

## Special Orders

### 201.1 PURPOSE AND SCOPE

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

### 201.2 POLICY

Special Orders will be used to modify policies of the Washington Suburban Sanitary Commission Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a Special Order is issued.

### 201.3 PROTOCOL

Special Orders will be incorporated into the Policy Manual, as required, upon approval. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.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 authorized designee should ensure that all Special Orders are disseminated appropriately. Special Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Special Order is rescinded or has been formally adopted into the Policy Manual.

### 201.4 RESPONSIBILITIES

#### 201.4.1 COMMAND STAFF

Command staff shall periodically review Special 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.

#### 201.4.2 CHIEF OF POLICE

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

### 201.5 ACCEPTANCE OF DIRECTIVES

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