Station Order 10/01.00 Station Orders

PURPOSE OF THE ORDER:

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

ORDER:

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

For example:

Station Order 10/01

10 General Category (in this case Administrative Procedures)

/01 Subject Heading, in numerical order (in this case, "Station Orders" as indicated in the Table of Contents)

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

Five (5) Station Order Books will be maintained and will be located in the Captain's Office, Watch Commander's Office, Watch Sergeant's Office, Detective's Office. The "master" book will be kept in the Supervising Secretary's Office. In addition, each new Station order will be distributed as follows:

Captain, all lieutenants, all patrol sergeants, Station Coordinator, detective and secretary bulletin boards, Briefing Board, and Station Narcotics Unit.

It is incumbent upon all station personnel to be familiar with and periodically review these orders. These Station Orders shall be considered policy in conformance with the Department Manual of Policy and Ethics, Section 3-01/030.10