



Ocean City Police Department General Order

Subject: Written Directive System		No. G.O. 100 B-2	
Rescinds:	Amends: G.O. 100 B-1 Dated 11/20/1995	Related Policy:	
Approval Date: June 14, 2005	Effective Date: June 14, 2005	Distribution Date: June 16, 2005	Distribution Type: A
References: C.A.L.E.A. 12.2.1 and 12.2.2			

.10 Purpose:

The purpose of this policy is to establish a formal system of written orders, rules, regulations and guidelines. This system shall provide employees with a clear understanding of their responsibilities in accomplishing the goals of the department.

.20 Policy:

It is the policy of the department to maintain a formal written directive system which provides employees with a clear understanding of operating constraints and organizational expectations. The Chief of Police, or his/her designee, is vested with the authority to issue, modify, rescind, or approve written directives. Each division shall establish in writing its own Standard Operating Procedures and Division Memoranda subject to the approval of the Chief of Police.

.30 Definitions:

- A. **General Order:** A permanent statement of policy and procedure concerning a specific topic that affects one or more organizational units. General Orders prohibit specific behaviors and require the performance of certain duties. General Orders are issued by the Chief of Police and remain in effect until modified or rescinded by him/her, subject to the approval of the Mayor and Town Council.

- B. **Chief of Police Memorandum:** A directive issued by the Chief of Police that provides a means of relaying information of a specific nature, department wide, and may be utilized for interim implementation of policy and procedural changes. This memorandum will remain in effect until incorporated into another directive or canceled through another memorandum, but shall not remain in effect longer than one year from publication.

- C. **Special Order:** A directive issued by the Chief of Police, intended to provide specific instructions for special situations, events, training activities, or official travel of departmental employees. These orders cover temporary situations and are self-canceling once the situation or event concludes.
- D. **Personnel Order:** A directive issued by the Chief of Police to announce a new employee, transfer/assignment, promotion, discipline, commendation, and other changes in the status or assignment of personnel. The Police Human Resource Coordinator shall be responsible for the control and issuance of Personnel Orders. Personnel Orders shall remain in effect until specified or amended by a new order.
- E. **Standard Operating Procedure:** A directive originating from a Division Commander and approved/issued by the Chief of Police, subject to legal review, that is narrowly focused and affects only a single organizational component. This is a written description of the methods, equipment and practices used in the performance of a specific task. A Standard Operating Procedure may be self-canceling or canceled at the direction of the issuing authority.
- F. **Division Memorandum:** A directive issued by a division commander used to disseminate information, instruction or to direct the action of a particular segment of the department. Division Memoranda shall not conflict with established departmental policy and shall remain in effect until rescinded.
- G. **Training Bulletin:** A directive issued by the Training Section to announce new information, explain existing procedures, and disseminate information on an informal basis. This directive will be archived by the Training Section consistent with accepted retention periods.
- H. **Internal Correspondence:** A directive used by personnel in the department to inform another individual or a unit/section of an internal matter. This correspondence is written on a Form 95 and must comply with chain of command standards when submitted.

.40 **Development of Written Directives**

- A. The written directive system used by the department provides direction to personnel in the performance of duty. This system is a continual process of revising and updating written directives. Personnel who see a need for a change or improvement in a written directive are encouraged to submit ideas to the Office of the Chief. Personnel shall not only submit a statement of the problem with a specific directive, but also options to improve the directive as written.
- B. The Chief of Police will assign a command staff member to research the matter and provide a recommendation to improve an existing directive or create a new policy regarding the matter at hand.

.50 **Directive Index**

- A. Each departmental directive, with the exception of the internal correspondence, shall be numbered with a unique sequential numbering system.

- B. General Orders will be divided into twelve (12) major headings with corresponding alpha-numeric designations to related policy topics. A General Order will be categorized utilizing the letters "G.O." followed by the major heading numeric identifier. An alpha-numeric subcategory will follow each major heading: Example G.O. 500 B-1
 - 1. 100: Organization
 - 2. 200: Rules and Regulations
 - 3. 300: Duties and Responsibilities
 - 4. 400: Operations
 - 5. 500: Administration
 - 6. 600: Enforcement and Adjudication
 - 7. 700: Reports
 - 8. 800: Uniforms and Equipment
 - 9. 900: Communications
 - 10. 1000: Records
 - 11. 1100: Miscellaneous
 - 12. 1200: Chief of Police Memoranda

- C. Chief of Police Memoranda will be sequentially numbered beginning with 001 followed by the corresponding year the directive is issued. At the beginning of a new year, the numbering system reverts back to 001. A Chief of Police Memorandum shall be labeled "C.O.P." followed by the sequential number, followed by the corresponding year: Example: C.O.P. 001-2005.

- D. Special Orders will be sequentially numbered beginning with 001 followed by the corresponding year the directive is issued. At the beginning of a new year, the numbering system reverts back to 001. A Special Order shall be labeled "S.O." followed by the sequential number, followed by the corresponding year: Example: S.O. 001-2005.

- E. Personnel Orders will be sequentially numbered beginning with 001 followed by the corresponding year the directive is issued. At the beginning of a new year, the numbering system reverts back to 001. A Personnel Order shall be labeled "P.O." followed by the sequential number, followed by the corresponding year: Example: P.O. 001-2005.

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F. Standard Operating Procedures shall be divided into five (5) major headings. The major headings consist of the four (4) departmental divisions plus a "General" heading which will apply to all personnel. The major headings are divided as follows:

1. General "G": Used for areas applying to all personnel
2. Administration "A": Used for areas applying only to the Administration Division
3. Services "S": Used for areas applying only to the Services Division
4. Criminal "C": Used for areas applying only to the Criminal Investigation Division
5. Patrol "P": Used for areas applying only to the Patrol Division

Once a major heading is selected to apply to the operating procedure, a numeric designation consistent with a General Order major heading and an alpha-numeric sub-category identifier is used. A Standard Operating Procedure will be categorized beginning with the letters "S.O.P." followed by the major heading designation and corresponding alpha-numeric sub-category identifier: Example: S.O.P.- G-200 F-1

- G. Division Memoranda will be sequentially numbered beginning with 001 followed by the corresponding year the directive is issued. At the beginning of a new year, the numbering system reverts back to 001. A Division Memorandum shall be labeled as follows: Example: 001-2005.
- H. Training Bulletins will be sequentially numbered beginning with 001 followed by the corresponding year the directive is issued. At the beginning of a new year, the numbering system reverts back to 001. A Training Bulletin shall be labeled as follows: Example: 002-2005.

.60 Distribution

- A. All directives shall be distributed to appropriate personnel utilizing the Department's electronic mail system.
- B. Personnel are required to maintain an up-to-date manual of all General Orders and Chief of Police Memorandums. Personnel also must maintain an up-to-date manual of all Standard Operating Procedures effecting their individual assignments. In addition to receiving these directives electronically, personnel also will receive a hard copy of each directive with a Written Directive Receipt form. The Written Directive Receipt form must be signed and dated by each person issued a General Order, Chief of Police Memorandum, or Standard Operating Procedure.
- C. The Police Human Resource Coordinator will coordinate the distribution of hard copy directives and the retention of signed Written Directive Receipt forms.
- D. Special Orders, Personnel Orders, Division Memorandums, and Training Bulletins will be distributed to effected personnel and supervisors. Each

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division commander shall assure the directives listed in this paragraph are filed in appropriate division reference binders and are maintained in work areas for review by assigned personnel. Each division reference binder shall be reviewed by the division commander or his/her designee bi-annually to assure compliance with this policy.

E. It is the responsibility of individual personnel to maintain his/her General Order Manual and Standard Operation Manual(s). Personnel shall be responsible for complete familiarity with, and adherence to, all written directives specifically directed to their attention.

F. The distribution code for the department's directive systems is as follows:

1. Code "A": All sworn and non-sworn personnel
2. Code "B": All sworn personnel
Division Reference Binders
3. Code "C": Command Staff
Supervisors
Division Reference Binders
Affected personnel
4. Code "D": Command Staff
Affected personnel
Supervisor(s) of affected personnel
5. Code "E": Personnel assigned to a specific division

G. Distribution Table

1. "A": General Orders, Chief of Police Memorandums, and Standard Operating Procedures under the major heading "G"-General
2. "B": Training Bulletins
3. "C": Special Orders and Personnel Orders
4. "D": Personnel Orders for disciplinary action
5. "E": Standard Operating Procedures consistent with individual assignments and Division Memorandums

.70 **Review**

A. Supervisors are responsible for verbally reviewing all newly issued written directives with their subordinates at roll call and/or during work hours. Supervisors shall conduct annual inspections of all departmental manuals maintained by their personnel.

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B. The Chief of Police shall direct the Administration Division to conduct an annual review of all department directives in October of each year. The following directives (General Orders and Standard Operating Procedures) shall be reviewed twice a year (May and November) to assure compliance with the law and industry standards:

1. Use of Force
2. Vehicular Pursuits

.80 **Revocation/Cancellation of Directives**

A. All written directives may be canceled by

1. A cancellation notice in a newly issued directive
2. Self-canceling as outlined in the existing directive
3. A memorandum issued by the Chief of Police specifically canceling a directive

B. The Ocean City Town Council is the only body authorized to rescind a General Order.