

## Special Order

### **204.1 PURPOSE AND SCOPE**

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

#### **204.1.1 SPECIAL ORDER PROTOCOL**

Department Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing departmental directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any departmental directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 20--01 signifies the first departmental directives for the year 2020.

### **204.2 RESPONSIBILITIES**

#### **204.2.1 STAFF**

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a departmental directives.

#### **204.2.2 CHIEF OF POLICE**

The Chief of Police or his designee shall issue all Special Orders.