



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **1-300.00**

TO: All Patrol and Judicial Personnel

RE: **WRITTEN DIRECTIVE SYSTEM**

PURPOSE: To channel Sheriff ' s Office Policies and Procedures into a specific written format, thereby providing guidance to Allegany County Sheriff ' s Office Personnel in achieving the Department ' s Mission.

EFFECTIVE DATE: 2004

REVISION DATE: 2004

1-301.00 General

- .01 The efficient and effective performance of the Sheriff ' s Office is heavily dependant upon quality of information and the direction provided to its personnel. This order is intended to serve as a catalyst in channeling departmental policies and directives into structured formats of a specific nature and to guide departmental personnel in their performance of departmental functions.
- .02 The written directive system must encompass a range of publications from permanent to temporary, and from mandatory instructions to informational memoranda. Publications will provide centralized information and direction toward common organizational objectives.
- .03 To provide a framework for the development of written departmental directives, the following general guidelines are adopted:
 - A. Directives will not be in conflict with statutory law of the State of Maryland, Federal Law, Federal Labor Law, Judicial Decisions of Maryland Courts of Appeal, United States Supreme Court, or Ordinances of Allegany County, Maryland.
 - B. All directives will be stated in precise and positive terms, with grammatical accuracy and simplified instructions.

C. When applicable, directives will be cross referenced.

.04 The Sheriff of Allegany County reserves the right to rescind, amend, or suspend policies and procedures, and directives of the Allegany County Sheriff's Office.

1-302.00 Types of Departmental Publications

.01 Written directives consist of the following:

- A. General Orders
- B. Special Orders
- C. Personnel Orders
- D. Memoranda

1-303.00 General Orders

.01 General Orders are issued to establish policy and procedures, barring amendment or cancellation for the indefinite future. All General Orders are issued under the authority of the Sheriff and will be reviewed and signed by the Sheriff. General Orders will be issued for, but not limited to:

- A. Institution of permanent procedures
- B. Permanent changes in the Allegany County Sheriff's Office
- C. Installation of permanent programs
- D. Permanent personnel policies standing until changed by Sheriff
- E. Relationships with citizens and other agencies
- F. Authorization of the use of, and standards for maintaining departmental facilities and equipment.

- .02 Published General Orders will be issued to all sworn personnel and will be made readily available to civilian personnel.
- .03 Sworn personnel will receive manuals for maintaining issued General Orders and are responsible for maintaining their individual manuals in good condition, and for making additions, changes, deletions to the manuals.
- .04 The Shift Lieutenant will be responsible for maintaining up-to-date manuals for access by civilian personnel.
- .05 Upon receiving a General Order, or changes to an order, personnel will sign Acknowledgment of Receipt Sheet signifying receipt and acceptance of responsibility for reviewing the directive and for requesting clarification if it is not understood. Dissemination of directives will be posted and completion of the Acknowledgment Sheet will be signed. After completion, Acknowledge Sheets will be returned to the Sheriff.
- .06 Before being enacted, General Orders will be reviewed by the Sheriff and Shift Lieutenants.
- .07 Any statement in the Manual found to be illegal, incorrect, or inapplicable, shall not effect the validity of the remaining contents.
- .08 Amendments and Cancellation of General Orders
 - A. Amendments to General Orders are frequently required to comply with legal changes, operational procedures, and revised policies. Necessary amendments will be expedited to assure maximum accuracy of reference materials.
 - B. Whenever possible, amendments will be issued in the form of revision pages. The revised page will be inserted properly in the manual and outdated material discarded. Amended pages will contain REV (Revised) and the revision date.
 - C. If an amendment is of sufficient size to require major changes in the order, a complete new version of the order will be issued.

- D. The Sheriff will maintain a Dead File of outdated General Orders. Dead File documents will be maintained for three (3) years and then may be destroyed.
- E. Notification of the cancellation of an entire General Order will be given on the previous General Order Log for that order. The order will then promptly be removed from manuals along with its corresponding log.

.09 Maintenance and Inspection of Manuals

- A. The Sheriff and the Shift Lieutenant (designated by the Sheriff) will maintain a Master File of issued General Orders.
- B. Supervisors will inspect Manuals annually to ensure good condition and accuracy and maintain documentation of same.

.10 General Order Identification and Numbering System

- A. Each issued order will be accompanied by a General Order Log sheet which will be filed sequentially in the front of the manual. This log will indicate the order number, date issued, date of any revisions, and give a brief synopsis of revisions.

1-304.00 Special Orders

- .01 Special Orders announce instructions or assignments of a one time nature. Special Orders are, by their nature, self canceling, after the assignment is completed.
- .02 Special Orders may be issued by personnel with the rank of Shift Lieutenant or above.
- .03 The Shift Lieutenants will maintain a log and the original copy of Special Orders. Special Orders may be destroyed one year after the issued date.
- .04 Special Orders may address such events as a special detail assignment, annual budget preparation, or training orders.

1-305.00 Personnel Orders

- .01 Personnel Orders will be issued to
 - A. Direct a personnel status change
 - B. Appoint new personnel
 - C. Promotions and demotions
 - D. Suspension or termination of employment
 - E. Assignments to specialized positions
 - F. Transfers
- .02 All Personnel Orders will be issued by the Sheriff.
- .03 The Sheriff, or his designee, will maintain a log for issuance of Personnel Orders.
- .05 The original of Personnel Orders will be maintained by the Sheriff with a copy filed in personnel records of those affected.

1-306.00 Memoranda

- .01 Other departmental directives will be in the form of memoranda. Memoranda, which are of a temporary nature, are used to give instruction, direction, or information. The Shift Supervisors is responsible for keeping a master file of Memoranda.

1-307.00 Conforming to Policies, Procedures, and Instructions

- .01 It is the responsibility of all employees within the Sheriff's Office to abide by departmental policies, procedures, orders, instructions, and direction. Failure to do so may result in disciplinary action in accordance with General Orders.

1-308.00 Terminology and Meaning

- .01 Tense: Terminology used represents present and the future.
- .02 Gender: Unless otherwise indicated, the male gender, when used alone in a sentence, is representative of both male and female employees.
- .03 Mandatory and Permissive Language
 - A. The words shall and will indicate directions are mandatory and failure to comply may result in disciplinary action.
 - B. May and should indicate that while a direction is not mandatory, it would be in the best interest of the department were it to be followed.

By Order Of:

David A. Goad, Sheriff