given policy for a special circumstance. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The Chief of Police or designee shall review, approve, and rescind revisions of the Policy Manual and will incorporate changes originally made by Special Orders.

201.2.2 CHIEF OF POLICE

The Chief of Police or designee shall issue all Special Orders.

201.3 ACCEPTANCE OF SPECIAL ORDERS

All employees are required to read and obtain any necessary clarification of all Special Orders. All employees are required to acknowledge in writing the receipt and review of any new Special Order. Signed acknowledgment forms and/or e-mail receipts showing an employee's acknowledgment will be maintained in the department's Document Management System by the Office of Professional Standards.

Lorain Police Department

Policy Manual

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201.4 PERSONNEL ORDERS

Personnel Orders are directives announcing the change in the status of personnel such as transfers, promotions and or changes of assignments. Personnel Orders will be numbered consecutively in the same manner as Special Orders.

201.4.1 CHIEF OF POLICE

The Chief of Police or his assigned designee will be responsible for the issuance of Personnel Orders.

201.4.2 DISTRIBUTION OF PERSONNEL ORDERS

Personnel Orders will be maintained in the department's Document Management System by the Office of Professional Standards. The Chief of Police or the appropriate Division Commander will be responsible for notifying the affected employees of personnel changes.