 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	102 ORDERS AND DIRECTIVES	
	EFFECTIVE DATE: <p style="text-align: center;">12 MAR 2001</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

PURPOSE

This Manual of General Orders sets forth the policies, Standard Operating Procedures and General Orders of the Yale University Police Department. It is issued pursuant to the authority granted to the Chief of Police through the laws of the State of Connecticut, the ordinances of the City of New Haven and the rules, regulations and policies of Yale University.

The directives in this manual help guide department personnel in carrying out their duties and responsibilities. Each member of the department is expected to follow the directives contained in this manual and to exercise common sense, good judgment and discretion in the application of these directives.

Whenever situations arise that are not covered in this manual, members should rely upon the stated mission and values of the department to guide them in their decision making.

KNOWLEDGE OF MANUAL CONTENTS

Every member of the department will receive a copy of the manual. Certain directives are considered critical or "need to know" while other directives are for guidance purposes or "need to refer". Each type of directive will be identified and members will be given every opportunity to increase their knowledge and understanding of these directives in order to enhance their performance.

USE OF THE MANUAL

Every member will be issued a copy of the manual and is responsible for keeping it updated and in good order. The manual remains the property of the department and may not be copied or distributed outside the department without the express permission of the Chief of Police. Copies of directives will also be posted on the department's in-house computer system and will be available for reference by all personnel.

Any member who finds a discrepancy in the manual or any other directive material issued by the department or who has a question about any aspect of an order, procedure or guideline, has a responsibility to bring the matter to the attention of a supervisor for resolution or clarification.

REVIEW AND REVISION OF THE MANUAL OF GENERAL ORDERS

Any member can propose a change to this manual. The proposed change will be made in writing to the Chief of Police and should include the proposed change and the rationale for it. A team designated by the Chief of Police will review proposed changes and will make recommendations to the Chief of Police on the proposed change. The decision of the Chief of Police will be final.

DIRECTIVE MATERIAL

Directive material is a written statement intended to guide or affect the performance or conduct of department members. Directive material includes General Orders, Standard Operating Procedures, Special Orders, Personnel Orders, Memoranda and Training Bulletins.

The Manual of General Orders consists of written directives.

- **General Orders** are directives intended to remain in effect indefinitely, issued by the Chief of Police and applicable to a significant portion of the department. General Orders contain a purpose statement which is directly applicable to the department's mission statement and remain in effect until rescinded or revised.

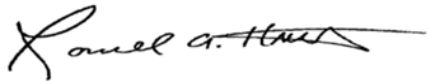
- **Standard Operating Procedures** are issued to define a method of operation for the performance of a specific task or group of related tasks. Standard Operating Procedures may be issued by the Chief of Police or unit heads and may serve as clarification for a General Order.
- **Special Orders** are temporary directives issued for a particular situation for a particular length of time.
- **Personnel Orders** are issued by the Chief of Police whenever there is a change in an employee's status.
- Memoranda and Training Bulletins are issued to clarify a directive or to impart new information.

MANUAL INDEX

The Manual of General Orders is grouped by category and function, as follows:

- 100- General Provisions
- 200- Department Administration
- 300- Code of Conduct
- 400- Department Operations
- 500- Miscellaneous
- 600- Standard Operating Procedures
- 700- Communications Procedures

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is written over a horizontal line. The signature is cursive and somewhat stylized.

RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE