


GREELEY POLICE DEPARTMENT

General Order 204.00**Reviewed: 03/23****204.00 MAINTENANCE OF THE WRITTEN DIRECTIVE SYSTEM**

- It is the responsibility of the Support Services Division to review, revise if necessary, and update departmental directives on a continual basis. Policies and procedures are reviewed, and changes made as necessitated by statutory updates, training, etc.
- The Support Services Division shall coordinate the development, staffing, and issuance of all general orders, special orders, and operating procedures.
- The staffing table for written directives shall include:
 - The Chief of Police
 - The Deputy Chiefs,
 - Commanders
 - When specific input is needed, any rank or non-sworn personnel can be included in the staffing.
- The following staffing procedures will be followed:
 - The appropriate division shall distribute copies of the proposed directive to individuals listed on the staffing table by e-mail or by placing the proposed directive on a department shared computer drive.
 - The appropriate division shall ensure that a return date for comments and suggested corrections is indicated in the e-mail.
 - The appropriate division will review the returned emails or proposed changes on the shared drive, and incorporate the appropriate revisions into the final draft of the directive.
 - The final draft will be submitted for approval of the Chief of Police in the instance of General Orders or the affected Deputy Chief in the instance of Operating Procedures Manuals.
- The Support Services Division Commander will coordinate the review of the directive system every three years. With the exception of directives covering the following topics, which shall be reviewed annually:
 1. Use of Force Policies
 2. Vehicular Pursuit Policies
 3. G.O. 420.00 Brady Disclosure

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- The review will involve the Chief of Police, Deputy Chiefs and any other appropriate personnel. The review will include General Orders, Special Orders, and Operating Procedures Manuals.
- If a departmental member is confronted with a portion of a written directive which needs revision, he will document the revision required and forward it via his chain of command to the appropriate Deputy Chief.

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<u>MAINTENANCE OF THE WRITTEN DIRECTIVE SYSTEM</u>	
Authorized by Adam Turk, Police Chief	
Effective Date: March <u>14</u>, 2023	
<small>DocuSigned by:</small>  _____ Signature	Date: <u>March 14, 2023</u>