

BERKELEY POLICE DEPARTMENT

DATE ISSUED: April 5, 2010

GENERAL ORDER P-23

SUBJECT: POLICY, PROCEDURAL AND INFORMATIONAL DOCUMENTS

PURPOSE

- 1 - The purpose of this General Order is to explain administrative management procedures for maintaining, issuing, revising and rescinding General Orders, Police Regulations, Department Orders, Administrative Instructions, and Training and Information Bulletins.

POLICY

- 2 - It is the policy of the Berkeley Police Department that General Orders, Police Regulations, Department Orders, Administrative Instructions, and Training and Information Bulletins will govern the operations of the Department and actions of its employees.
- 3 - Policy documents issued in accordance with this Order will include procedural and instructional information necessary for Department personnel to comply with the policy, order, regulation, or instruction.
- 4 - Employees shall upon receipt read any communication regarding a new, revised or rescinded Order, Regulation, Instruction or Bulletin.
- 5 - Should a principle, policy or procedure communicated in a Department Order or Administrative Instruction be made permanent, it shall be reissued in the form of a General Order or Police Regulation.

DEFINITIONS

- 6 - The following policy documents are the subject of this Order:
 - (a) General Order: a written order issued by the Chief of Police applicable to the Department as a whole, or a Division or Bureau thereof, which establishes a principle, policy, or procedure concerning a given subject, and which is effective until revised by subsequent Order or rescinded.
 - (b) Police Regulation: a written directive issued by the Chief of Police applicable to the Department as a whole, or a Division or Bureau thereof, which establishes a particular principle, policy, or procedure, and which is effective until revised by subsequent Order or rescinded.
 - (c) Department Order: a written order issued by the Chief of Police applicable to the Department as a whole, a Division or Bureau thereof, a group of employees, or an individual employee, which communicates a temporary principle, policy, procedure, direction or assignment on a given subject.
 - (1) A Department Order may be issued in one of the following forms:

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- (i) Operational Order: a document issued to direct police activity at a planned event.
 - (ii) Administrative Order: a document issued to present temporary policy or procedural guidelines on administrative matters.
 - (iii) Training Order: a document issued to communicate assignment of particular employees to an authorized training course/program.
- (d) Administrative Instruction: a written directive issued by the Chief of Police or Division Commander (e.g., "Captain's Instruction"), applicable to subordinate Division(s), Bureau(s), employees, or an individual employee, which communicates a temporary principle, policy, procedure, direction or assignment on a particular subject.
- (e) Training and Information Bulletin (hereafter Training Bulletin): a written document issued by the Chief of Police, applicable to the Department as a whole, a Division or Bureau thereof, or group of employees, that provides information or recommended procedures on a particular subject.

PROCEDURES

Document Format

- 7 - Policy documents, not including Administrative Instructions, shall be published in an approved format.
- (a) Font: Unless otherwise authorized, all policy documents will be composed in Arial 12 point.
 - (b) Margins: Top and bottom (.8"), left and right (1"), and header and footer (.5").
 - (c) Headers:
 - (1) General Orders:
 - (i) "BERKELEY POLICE DEPARTMENT" will be in all capital letters bold font, centered.
 - (ii) "DATE ISSUED:" followed by the issue or revision date will be positioned one line (12 points) below "BERKELEY POLICE DEPARTMENT", aligned to the left margin.
 - (iii) "GENERAL ORDER" followed by the document number in bold font will be positioned on the same line as "DATE ISSUED:", aligned to the right margin.

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- (iv) Appearing on page one only, "SUBJECT:", followed by the title of the document in all capital letters, will be positioned one line (12 points) below "DATE ISSUED:", aligned to the left margin.
- (2) Police Regulations:
 - (i) "BERKELEY POLICE DEPARTMENT" will be in all capital letters bold font, centered.
 - (ii) "DATE ISSUED:" followed by the issue or revision date in bold font will be positioned one line (12 points) below "BERKELEY POLICE DEPARTMENT", aligned to the left margin.
 - (iii) "POLICE REGULATIONS - CHAPTER" followed by the chapter number in bold font will be positioned on the same line as "DATE ISSUED:", aligned to the right margin.
 - (iv) Appearing on page one only, "[title of chapter]", in all capital letters and underlined (e.g., AUTHORIZATION AND DEFINITIONS), will be positioned one line (12 points) below "DATE ISSUED:", aligned center.
- (3) Department Order:
 - (i) "DEPARTMENT ORDER" will be in all capital letters bold font, centered.
 - (ii) "[type of order] ORDER #" (e.g., TRAINING ORDER #) followed by the document identification number in bold font will be positioned one line (12 points) below "DEPARTMENT ORDER", aligned to the left margin.
 - (iii) "DATE ISSUED:" followed by the issue or revision date in bold font will be positioned on the same line as "[type] ORDER #", aligned to the right margin.
 - (iv) Appearing on page one only, "SUBJECT:", followed by the title of the document in all capital letters and underlined, will be positioned one line (12 points) below "DATE ISSUED:", aligned to the left margin.
- (4) Training Bulletin (page one only):
 - (i) The Department shield logo (a black and white graphic no larger than 1" in height) will be aligned to the right margin.

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- (ii) "BERKELEY POLICE DEPARTMENT" will be positioned immediately above "TRAINING AND INFORMATION BULLETIN", both lines in all capitals Arial 16 point bold font, aligned vertically with the horizontal midline of the shield logo, and centered horizontally in the space between the shield logo's left edge and the left margin.
 - (iii) "DATE ISSUED:" followed by the issue or revision date in all capitals Arial 14 point bold font will be positioned on the same line as "[type] ORDER #", aligned to the right margin.
 - (iv) Appearing on page one only, "SUBJECT:", followed by the title of the document in all capital letters Arial 14 point bold font, will be positioned one line (12 points) below "DATE ISSUED:", aligned to the left margin.
- (d) Footers:
- (1) General Orders, Police Regulations, Training Bulletins:
 - (i) The page number will be aligned center.
 - (ii) Appropriate revision related text (e.g., *Highlighted text is new) will be exhibited in Arial 10 point bold font on the same line as the page number, and aligned to the left margin.
 - (2) Department Orders:
 - (i) The page number will be aligned center.
- (e) Body Text / Paragraph Labels:
- (1) General Orders:
 - (i) First level text shall be labeled by a numeral followed by a hyphen (e.g., 7 -), presented in numerical order, the first line outdented from the body of the paragraph ½", and aligned to the left margin.
 - (ii) Second level text shall be labeled with a lower case letter enclosed in parentheses (e.g., (a)), presented in alphabetical order, the first line outdented from the body of the paragraph ½", and aligned to ½" right of the left margin.
 - (iii) Third level text shall be labeled with a numeral enclosed in parentheses (e.g., (1)), presented in numerical order, the first line outdented from the body of the paragraph ½", and aligned to 1" right of the left margin.

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- (iv) Fourth level text shall be labeled with a lower case Roman numeral enclosed in parentheses (e.g., (iv)), presented in numerical order, the first line outdented from the body of the paragraph ½”, and aligned to 1½” right of the left margin.
 - (v) Header titles shall be centered and underlined, with main section headers being in all capital letters (e.g., POLICY) and sub-section headers with capitalized first letters (e.g., General Specifications)
 - (2) Police Regulations shall be labeled by “PR” and a three-digit numeral (e.g. PR 200) and presented in numerical order. The subject sentence shall be underlined. Required sub-paragraphs will be presented in a hierarchical structure and labeling consistent with General Orders.
 - (3) Department Orders and Training Bulletins shall not exhibit paragraph labels, but should adhere to the indent and header formatting of General Orders.
- 8 - Administrative Instructions will not have a particular document or paragraph presentation, but should be presented in an appropriate business format:
- (a) Font: Arial 12 point
 - (b) Form: Instructions should be presented in a typed document, consistent with an appropriately formatted memorandum or electronic mail message (i.e., “To/From/Subject” memo format).
 - (c) Body/Text: The text of an Instruction shall be composed employing basic grammatical rules and structure.
- 9 - Department Orders shall display an identification number, a sequential number followed by a hyphen and the year of issuance to identify a particular document (e.g., Training Order #067-2008)
- (a) **Administrative Bureau** shall **issue and** maintain the master list of document identification numbers for Training Orders.
 - (b) The **Bureau of Internal Controls (BIC)** shall **issue and** maintain the master list of document identification numbers for Administrative and Operational Orders.
- 10 - If a General Order, Police Regulation or Training Bulletin is revised, the “date issued” exhibited on the document shall be the revision date.
- 11 - The following section headers shall be incorporated into all new or revised General Orders:

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- (a) PURPOSE: The reason the General Order is being issued.
 - (b) POLICY: A policy is a statement or description of the department position on a given subject. Such a statement or description shall be construed to be a framework within which personnel shall operate. It will also serve as a guide for decision-making.
 - (c) PROCEDURES: A procedure shall contain an established order of logical steps to be followed for the express purpose of complying with a Departmental policy. Such steps shall be detailed enough to eliminate confusion, yet concise enough to be easily followed.
- 12 - The requirement for specific section headers described in paragraph 11 of this Order shall not restrict the use of additional section and sub-section headers to effectively structure and present information in a General Order.
- 13 - Specific Department Orders (Administrative and Operational) shall begin with a statement of PURPOSE, and may incorporate additional headers and sub-headers to effectively structure and present information.
- (a) Unless otherwise appropriate or necessary, after PURPOSE, Operational Orders should employ the following section headers, and when appropriate, incorporate elements and labels associated with standardized emergency management systems (SEMS/NIMS):
 - (1) SITUATION: A summary description of the incident, involved parties, and relevant safety-related information necessitating police action.
 - (2) MISSION: A statement of the objective(s) of police action.
 - (3) EXECUTION: Sufficiently detailed presentation of “how” the stated mission(s) will be achieved.
 - (4) ADMINISTRATION: A summary of relevant logistical elements supporting the operation (e.g., staging issues, vehicles, radios, logs, payslips, etc.)
 - (5) COMMAND/COMMUNICATIONS: Sufficiently detailed presentation of the operational chain of command, and mechanisms of communication to be employed in the operation (e.g., radio frequency, telephone numbers, etc.)
- 14 - Training Orders will not employ section headers, unless appropriate to effectively structure information, but will concisely present details regarding the training activity and those assigned.
- 15 - The effective period of a Department Order shall be specified therein or, absent a “sunset clause”, will automatically become inoperative with the passage of the incident or assignment which caused its issuance.

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Document Distribution

- 16 - General Orders, Police Regulations and Training Bulletins shall be distributed to the following personnel by the **BIC** upon issuance or revision:
 - (a) All Department personnel.
 - (b) City Manager, City Attorney, and Police Review Commission.
- 17 - Distribution of Department Orders and Administrative Instructions shall be coordinated by the issuing authority.
- 18 - General Orders, Police Regulations and Training Bulletins shall be distributed by **BIC** to **the electronic document repository and Department binders maintained** in the following locations:
 - (a) Office of the Chief of Police
 - (b) Offices of Division **Captains**
 - (c) **Office of the Public Safety Business Manager**
 - (d) Patrol Division Lieutenants' Office
 - (e) Patrol Division Sergeants' Office
 - (f) Communication Center Supervisors' Office
 - (g) **Bureau of Internal Controls**
 - (h) **Internal Affairs Bureau**

General

- 19 - General Order binders shall be assembled in alphabetical, and then numerical, order (e.g., A-1, A-2, A-3, etc.)
- 20 - Police Regulations and Training Bulletin maintained in binders shall be assembled in numerical order.
- 21 - Designated department binders and contents shall be inspected periodically to ensure that they are being maintained by Police Department personnel.
- 22 - **Staff review of particular written directives shall adhere to the procedures set forth in General Order S-4.**
- 23 - Either the original physical copy of a document covered by this Order, or a signature cover sheet, must bear the signature of the issuing authority, or in his/her absence, the person officially acting on his/her behalf.

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- 24 - The issuing authority of a document covered by this Order, **excluding Training Orders**, shall ensure the signed original is forwarded to **BIC**.
- 25 - **BIC** shall be responsible for maintaining in archive signed original documents, **excluding Training Orders**, covered by this Order.
- 26 - **Administrative Bureau shall be responsible for maintaining in archive signed original Training Orders.**

References: Police Regulations Chapter 1
General Order R-23 **and S-4**