


## General Orders

### 201.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

### 201.2 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General Orders.

### 201.3 POLICY

General Orders will be used to modify policies of the Mt. Lebanon Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements and other alternatives should be considered before a General Order is issued.

### 201.4 PROTOCOL

General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief of Police or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual.

### 201.5 RESPONSIBILITIES

#### 201.5.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief of Police.

# Mt. Lebanon Police Department

## Policy Manual

### *General Orders*

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#### 201.5.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue General Orders.

#### **201.6 ACCEPTANCE OF DIRECTIVES**

All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

The Chief of Police or the authorized designee should ensure that all members receive training on any new or revised policy related to any accreditation standard.