



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



110.01 GENERAL ORDER AUTHORITY 01-10-23

PURPOSE

The purpose of this order is to state the authority of the Automated Manual System (AMS), define its powers and limitations, and establish guidelines of consistency for the development of Sacramento Police Department (SPD) policies.

POLICY

It shall be the policy of the Sacramento Police Department that all employees read, understand, and adhere to the policies published in the AMS.

PROCEDURE

A. DEFINITIONS

1. Automated Manual System (AMS) – A resource for storing and accessing Department policies, manuals, forms, and reference materials electronically.
2. General Orders (GO) – The highest level of Department directive to announce, adopt, or revise a policy or procedure applicable throughout the Department.
NOTE: GOs shall take precedence over any conflicting Office Orders. GOs shall comply and not conflict with labor agreements, Civil Service Rules and Regulations, City policy or any laws.
3. Office Orders – Policies and procedures of a particular Office that only apply to personnel within an office/command.
4. Reference Manuals (RM) – Procedural directives that provide guidance on how to perform specific tasks or functions.
5. Division/Section/Unit Directives – Policies and procedures established for a Division, Section, or Unit. Directives shall only apply to personnel within that command and shall not conflict with any GOs or Office Orders in the AMS.

B. GENERAL

1. All Department employees shall have access to the AMS and adhere to its contents.
2. Any Department employees who violate State or Federal Laws, Department policies, Civil Service Board Rules, or City policy are subject to disciplinary action.
3. The AMS shall be the central written repository of policies and procedures on which daily operations of the Department are based.
4. Employees shall not release any Department policy or reference material to anyone outside of the Department without the consent and knowledge of the Professional Standards Unit (PSU) or as required by law. Employees may refer members of the public to the Sacramento Police Department's website, which contains publicly released policies and reference materials.

C. RESPONSIBILITY

1. CITY CHARTER – “The Chief of Police shall have control, management and direction of all members of the Police Department in the lawful exercise of the Chief’s functions with full power to detail any of the members to such public service as the Chief may direct. The Chief shall recommend to the City Manager members of the force for demotion or dismissal and can suspend and prefer charges against any officer or member.” [Article VIII, Section 100]
2. The Chief of Police (COP) shall have the authority to adopt rules, regulations, and procedures for the administration of the Department. This authority shall include fixing duties, providing for their enforcement, and prescribing penalties for violations of such rules or procedures.
3. The Professional Standards Unit shall:
 - a. Serve as the administrative and quality control section for all orders within the AMS.



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- b. Release updated orders once they have been approved by the COP or designee.
- c. Maintain records of all approved orders within the Department's software platform which tracks the policy approval process, including the final approval of the COP or his/her designee.
- d. Maintain the historical and research information associated with policy development, including drafts, and the dates of policies posted to AMS.

D. GENERAL ORDER CREATION AND REVISION

1. GOs and Office Orders shall be reviewed no fewer than once every three years to determine if revisions are necessary.
2. GOs and Office Orders may be initiated or revised by submitting a draft to PSU through the Chain of Command.
3. GOs and Office Orders shall be staffed to supervisors, managers, subject matter experts, and other concerned parties as deemed necessary.
4. RMs shall be routed through PSU for quality control, conflict review, and formatting before approval.
5. Existing GOs and Office Orders may be assigned for review and possible revision at the discretion of the PSU lieutenant on an as-needed basis.

E. DEVELOPMENT OF CONTENT

1. All GOs shall be written in Arial 11 font with headers and footers consistent with this document.
2. Ordering of headings and subheadings shall be depicted as follows: A. – 1. – a. – (1) – (a). For particularly lengthy orders or manuals, Roman numeral headings (I, II, III, IV, etc.) may be used to divide major areas of content above the prescribed order (e.g., IV. – A. – 1. – a., etc.).
3. Until being marked for revision, existing GOs may retain their current formatting.
4. Questions or points of contention regarding grammar, usage, syntax, style, or any other aspect of the English language shall be resolved by consulting well-established reference materials such as the *Associated Press Stylebook* or similar publication unless directed by the COP or his/her designee.
5. PSU shall retain final authority on all matters pertaining to the appearance and formatting of the GOs to ensure consistency throughout all orders administered by the Department.

F. APPROVAL

1. PSU shall submit all GOs contained within the AMS to the COP or designee for approval.
2. A GO or Office Order or RM shall not be effective unless approved by the COP, Office Chief, or designee, as recorded by the tracking software that logs the approval process.
NOTE: At the discretion of the Professional Standards Lieutenant or designee, minor changes (e.g., spelling, grammar, changing the name of an office or unit, etc.) may be made without the approval of the COP or Office Chief.
3. Division/Section/Unit Directives shall be approved by the Captain of the Division/Section/Unit or designee.