



<p style="text-align: center;">VIENNA POLICE DEPARTMENT</p>  <p style="text-align: center;">GENERAL ORDER</p>	<p>SUBJECT: GENERAL ORDERS</p>		<p>NUMBER: 200</p>
	<p>EFFECTIVE DATE: September 2021</p>	<p>REVIEW DATE: September 2024</p>	
	<p>TOPICS: REVISION PROCESS</p>		
<p>CHIEF'S SIGNATURE: <i>James A. Morone</i></p>		<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Replaces <input type="checkbox"/> Revised	
<p>ACCREDITATION STANDARDS:</p>	<p>CALEA:</p>		
	<p>VLEPSC: Adm. 04.01, 09.01, 09.02, 10.01</p>		

200 Revision Process

- 201 Purpose
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201 PURPOSE

To establish uniform procedures to be followed by all members of the Police Department when proposing changes to the Manual of Regulations and General Orders.

202 POLICY

The Manual of Regulations and General Orders contains directives of policy and procedures. Any proposed changes, additions or deletions to this document must be thoroughly reviewed to ensure that they withstand legal scrutiny, are operationally sound, conform to existing accreditation standards, and can be clearly and easily understood and adhered to by all affected personnel. To ensure General Orders reflect the Department’s current organizational structure and are consistent with up-to-date policing strategies and practices, they are required to be reviewed and, if necessary, updated every two-three years depending on the policy. While amendments to a General Order may be proposed by all employees, the General Order itself can only be issued under the signatures of the Chief of Police, with concurrence by the Command Staff.

203 TERMINOLOGY

General Order: A comprehensive directive, coordinated with Command Staff and issued under the signature of the Chief of Police, which specifically defines the departmental policy, process, procedure or philosophy on stated actions or activities.


Policy: A guiding principle or course of action. While a General Order generally covers one broad issue, it also enumerates departmental policy on various aspects of that issue. Changes to an existing policy are made, via Standard Operating Procedure memorandum, by the Chief of Police. While this amended policy may supersede a General Order, in whole or in part, the policy change becomes a General Order only when it is incorporated into the Manual of Regulations and General Orders, approved by Command Staff, and signed by the Chief of Police.

Procedure: The manner in which the policy will be executed. As in the case of “policy” described above, changes in departmental procedures may be made in order to alter “the way things are done.” It is entirely possible that changes to certain procedures may be made several times before they are officially incorporated in the General Orders package. Procedural changes are also made, via memorandum, under the signature of the Chief of Police.


Regulations: Prescribed rules of conduct.

204 PROCEDURES

1. Employees who identify a need to amend an existing General Order or to create a new one, or make changes to current policies or procedures, should review the matter with their immediate supervisor for the purpose of consultation, direction, and coordination.

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2. The Manual of Regulations and General Orders can be found in the General Order Shared file on Department computers. Individuals wishing to propose changes should access this site to download the appropriate document into their system.
3. All new General Orders, or amendments to existing ones, should be prepared in Microsoft Word format.
4. When amending an existing General Order, wording that is no longer applicable should be crossed out using the Microsoft Word “strike-through” technique; new wording should be highlighted by using the highlight option. This is also true when moving paragraphs or sections within an Order. The pertinent paragraph should appear twice: once, struck out, at its original position, and again, highlighted, at its new location. A sentence should be added at the point of insertion, indicating the original location of the paragraph (“MOVED FROM SECTION XXX, etc.”). If paragraphs or sections are moved from one General Order to another, this fact should also be clearly identified (“MOVED FROM GENERAL ORDER XXXX, Section XXX, etc.”).
5. To facilitate ease of reading, all gender references in General Orders should be masculine; unless otherwise specified, any gender reference applies to both male and female employees.
6. Each new General Order should also be clearly identified with the statement: **DRAFT GENERAL ORDER**, at the top of the first page. This statement is also required on Orders that supersede existing ones: “**DRAFT GENERAL ORDER; SUPERSEDES GENERAL ORDER XXX.**”
7. Each proposed new General Order should contain, as a minimum, the following subheadings. Other sections may be added as necessary.
 - a) **Purpose:** A brief statement regarding the need for the General Order.
 - b) **Policy:** A statement of the department’s policy and principles relating the subject of the General Orders.
 - c) **Procedure:** Specific instructions on the implementation of the policies contained in the General Order.
 - d) **Legal References:** A list of pertinent legal references for the General Order, to include the Code of Virginia and the Town of Vienna Code.
 - e) **Accreditation Standards Reference:** A listing of accreditation standards which must be satisfied in order to demonstrate departmental compliance.
8. All completed work products should be saved electronically and printed out in hard copy. Both the electronic and hard copy versions should be forwarded, through the chain of command, to the Deputy Chief for review and processing.
9. All policy and procedural changes affecting a General Order and requiring immediate dissemination shall be prepared for distribution, via a memorandum, by the originating entity following currently established procedures. The subject of the memorandum shall be “Policy/Procedural Change,” and the reference shall be the appropriate General Order. A statement indicating that the change supersedes the policy that is contained in the referenced General Order shall be included in the memorandum. A copy of the General Order or a specific section thereof, indicating the additions/deletions, will be attached to

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the memorandum. The entire package shall be forwarded through the chain of command for review. The Command Staff will be responsible for ensuring that the changes are incorporated into the next quarterly revision of the Manual of Regulations and General Orders.

10. Amendments to General Orders which do not require immediate dissemination throughout the agency shall be prepared and presented for Command Staff review and approval during the quarterly update to the Manual of Regulations and General Orders.

205 GENERAL RESPONSIBILITIES

Any member of the Department who proposes a new departmental General Order shall include a listing of accreditation standards and pertinent legal references to include the Code of Virginia and the Town of Vienna Code. Any member of the Department who proposes a change or alteration to an existing accreditation standards and legal references to ensure they are still applicable. Additions and deletions to the list of accreditation standards and legal references shall be included with the proposal.

Commanders who have been notified that a General Order has not been updated within three or more years shall work with the Deputy Chief to make necessary changes and, following procedures outlined in Section IV, bring the General Order forward within 120 days for their review.

All members of the Department are to ensure that any proposed changes to departmental General Orders, or any suggested alterations to current policy or procedure are forwarded, through the chain of command.

All employees of the Department are required to acknowledge receipt of updates to the General Orders.