

10/01 Unit Orders

Unit Order 10/01

Subject: Unit Orders

Unit Orders are promulgated to provide unit personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper function of the unit. Any conflict that may arise between these orders and Departmental Orders, Directives, Procedures, etc., shall be resolved in favor of Departmental dictates.

Each Unit Order will indicate a Unit Order number, subject, title, and date initiated. Unit Orders' numbers are broken down into two parts: General Category and Subject Heading.

For example:

Unit Order 10/01

"10" General Category (in this case, Administrative Procedures)

"01" Subject Heading (in this case, "Unit Orders" as indicated in the Table of Contents)

The purpose of the order will be stated unless obvious in the reading.

Unit Orders will be maintained on the unit's shared file under "Admin" in the folder "Unit Orders." Two hard copies will be available for staff to read. One will be located in the Unit Commander's office and the other will be in the Conference Room. In addition, each new Unit Order will be distributed as follows: Unit Commander, all supervisors, bulletin boards, and briefing during staff meetings.

Central Supply Warehouse : 10/01 Unit Orders

It is incumbent upon all unit personnel to be familiar with, and periodically review, these orders.
