

THURMONT POLICE DEPARTMENT

GENERAL ORDER	Date Issued: August 27, 2007	Effective Date: August 27, 2007	Order No: Chapter 16.0
Authority: Chief of Police Gregory L. Eyer		Manual Page No:	
Subject: Department Direction		Replaces Page No:	
Accreditation Standard: Chapter 12	Distribution: ALL	Amends:	Number of Pages: 6
Related Documents:		Rescinds:	

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish direction and supervision of the Thurmont Police Department. It will provide a consistent format for written documents and support proper preparation, indexing, and distribution of written material.

II. POLICY:

It is the policy of the Thurmont Police Department to establish guidelines concerning the direction and supervision for all employees, and administer policy, procedure, rules and regulations through a formal system of written directives.

III. DEFINITIONS:

COMMANDER: an employee who holds the rank of Chief (Colonel), Captain, Lieutenant.

GENERAL ORDER: a term used by this agency to describe permanent directives concerned with policy and procedures affecting more than one organizational component.

INSTRUCTIONAL MATERIAL: training guides, bulletins, and checklists.

MANUAL: a collection of policies, procedures, rules and regulations, general orders

and/or other written directives.

MEMORANDUM: an informal, written document generally used to clarify, inform, or inquire.

OPERATIONAL ORDER: usually short-term directive to address a specific need for a specific task. Self canceling upon completion.

PERSONNEL ORDER: an announcement of changes in the status of personnel, to include reassignment or promotion.

POLICY: a written directive that is a broad statement, order or other document.

PROCEDURE: is a guideline for carrying out written directives.

RULES AND REGULATIONS: a set of specific guidelines to which all employees must adhere.

SHALL: indicates mandatory compliance with the statement, order or other document.

SHOULD: indicates discretionary compliance with the statement order; however, it is expected that under ordinary circumstances, the statement or order be complied with.

SPECIAL ORDER: a directive providing specific information or instructions for Temporary situations.

SUPERVISOR: an employee who holds the rank of Sergeant, Corporal, Supervisor, Assistant Supervisor. In addition, all commanders are also considered supervisors.

WRITTEN DIRECTIVE: any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

IV. PROCEDURES:

DIRECTION

A. The designated authority of the Chief of Police is Article 10, Section 1001-1003 of the Municipal Code of the Town of Thurmont. **“POLICE CHIEF; POWERS AND DUTIES:** “The Chief of Police shall be in command of the Police Department and shall be subject to direction of the Mayor and Board of Commissioners.”

B. In the absence of the Chief of Police, while on vacation, out of town, or

otherwise unable to act, the Deputy Chief of Police will assume command of the Police Department, unless otherwise specified. In the absence of the Deputy Chief of Police, the Chief of Police shall post notice of whom will be the Acting Chief of Police in his absence. The Acting Chief of Police will have the full authority of that office, otherwise the chain of command will be in effect at all times.

- C. Acceptance of delegated authority carries with it the burden of accountability. Accordingly, supervisors shall be held responsible for the level of performance produced by subordinates within their unit of command.
- D. Department employees must obey lawful orders of a superior officer or supervisor. Compliance is mandatory for both verbal orders and written orders received via communications or relayed through a fellow employee of the same or lesser rank.
- E. If an order conflicts with a previously received order or directive, the subordinate shall immediately inform the supervisor who issued the order or caused the conflict. It is the issuing supervisor's responsibility to retract, modify or reaffirm the order. Subordinates confronted with conflicting orders shall follow the most recent order or directive and shall not be held accountable for the previously issued order.
- F. The Chief of Police will conduct monthly staff meetings with the Deputy Chief of Police, Patrol Sergeants, and other personnel as deemed necessary by the Chief of Police. The staff meetings may be rescheduled or postponed if there is no reasonable business to consider. Procedures for these staff meetings are as follows:
 - 1. Attendees will have an opportunity to bring up items for discussion or review.
 - 2. Proposed policies and procedures may be reviewed and or discussed during these meetings.
 - 3. Minutes will be kept and distributed to all attendees.
 - 4. A formal agenda will not be used but generally there will be a review of the previous month's minutes and new business as appropriate.
- G. Seniority as a Factor of Command - When two or more officers of equal rank are working together on the same assignment or detail, and an emergency arises requiring a command direction, the senior officer will assume command if no one has been assigned command by competent authority. Seniority will

be determined by continuous service in rank.

- H. Absence of Commanding Officer - In the absence of the commanding officer, the senior member of the next lower echelon within the Department will assume command, unless the alternate has been designated by the commanding officer, or by higher authority.
- I. Written Directive System:
 - 1. The Thurmont Police Department shall establish a formal mission and values statement, which will become part of the written directive system (Appendix C).
 - 2. The Thurmont Police Department will utilize a formal directive system to establish and administer policy, procedure and rules and regulations as formatted on Appendix A.
- J. Authority: The Chief of Police has the authority to issue, modify, or cancel all written directives.
 - 1. The Chief of Police may seek assistance from other resources when drafting, amending or rescinding a General Order.
 - 2. General Orders may be drafted by subordinate personnel or others having technical expertise in the area of concern; however, the order shall be issued under the signature of the Chief of Police (Appendix A).
 - 3. Memorandum: May be issued by all personnel but must contain name, date, and subject (Appendix B).
 - 4. Operational Orders: May be issued by supervisory personnel to subordinates in order to accomplish a specific task, these orders are self-canceling upon completion or as indicated in the order.
 - 5. Personnel Orders: Are issued by the Chief of Police
- K. On an annual basis the Chief of Police or designee will review all directives to insure accuracy, relevance and contents. Directives that are questionable will be returned to the issuing authority for purging, updating or revision.
- L. Document Review: A staff review process shall precede distribution of all directive. Specific personnel when given a directive for review shall submit their written comments to the issuing authority, within a period of (2) two weeks. If no comments are received, the presumption will be that the

directive is acceptable.

M. Dissemination and Storage of Departmental written directives:

1. Each member of the Police Department except the Crossing Guards will be allowed access to a "Directive Manual" electronic file. This electronic "Directive Manual" shall serve as a guide for carrying out the department's activities. All directives and subsequent changes will be stored in this electronic file.
 - a. Numbering of directives will be the responsibility of the Administrative Assistant to the Chief of Police.
2. A paper-copy binder of the "Directives Manual" will be maintained by all members of the department. A master paper-copy will be stored in the Office of the Chief, Deputy Chief of Police, and Patrol Sergeants. A copy will be provided to the Mayor and the Town Attorney.
3. Personnel of the Thurmont Police Department will receive new or revised directives material via the members' in-box. Upon receipt of this material, the member will sign the "Receipt of Orders, Memorandum, and Manual Revisions" book. The signature signifies that they have received the material and are responsible for its content and adhering to all provisions of the directives; any clarification, or recommendation for addition, must be directed to supervisory personnel in writing within (5) working days.
4. In the event that a General Order needs to be issued or an existing order is found to be in need of revision, amendment or rescinding, the officer noting such need shall forward notice to the Chief of Police through the chain of command. Notice shall include:
 - a. The specific General order that needs action.
 - b. The reason such action is necessary, such as conflict with another order or changes in State Law.
 - c. Any proposed revision or addition or correction.
5. Changes to departmental directives will be distributed to all affected personnel by supervisory personnel, along with any necessary training.
6. Copies of all written directives may be kept electronically with access to all personnel.

ATTACHMENTS :

- Appendix 16.0A - General Order Form** (TPD Form 16.0A)
- Appendix 16.0B - Memorandum Form** (TPD Form 16.0B)
- Appendix 16.0C - Value and Mission Statements**

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Chief Gregory L. Eyler

Order Edited and Approved By: Chief Gregory L. Eyler

Accreditation Standards Included in this Order
CHAPTER 32 Selection