

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "GENERAL PROVISIONS: MANUAL OF PROCEDURAL ORDERS"		ORDER NUMBER: 12-02
		PLEAC STANDARD: 1.4.3, 1.4.4		PAGE 1 OF 3
RE-ISSUE DATE: 10/2/2019	EFFECTIVE DATE: 7/29/2015	REVIEW MONTH: JULY	RESCINDS: ALL PREVIOUS	AMENDS: NONE

1.0 POLICY/PURPOSE:

1.1 To provide for the adoption of General/Procedural Orders as governing directives for the administration and operation of the Pittsburgh Bureau of Police.

2.0 MANUAL OF PROCEDURAL ORDERS

2.1 The Manual of Procedural Orders is maintained and distributed through PowerDMS, a browser based electronic document system. The Pittsburgh Bureau of Police shall issue each employee an electronic policy manual containing the Rules and Regulations, General Orders, and Operating Procedures. Each employee is responsible for reading the contents and applying them in the conduct and performance of his/her job duties.

3.0 ADOPTION AND RESCISSION

3.1 These General/Procedural Orders are hereby adopted and strict compliance with them, within their context, is required.

3.2 All existing instructions, which are in conflict with these General/Procedural Orders, are hereby rescinded.

4.0 AMENDMENTS

4.1 The Chief of Police, or his/her designee, has the authority to approve and issue additional General/Procedural Orders, make amendments to existing ones, or may rescind any existing one as he/she deems necessary.

5.0 EFFECTIVE DATE

5.1 These General/Procedural Orders, as well as any amendments, additions, or revisions, shall become effective on a date to be specified by the Chief of Police, or their designee, or, if no date is specified by the Chief of Police, the effective date is understood to be the date of issue.

6.0 REVISIONS

6.1 All General/Procedural Orders shall be reviewed regularly, as determined by the Chief, to determine if they should be revised, rescinded, or shall remain in effect.

6.2 There shall be a section designated under the Administration Branch to review and revise the General/Procedural Orders, research best practices, research legal issues, etc., prior to the order's issuance. This same unit will be responsible for conducting regular reviews and updates in order to keep the policy manual current.

6.2.1 After making initial revisions to the existing order, the draft is sent to applicable personnel (subject matter experts) for their review, comment, and approval.

6.2.2 Once applicable personnel have approved, the draft is forwarded to the Command Group for review and comment.

6.2.3 Once the Command Group has had an opportunity to comment, the order is forwarded to the Fraternal Order of Police (FOP), the Citizens Police Review Board (CPRB), and the Commission for Human Relations (for applicable policies) for review and comment.

6.2.4 Once the FOP, the CPRB, and the Commission on Human Relations (for applicable policies) have had an opportunity to comment (A minimum of 15 days: Refer to the *Working Agreement Between the City of Pittsburgh and the Fraternal Order of Police Fort Pitt Lodge No. 1*), the order is forwarded to the Chief for final review and approval.

7.0 DISSEMINATION TO PERSONNEL

7.1 New and revised General/Procedural Orders are uploaded and maintained in Power DMS for dissemination to all PBP officers.

7.2 Members will be notified, via email, of any new or revised General/Procedural Orders upon their date of issue/reissue.

7.3 If there is a previous electronic version of the order in PowerDMS, the previous electronic version shall be purged and archived.

7.4 The Supervisors at each duty location shall ensure the following is completed:

7.4.1 Supervisors are responsible for answering all questions pertaining to the General Orders and Operating Procedures to the extent that the officer fully understands them.

7.4.2 Supervisors must ensure that each officer signs onto Power DMS and electronically signs for all policies and procedures, any updates, tests and certificates that occur.

7.4.3 Immediate Supervisors should conduct periodic inspections in Power DMS to ensure that officers are signing for orders, passing tests, and obtaining certificates for required orders.

8.0 NON RETROACTIVE

8.1 These General/Procedural Orders shall not pertain to any incident or act occurring prior to the effective date of the order, but will be governed by the applicable policies and procedures in effect at the time the incident or act occurred.

9.0 CONTINUITY

9.1 These General/Procedural Orders shall continue in full force upon change of command of the Bureau of Police unless otherwise ordered, directed or instructed.

10.0 RELATED DIRECTIVES

10.1 These General/Procedural Orders or any other written directives or instructions on the same subject matter will be construed to be in a positive, consistent relationship, and not in contradiction to each other.

11.0 UNFORESEEN OCCURRENCES

11.1 When confronted with a matter not covered by these General/Procedural Orders, a member or employee will conduct themselves in a manner consistent with the Law Enforcement Code of Ethics and his/her official obligation.

12.0 CIVIL RIGHTS NOT AFFECTED

12.1 These General/Procedural Orders shall not be construed as to restrict the civil and/or Constitutional rights of members or employees.

13.0 CONSTRUING OF WORDS AND PHRASES

13.1 The words and phrases as used in these General/Procedural Orders will be read in their context and construed according to their popular meaning. However, any word or phrase specifically defined within an order will have the definition assigned within that written directive.

14.0 APPLICABILITY

14.1 These General/Procedural Orders will apply with equal force to members and employees alike insofar as they are applicable.

15.0 TRAINING

15.1 Affected personnel will receive training on any new or revised written directive pertaining to any Accreditation standard.

Approved By:

A handwritten signature in blue ink, appearing to read "Scott Schubert", is written over a horizontal line.

Scott Schubert
Chief of Police