

PREFACE

The Chief of Police hereby establishes this manual which shall contain policies, procedures, rules and regulations for the administration and discipline of the Thurmont Police Department. It will be the responsibility of each member of the Department to have knowledge of all directives, policies, procedures, rules and regulations contained in this manual.

The Chief reserves the right to alter, amend, or repeal any of these policies, procedures, rules and/or regulations, or to make additions thereto as circumstances may necessitate; and if the occasion demands, to issue verbal or written orders which shall have the same force and effect as the policies, procedures, rules and regulations set forth in this manual.

These policies, procedures, rules and regulations are intended for the guidance of Department members. They cannot cover every specific act of commission or omission, nor can they cover every specific situation or problem which may arise from time to time in the course of each member's duties. Therefore, a great deal must necessarily be left to the intelligence and discretion of the individual. The exercise of good judgment and the application of common sense, together with the highest degree of cooperation by those entrusted with the duties and responsibilities of the Department, are essential to effectively fulfill the mission of the Thurmont Police Department.

The development of a well-disciplined, efficient, and professional Police Department which has the confidence and respect of the public, can only be accomplished when each member realizes that the member's every action, whether part of the member's official duty or the member's private life, is closely observed by the public. It is, therefore, essential that every member become familiar with these policies, procedures, rules and regulations and adhere to them, as each will be held accountable. Any infraction of these directives will be grounds for disciplinary action.

The Chief shall be the sole authority on amending this manual. No other changes or deviations from the directives, policies, procedures, orders, rules and regulations shall be permitted.

The Chief may add, delete, change, modify or interpret any or all provisions of this manual at his sole discretion.

At the time of issuance, each member shall acknowledge receipt in writing, and by doing so, state that within thirty days after the date of receipt, the member shall have read and understand all the material contained herein.

Each member is responsible for maintaining the manual in good condition and for updating it as new or revised directives are issued. The manual shall remain the property of the Thurmont Police Department. Members shall be required to pay for lost or damaged manuals.

Failure of any members to comply with the provisions of any portion of this manual may result in disciplinary action, up to and including termination of employment with the Thurmont Police Department. All directives, orders, policies, procedures, rules and regulations previously issued are hereby superseded insofar as they conflict with those herein set forth.

