

UW Whitewater Police



General Orders

Number:
12.2.2

No. Pages:
2

Special Instructions:

Approved By:
Chief Kiederlen

Effective Date:
11/15/2014

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1

I. Purpose

The purpose of this General Order is to provide guidance on UW-Whitewater Police Department (UWWPD) General Order development and implementation.

II. Policy

It is the policy of UWWPD that General Orders will generally be written by Management and then forwarded to the Department Policy Committee for polling of their respective peer groups during the review period, prior to finalization of the General Order.

III. Procedure

- A. A supervisor, or designated personnel, will draft a General Order.
- B. The General Order will then be forwarded to the Lieutenant assigned to Accreditation.
- C. The Lieutenant will forward the draft General Order to the Department Policy Committee.
 1. The Department Policy Committee will poll their respective peer group and provide feedback to the Lieutenant assigned to Accreditation.
 2. The General Order will be open for review with the Department Policy Committee for 10 business days, unless emergency, or exigent circumstances, dictate otherwise.
 3. After the review period, comments will be taken under advisement and the policy finalized by Management.
 4. If any changes were made to the General Order, or any revisions have been made to an existing General Order, the procedure will start at the III. Procedures; B. step.
- D. Once finalized, the General Order will be published.
 1. A routing sheet will be attached to the General Order.
 2. All personnel shall read the General Order and initial the routing sheet by the assigned deadline indicating they have read and understand the General Order.
 3. General Orders may also be published using UWWPD's records management software, where personnel may indicate receipt electronically.
 4. The Administrative Specialist will update the General Order manual, index and table of contents.

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- E. Management must be given notice of dissemination of General Orders that are not publicly available on the UWWPD website.
 - 1. Permission will not be withheld when General Orders are being used for internal (UW-Whitewater) purposes, such as being shared with Human Resources and Diversity or other campus groups, however, notice is required before dissemination.
 - 2. Management must approve dissemination of General Orders to anyone or any agency outside of UW-Whitewater.