



POLICY AND OPERATING PROCEDURES MANUAL

<i>Date of Issue</i> March 17, 1998	<i>General Order Number/Section Code</i> 98-02
<i>Effective Date</i> November 1, 2014	<i>Section Code</i> ADM-02
<i>Reevaluation Date</i> December 2017	<i>Amends / Cancels</i> 89-03 ADM-02
<i>C.A.L.E.A.</i> 12.1.1 - 12.2.2	<i>Reference</i> 61.2.3, 33.4.4, 33.5.1, 33.7.1

INDEX AS:

Index, General Orders
Manual, Policy & Procedures
Policy & Procedures Manual

I. PURPOSE

The purpose of this order is to implement the policy and procedures manual and to explain its features, organization, and use. This manual contains all General Orders in a codified form.

All sworn members are responsible for knowing and carrying out the provisions of all General Orders.

II. COMPOSITION OF MANUAL

- A. Alphabetical Index - An extensive alphabetical cross-index system has been included to facilitate locating any order or subject in the manual.

- B. Numerical Index - The numerical index lists each order in the manual consecutively according to its number of publication. (Example: 98-1, 98-2, etc.) This will usually be a chronological listing by date of publication.
- C. Lettered Section Code
 - 1. General Orders will be placed in the manual by the lettered section code in order to maintain related orders in close proximity to each other under major functional topics.
 - 2. A lettered section code abbreviation will appear near the upper right-hand corner of each General order, indicating the following manual sections:

CODE LETTER

ADM - Administration
OPS - Operations
SER - Support Services
INV - Investigations
LEG - Legal
PER - Personnel
TRN - Training
 - 3. Lettered section code letters will be followed by consecutive numbers to denote the proper location of the orders within each section. (Example: ADM-01, ADM-02, ADM-03, etc.)

III. FORMAT OF GENERAL ORDERS

- A. General Order Heading Sheet
 - 1. Page One of the General Order heading sheet will identify the orders as an Iowa City Police Department General Order and will contain the following information:
 - a) Subject
 - b) General Order Number
 - c) Date of Issue
 - d) Effective Date
 - e) Section Code
 - f) Reevaluation Date
 - g) Amends / Cancels
 - h) C.A.L.E.A.
 - i) Distribution
- B. Indexing Information
 - 1. A list of indexing information will appear beneath the General Order heading under the words, "Index As". This list will indicate the varied means by which the order will be listed in the General Order alphabetical index.

C. Purpose

1. The purpose and provisions of the order will appear below the indexing information on each General Order.
2. This will give the reader a composite view of the contents of the order and will aid in quickly locating desired information.

D. Paragraphing

1. Sample format and paragraph numbering information for General Orders contained on Table A of General Order 83-2: Subject: Written Directives.

E. Color Code

1. General Orders are categorized and color-coded in three orders of priority.
2. Red orders (distinguished by a red heading) are those orders which affect officers on a daily basis or are related to safety issues. Officers are expected to be thoroughly familiar with the red orders. The red orders are evaluated a minimum of once a year.
3. Green orders (distinguished by a green heading) are those orders which regularly pertain to the officer's duties but are not closely related to safety issues. Green orders are re-evaluated at least every second year. Officers are expected to be familiar with the content of these orders, but if they are unfamiliar with the exact content of the order, they have the ability to check on how to proceed without endangering the public or their safety.
4. Black orders (distinguished by a black heading) pertain primarily with administrative functions and do not affect the manner in which officers regularly perform their duties. While they are important to the operation of the department, they do not necessarily affect the day to day manner in which officers interact with the public. Black orders are re-evaluated at least every three years.

IV. EFFECTIVE DATE

The original effective date of this order is March 20, 1998.

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.