



California Exposition and State Fair Police Department

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DEPARTMENT GENERAL ORDER

ORDER № 100.100

Jan 2019 (Revised)

12/02/2002 (New)

WRITING AND MAINTAINING DEPARTMENT POLICIES AND PROCEDURES

100.101 PURPOSE

To provide the format and specifications for the development and maintenance of all department policies and procedures.

100.102 DEPARTMENT POLICIES AND PROCEDURES

A. Categories. Policies shall fall into one of the three following categories:

1. General Orders shall include those directives which are sufficiently broad in their application that all or the majority of the personnel in the Department would be affected by them.
2. Operations Orders focus on specific operational procedures.
3. Other material not covered in either General Orders or Operations Orders, and which pertains to a majority of Departmental personnel, will be contained in separate manuals.

B. Other Publications, Guides, and handbooks may be issued. These publications shall be informative in nature. They may refer to policy, but do not establish policy.

100.103 POLICY

A. Distribution and Maintenance of Manuals. A complete and up-to-date set of the Departmental General Orders manual, and the Standard Operating Procedures manual, shall be maintained in the following work locations:

1. Police Department's Administrative Office.
2. Police Department's Lower Station.
3. Available in digital (PDF) format on the police department's computer server.
4. All sworn employees shall maintain a familiarity with all current General Orders.

B. Manual Coordinator. The Police Lieutenant shall act as the Manual Coordinator and shall.

1. Ensure that an original copy, signed by the Chief of Police, of every approved order is kept on file.
2. Ensure that the correct Order number is entered on all pages of the Order.
3. Ensure that an approved Order is in the proper format.

The mission of the California Exposition & State Fair Police is to:

Provide for the safety and security of visitors, employees, and stakeholders; keep order and preserve the peace; and support the economic well-being of the California Exposition & State Fair.

California Exposition and State Fair Police Department
Department General Order

4. Create and issue updated tables of contents for Orders as needed.
5. Ensure the approved Order is distributed as indicated by the Chief of Police.

100.104 ISSUING AND REVISING ORDERS

- A. Initiating. Whenever any work operation is modified, the Chief of Police shall ensure that the changes are incorporated within existing or new Orders in a timely manner.
- B. Conflict. The author of a new or revised Order shall ensure that it is not in conflict with any existing Order.

100.105 COMPOSITION OF GENERAL ORDER INDEX NUMBERS

- A. All of the police department's General Orders shall be issued index numbers as follows:
 1. Index numbers shall be three/four digit number, followed by a decimal, followed by a three digit number (i.e., 100.100 or 1200.100).
 2. The first number of a six digit Order number (i.e., [1]00.000) or the first two numbers of a seven digit Order number (i.e., [11]00.000) shall designate the general category of subject matter that is contained in the Order.
 3. The last number prior to the decimal point in an Order number (i.e., 10[1].000) shall designate the Order within a general category of subject matter.
 4. The last three numbers after the decimal point in an Order number (i.e., 100. [100]) shall designate a major section within an Order.