
	<b>GAITHERSBURG POLICE DEPARTMENT</b>			
	<b>Written Directive System</b>			
	<b>GENERAL ORDER</b>	<b>103.1</b>		Related CALEA Standards:
	<b>Effective Date</b>	<b>05/11/2021</b>		<b>12.2.1, 12.2.2</b>
<b>Authorized by:</b> <b>Mark P. Sroka</b> CHIEF OF POLICE		SIGNATURE	DATE <b>05/11/2021</b>	

1. **PURPOSE** - The written directive system provides statements of agency policy, rules and regulations, and shall delineate authority, responsibility, purpose, function, procedure, and evaluation of all phases of operations.
  
2. **POLICY** - The written directive system consists of general orders, special orders, personnel orders, memoranda, and procedural manuals. The Chief of Police is vested with the authority to issue, modify, approve, or rescind Department written directives and make position vacancy announcements. The Chief of Police and bureau commanders have the authority to issue, modify, or approve special orders and personnel orders. Written directives are indexed, numbered, and formatted as described in this general order.
  
3. **DEFINITIONS**
  - 3.1. **General Order** - Within the context of this directive, the term “general order” refers to a non-expiring statement, to include policy, procedure, rules, and regulations.
  
  - 3.2. **Memoranda** - Within the context of this directive, the term “memoranda” refers to a document that can be issued by anyone in the Department, in the Department memorandum format, for purposes of general information.
  
  - 3.3. **Personnel Order** - Within the context of this directive, the term “personnel order” refers to an announcement of the appointment of new personnel to the Department, new assignments of employees of the Department, promotions, retirements, and other changes in status of Department personnel.
  
  - 3.4. **Position Vacancy Announcement** - Within the context of this directive, the term “position vacancy announcement” refers to an announcement that is published internally, which advertises temporary and full time position vacancies, the requisite qualifications for the position, and the selection process used to fill the vacancy.
  
  - 3.5. **Procedural Manual** - Within the context of this directive, the term “procedural manual” refers to a manual that consists of an operator or owner manual for Department equipment, a procedural booklet or manual published by the Motor Vehicle Administration, District Court, or other public or private entity with which the Department interacts.

**3.6. Special Order** - Within the context of this directive, the term “special order” refers to a statement issued on a temporary basis to address special activities, rules, regulations, or Department policies. Special orders amend or supplement general orders and last the duration of the special activity or until adopted as a general order.

#### **4. PROCEDURE**

##### **4.1. Indexing**

- 4.1.1. The front page header indicates how the general order is to be indexed, the date of issuance, the fact the Chief of Police is issuing the directive, and the related CALEA standards.
- 4.1.2. The Accreditation Manager ensures that directives are in conformance with applicable CALEA standards.
- 4.1.3. Whenever general order revisions contain substantial changes, a cover memorandum or special order accompanies new general orders, with a synopsis of the revisions.

##### **4.2. Authority and Issuance**

- 4.2.1. General orders may be issued, modified, or rescinded only by the Chief of Police.
- 4.2.2. Memoranda can be issued by anyone in the Department. They are not numbered and are self-canceling after 60 days, unless a cancellation date is specified.
- 4.2.3. Personnel orders may be issued by the Chief of Police or a bureau commander.
  - 4.2.3.1. Personnel orders are completed in the Department’s personnel order format, and are sequentially numbered from the start of the year (i.e. 2021-001).
  - 4.2.3.2. The Department does not purge personnel orders.
- 4.2.4. Position vacancy announcements may be issued by the Chief of Police.
  - 4.2.4.1. Position vacancy announcements are dated but not numbered.
  - 4.2.4.2. Vacancy announcements are not purged, but are removed at the expiration of their posting period.

- 4.2.4.3. An expiration date is indicated for the announcement.
- 4.2.5. Procedural manuals may not always be issued to every employee. Copies are maintained at locations where relevant tasks are performed (e.g. the NCIC Operating Manual at the MILES/NCIC terminal).
- 4.2.6. Special orders may be issued by the Chief of Police or a bureau commander.
  - 4.2.6.1. Special orders are completed in the Department's special order format, and are sequentially numbered from the start of the year (i.e. 2021-001).
  - 4.2.6.2. Special orders are reviewed annually for incorporation into existing or new general orders, when applicable.
- 4.2.7. All orders and procedural manuals herein described, are maintained in PowerDMS, and reviewed and updated in accordance with this directive or as otherwise warranted.

### **4.3. Organization of General Orders**

- 4.3.1. The top of the first page readily identifies the document as a general order, by name and general order number, and has a facsimile of the Department patch and CALEA logo printed in the header. The header also indicates the date of issuance and related CALEA standards.
- 4.3.2. The numbering system for general orders is as follows:
  - 4.3.2.1. 100 series - Administrative;
  - 4.3.2.2. 200 series - Personnel;
  - 4.3.2.3. 300 series - Recruitment and Selection;
  - 4.3.2.4. 400 series - Training and Career Development;
  - 4.3.2.5. 500 series - Crime and Traffic Analyses;
  - 4.3.2.6. 600 series - Field Operations;
  - 4.3.2.7. 700 series - Jurisdiction and Mutual Aid;
  - 4.3.2.8. 800 series - Adult Arrests;
  - 4.3.2.9. 900 series - Juvenile Matters;

- 4.3.2.10. 1000 series - Special Operations;
- 4.3.2.11. 1100 series - Evidence and In-Custody Property; and
- 4.3.2.12. 1200 series - Media and Community Relations.

#### **4.4. Review and Revision**

- 4.4.1. The Accreditation Manager will review existing directives on an ongoing basis and as ordered by the Chief of Police.
- 4.4.2. Even though the updating process is the responsibility of the Chief of Police, through a standards review process, all Department members are encouraged to bring inconsistencies, discrepancies and proposed changes to their immediate supervisor who will then forward them for review via chain of command.
- 4.4.3. The Accreditation Manager will ensure that any minor general order changes are made, in accordance with applicable CALEA standards, and submit the revisions to the Chief of Police for review.
- 4.4.4. The Department's Administrative Bureau and command staff may act as a Standards Review Committee.
  - 4.4.4.1. When a general order requires a substantial update, the Accreditation Manager will submit a proposed revision for review.
  - 4.4.4.2. Input and recommendations are solicited from personnel with expertise in the relevant subject matter.
- 4.4.5. The goal of the standards review process is to provide input and feedback that ensures practical application of general order content that meets or exceeds what is required by CALEA standards.
- 4.4.6. When general orders are revised, the most recent date of revision will be indicated in the general order's header.
- 4.4.7. Department personnel will be advised when any general order has been purged in favor of a revised general order or consolidated with other existing general orders. When the updated general order is issued:
  - 4.4.7.1. Any hard copies of the general order(s) being replaced, rescinded or consolidated will be disposed of by shredding; and

- 4.4.7.2. Electronic copies of general order(s) being replaced, rescinded, or consolidated will be archived in PowerDMS.

#### **4.5. Dissemination and Compliance**

- 4.5.1. Hard copies of written directives are available in binders located in both the station roll call and civilian support staff areas. Electronic copies of all directives are also available in PowerDMS, on the City's computer network. All Department personnel are authorized access to these resources, making them readily available.
- 4.5.2. New employees are provided with logon credentials for PowerDMS, giving them access to all current general orders, during the orientation process.
- 4.5.3. Once subjected to a standards review and approval, updated directives are distributed electronically to all Department members. Supervisors are responsible for conducting and documenting training on general order revisions.
- 4.5.4. Within ten (10) days of the issuance of a general order, supervisors will review the content with personnel under their supervision and instruct them to sign off, acknowledging receipt of the general order in PowerDMS, if they have not already done so.
  - 4.5.4.1. A shorter time requirement may be mandated for time-sensitive or urgent changes.
- 4.5.5. All members are expected to comply with:
  - 4.5.5.1. Department policies, rules, and regulations;
  - 4.5.5.2. Procedures enumerated in general orders, special orders, procedural manuals, and memoranda;
  - 4.5.5.3. City Personnel Regulations, which are contained in Chapter 17 of the City Code, and applicable portions of the City Personnel Rules and Regulations Manual.
- 4.5.6. All employees will review and sign off, acknowledging receipt of any directive or procedural manual, for which they receive a notification via PowerDMS.