

<b>DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS</b>	
SUBJECT: Knowledge of/Response to/Official Departmental Publications/Communications	GO 2.07
EFFECTIVE DATE: December 31, 2013	APPROVED:  Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-016 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure that employees remain aware of the current orders and information disseminated by departmental directives, publications, or other official communication.

II. RULES

A. Employees shall read all department orders, directives, policies, procedures, rules, information bulletins, and other official publications or communication which in any way reasonably affects their units, assignments, responsibilities, or general or specifically designated duties. Employees shall check their e-mail on the city computer network at least once each day they are on duty. Any employee who is in doubt as to the meaning of any information contained in any official communication shall seek clarification through the chain of command.

B. Employees who are issued a departmental pager are required to carry the pager on or about their person at all times. Employees shall maintain the pager in an operable condition with a functional battery. Pages shall be returned with reasonable promptness. Reasonableness may vary dependent upon assignment, on-call status, whether the employee is issued a cell phone, or other factors.