

## UNIT ORDER #1 - UNIT ORDER SYSTEM

### PURPOSE OF THIS ORDER:

To outline the purpose of the Unit Order System serving the Internal Affairs Bureau (IAB). The Unit Order System and the procedures contained therein are designed to direct the daily operation of the IAB and its personnel.

### SCOPE:

All orders will be sequentially numbered and will have a title, phrase, or word that is generally descriptive of the nature of the order and its contents. Unit Orders have the full force and authority of any other Department order, policy and procedure. ***Bureau personnel are required to adhere to these directives.***

Each Unit Order will be reviewed annually and a copy of that directive will be readily available to all personnel.

### RESPONSIBILITY:

The Captain's Secretary is responsible for the maintenance of the Unit Orders. That responsibility includes the typing, posting, and filing of each individual Unit Order and submitting the orders to the Unit Commander for review on an annual basis. The review will result in the re-briefing of each order as originally published or as revised.

As each Unit Order is promulgated, it will be e-mailed to Bureau personnel. All Orders will be stored in IAB's "Shared Files" under "Management Directives."

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