



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 12.2

TITLE: DEPARTMENTAL ORDERS

EFFECTIVE: 01/14/2018

REVISED: Replaces Policy 204

PURPOSE

Departmental orders establish intradepartmental communication that is used by the Superintendent of Police to make immediate changes to Rules, Chapters and other written directives.

GENERAL ORDER PROTOCOL

1. General Orders shall be in the form of a written correspondence (Form 105), approved by the Superintendent of Police.
2. General Orders may be incorporated into the regulations manual, as required, upon staff approval.
3. General Orders may modify existing Rules, Chapters or written directives or may create a new Rule, Chapter or written directive as appropriate and shall be rescinded upon incorporation into the regulations manual.
4. Any departmental orders that become inoperative with the passing of the incident or period for which they are written, and that are not intended for nor will they be included in the regulation manual, shall be tracked and acknowledged in the same manner as Rule, Chapter or written directive revisions.

SPECIAL ORDERS PROTOCOL

5. Special Orders establish a temporary policy or procedure on a given subject for a specific length of time (one year, unless otherwise specified).
6. Special Orders may be issued to the Department as a whole, to a specific Bureau, Division, Section, Unit or individual.
7. Special Orders become inoperative with the passing of the incident or situation that caused the order to be issued.
8. Special Orders shall be issued for, but shall not be limited to:
 - (a) Special events; and

- (b) Directives concerning specific problems or activities, which may clarify, define or amplify already existing regulations.
- 9. Special Orders shall be numbered consecutively beginning with January first of each year. The numbers shall consist of a sequence number followed by the year of issue (i.e., 1-2017, 2-2017, 3-2017, etc.).
- 10. The sequence of Special Order numbers shall be maintained in the Human Resource Division during regular office hours and transferred to the NCIC Unit during hours when the Personnel Division is closed.
- 11. Special Orders shall be disseminated throughout the Department by E-mail (NOPDall) and by written correspondence (Form 105) when a particular order requires such distribution.
- 12. Special Orders shall be:
 - (a) Filed permanently in the Policy Standards Section, every Bureau Office, and the Human Resource Division;
 - (b) Filed for twelve months from the date of issue in all other Divisions, Sections, Units, etc.;
 - (c) Sent by the issuing member to the Policy Standards Section for inclusion in the master file of Special Orders within three days; and
 - (d) Effective for one year unless otherwise stated within the order.

PERSONNEL ORDERS

- 13. Personnel Orders are those orders which directly affect Department members and assignments.
- 14. Personnel Orders shall be published for, but shall not be limited to:
 - (a) appointments to the Department;
 - (b) resignations and retirements from the Department;
 - (c) transfers;
 - (d) temporary assignments of members;
 - (e) promotions;
 - (f) special leaves for Department business;
 - (g) designations of Commanders/Directors; and
 - (h) authorized travel.
- 15. Personnel Orders shall be numbered consecutively beginning with January first of each year. The numbers shall consist of a sequence number, followed by the year of issue (i.e., 1-2017, 2-2017, 3-2017, etc.).
- 16. The sequence of Personnel Order numbers shall be maintained in the Human Resource Division during regular office hours and transferred to the NCIC Unit during hours when the Human Resource Division is closed.
- 17. Personnel Orders shall be disseminated throughout the Department by E-mail (NOPDall) and by written correspondence (Form 105) when a particular order requires such distribution.
- 18. Personnel Orders shall be filed permanently in the Human Resource Division.

OPERATIONS ORDERS

19. Operations Orders are orders which direct the activities of the Department in major events and coordinate the activity of Bureaus, Divisions, Sections and Units.
20. Operations Orders shall remain in effect only for the life of the designated event.
21. Operations Orders shall be issued for, but not limited to, the following events:
 - (a) Sugar Bowl;
 - (b) Mardi Gras;
 - (c) St. Joseph's Day Parade;
 - (d) NOPD Annual Memorial Mass and Inspection;
 - (e) VIP Security Assignment;
 - (f) Super bowl;
 - (g) Final Four; and
 - (h) All other major events or conferences.
22. Operations Orders shall be issued by the Superintendent of Police or his designee.
23. Operations Orders which direct the activity of more than one Bureau shall only be issued by the Special Events Section.
24. Operations Orders which direct the activity of only one Bureau shall be issued by that Bureau's Chief.
25. Activities which require the Department to prepare an Operations Order shall be reported to the Special Events Section as soon as the event becomes known.
26. The Special Events Section shall be notified of every meeting for an activity which may require an Operations Order where a liaison from the Police Department is requested to be present.
27. The Police Department's liaison shall notify the Special Events Section , in writing, of the time, date, and location of the meeting seventy-two (72) hours prior to the scheduled meeting or immediately upon notification if less than seventy-two (72) hours scheduled notice.
28. Operations Orders shall be captioned with the title of the event and the appropriate event date(s). They shall be distributed according to the requirements of the special event.
29. Operations Orders shall be filed permanently in the Special Events Section.
30. The issuing authority shall be responsible for delivering the original, signed copy of the Operation Order to the Special Events Section for inclusion in the Master File.
31. To facilitate planning, the Commander of the Special Events Section will determine when a designated member of the Section will attend scheduled meetings of activities which may require an Operations Order.

POLICY STANDARDS SECTION

32. The Policy Standards Section shall review and prepare for approval, revisions of the NOPD Operations Manual, which will incorporate any changes originally made by a Departmental Order.

33. The Policy Standards Section shall maintain control of General Order numbers.
34. Implemented General Orders shall be maintained, both electronically and in writing, in the Policy Standards Section.
35. Prior to obtaining General Order numbers, the proposed order shall be submitted to the Policy Standards Section to determine if it is in conflict with any existing order. Should any conflicts be located, the proposed order will be returned to the author with a written explanation of the conflict.
36. General Orders which affect prior issued General Orders will be canceled if a new order is issued.
37. No General Order shall be issued which affects only a portion of a previously issued General Order. All components of the previously issued General Order which are to remain in affect must be listed in the new order.
38. General Orders will be published on the department's intranet system located at www.NOPD.org.
39. General Orders will be reviewed and evaluated by the Policy Standards Section within six (6) months of issuance. If there are no revisions required, the General Order will be included in the Operations Manual within the seventh (7th) month.
40. General Orders which affect a previously issued department regulation will require the affected regulation to be revised and reissued within sixty days of the implementation of the General Order.
41. Department members shall be notified of the issuance of a General Order via departmental email (mail.nola.gov).
42. Department members are responsible for checking their departmental e-mail account and reading his/her emails at least once daily during their tour of duty.

SUPERINTENDENT OF POLICE

43. The Superintendent of Police or his/her authorized designee shall issue all Departmental Orders.

SUPERVISORS

44. Supervisors shall ensure all subordinates are made aware of all department orders in a timely manner after issuance.
45. Supervisors shall review and discuss the contents of the orders with subordinates to promote a clear understanding of the contents.
46. Supervisors shall have the authority to formulate and issue written guidelines as it pertains to the unique operation of their particular assignment. However, no guideline shall be issued which is in conflict with any directive issued by a higher authority in the member's chain of command or the Superintendent of Police.

ACCEPTANCE OF DEPARTMENTAL ORDERS

47. All members are required to read and, if necessary, obtain clarification of all Departmental Orders.

48. Members shall utilize the electronic cognizance card indicating receipt of any new General Order.
49. To access the cognizance card, members shall go to the NOPD Web Applications page and click on the "**Cognizance Card**" link found under the "**NOPD Training**" section.
50. Members can access the General Order by clicking the "**Click here to read the lesson plan**" link.
51. Members shall sign in using their username and password for their city email. Once inside the cognizance card link the member will be presented with a statement of receipt; members shall select the "**Yes**" option and submit which will serve as the member's electronic signature acknowledging receipt of the above.