

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:
TEMPORARY ORDERS**

DATE: December 10, 2021

APPROVED

Memo# 2021-043

BACKGROUND

A review of the Duty Manual discovered changes were necessary to bring the sections regarding temporary orders into alignment.

ANALYSIS

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

A 2304 TEMPORARY ORDERS:

Revised 12-10-21

Temporary Orders ~~are provisional and~~ *provide information*, define policy, or direct procedures. ~~They~~ *but* pertain to special situations or events and are of limited duration and/or *are* self-canceling. *In limited duration orders, the expiration date shall be specified on the Temporary Order. In self-canceling orders, the order shall be in effect as long as the special situation or event remains. If no time limit is specified and the special situation or event no longer remains,* ~~Unless otherwise specified,~~ the effect of any one Temporary Order is limited to twelve months *from the date the order is issued.*

Temporary Orders used to supply information or rescind existing policy or procedure shall remain in force until superseded by proper authority.

Temporary Orders are issued through Department Memorandum.

Temporary Orders *do not* ~~DO NOT~~ result in a change in or addition to the Police Duty Manual.

- *OBTAINING INFORMATION COVERED BY TEMPORARY ORDERS: Department members may obtain copies of Temporary Orders from the Intranet or the Research and Development Unit.*

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E 1107 TEMPORARY ORDERS:

Revised 12-10-21

See Duty Manual section A 2304 for a description of Temporary Orders.

~~Temporary Orders consist of a wide range of topics pertaining to operational functions of the Department. Such memorandums may be informational in nature. Temporary Orders issued on a memorandum form which modify or add policy or procedure will contain a cancellation date. Memorandums used to supply information or rescind existing policy or procedure will remain in force until superseded by proper authority.~~

~~—OBTAINING INFORMATION COVERED BY TEMPORARY ORDERS:
Department members may obtain copies of these informational and order memorandums from their respective bureaus or from Research and Development.~~

ORDER

Effective immediately, all Department personnel shall adhere to the above Duty Manual sections.



Anthony Mata
Chief of Police

AM:SD