

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

101

Subject

GENERAL ORDERS

Date of Issue

January 28, 2020

Effective Date

January 28, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number

1.4.3 / 1.4.4

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I PURPOSE

The purpose of these General Orders is to standardize and properly define all permanent written orders and directives as well as ensuring proper distribution.

II POLICY

It shall be the policy of the Lower Providence Township Police Department to issue General Orders from the Chief of Police, as the Chief Executive Officer of the agency, to all personnel for the purpose of announcing adoption or revision of policies, procedures and instructions which apply to all or certain units and employees within the police department. In the absence of the Chief of Police, the Lieutenant shall have the authority to issue written directives when deemed necessary.

III REGULATION

- A. Effective February 1, 2017 the department began using Power DMS for all policy, general order, directives and accreditation tracking. Each department employee has been given access to Power DMS in order to review those documents and procedures.
- B. Additions and deletions will be made as necessary and these shall be distributed to all employees, who will read them and sign for them on an appropriate document in Power DMS.

1. Any new or revised General Order that is issued that relates to the Pennsylvania Law Enforcement Accreditation Commission (PLEAC) standard requires that affected personnel receive training in that new or revised General Order.
 2. An employee shall not sign any Power DMS review receipt unless he/she has read and understands each order.
- C. All General Orders shall remain in effect until the cancelled, revised or superseded.

IV PROCEDURE

- A. General Orders shall be identified by a specific number and shall be indexed accordingly. The General Order shall exhibit a date of issue, an effective date and an expiration date. General Orders shall be reviewed every three years in order to determine if they should be revised, updated or eliminated. It shall be the responsibility of the Chief of Police, as the Chief Executive Officer of the department, to ensure that all General Orders are reviewed every three years.

Michael Jackson

Michael Jackson
Chief of Police