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# Administrative Orders

## 201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Administrative orders.

## 201.2 POLICY

Administrative Orders will be used to modify policies of the Greece Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements, associated policies, and other alternatives should be considered before an Administrative Order is issued.

Greece Police Department Policies, procedures and administrative orders are organized within the KMS Lexipol system. The addition of new policies, procedures, updates, or revisions of existing policies and procedures are distributed to department personnel through the utilization of Lexipol. Police Departmental personnel are notified of any additions, updates or revisions through Departmental email by KMS.

## 201.3 PROTOCOL

Content of Administrative Orders will be incorporated into the Policy Manual, as required, upon approval pursuant to the Policy Manual Policy. Administrative Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Office of the Chief of Police should ensure that all Administrative Orders are disseminated appropriately. Administrative Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when an Administrative Order is rescinded or has been formally adopted into the Policy Manual.

The Administration Bureau will ensure Administrative Orders and any other written directives are reviewed at least once per calendar year. The Administration Bureau shall make recommendations to the Chief of Police concerning incorporation of their content into the Policy Manual.

## 201.4 RESPONSIBILITIES

### 201.4.1 COMMAND STAFF

Command staff should periodically review Administrative Orders to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief of Police and the Accreditation Manager.

### 201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Administrative Orders.

# Greece Police Department

## Policies

### *Administrative Orders*

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#### **201.5 ACCEPTANCE OF ADMINISTRATIVE ORDERS**

All members shall be provided access to the Administrative Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Administrative Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.