



# Greenbelt Police Department –General Orders

	Title: <b>Manual of Written Directives</b>		Order #: <b>102</b>	
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Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 12.2.1 12.2.2			Pages: 4	

- 01 PURPOSE:** To explain the written directive system and its components.
  
- 02 POLICY:** Philosophy and policy underlying this Department’s police activities are contained in the “Introduction” to this manual. The Department will provide clear, specific Orders, Special Orders, Standard Operating Procedures (SOP) and Personnel Orders so that employees may perform their duties in a consistent, efficient manner.
  
- 03 AGENCY VALUES AND MISSION STATEMENT:** The Department’s General Orders Manual shall contain the Department’s Values and Mission Statements. (CALEA 12.2.1.a)
  
- 04 SYSTEM:** The Greenbelt Police Department utilizes a written directive system, as follows:
  - A.** By City Council Resolution 989, the authority is vested in the Chief of Police to issue, modify and/or approve Department written directives. (CALEA 12.2.1.b)
  
  - B.** Written Directive by type and issuing authority are:
    - 1. General Orders: Shall be issued by the Chief of Police and retained by all personnel. Personnel shall maintain General Orders in the manuals and/or Compact Disc (CD) provided, and are to substitute each order with subsequent revisions and new orders.
  
    - 2. Special Orders: Shall only be issued by Division Commanders and above. (CALEA 12.2.1.c)
  
    - 3. Personnel Orders: May only be issued at the Division Commander or above. (CALEA 12.2.1.c)
  
    - 4. Standard Operating Procedures (SOPs): Are issued at the Division Commander level and above. (CALEA 12.2.1.c)
  
    - C.** Format of written directives will be in outline form, and serve the following purpose: (CALEA 12.2.1.d)
      - 1. General Orders: Announce adoption or revision of policies, and direct procedures Department wide, for the indefinite future. Examples include permanent changes in organization or installation of permanent programs that affect more than one division. General Orders are numbered in the following manner:
        - a. Section 100: Introductory Material;
        - b. Section 200: Rules and Regulations;
        - c. Section 300: Administration;
        - d. Section 400: Personnel;
        - e. Section 500: Community Service
        - f. Section 600: Operations
        - g. Section 700: Traffic;
        - h. Section 800: Juvenile; and,

- i. Section 900: Special Orders.
- 2. Special Orders: Are used to implement procedures or policies needed to govern an objective or event that is specific and short term. These become self-canceling after the objective is reached.
- 3. Personnel Orders: Direct any change in rank, title or assignment of employees. Examples include promotion or transfer, hiring or suspension, dismissal, demotion, retirement and acting assignments to other ranks/positions and temporary assignments. Personnel orders are numbered consecutively with the last two digits of the year issued, followed by the sequential number for that year (05-01, 05-02, etc.)
- 4. Standard Operating Procedures: Are used as a guiding source of reference to procedural matters involving operation of specific Divisions of a function. The SOP Manual is laid out as follows: (CALEA 12.2.1.d)
  - a. Section 1: Emergency Operation Plan (EOP-01);
  - b. Section 2: Manuals and Guides (Officer Involved Shooting Manual, Report Writing Guide);
  - c. Section 3: Administrative SOPs (ADMIN-01);
  - d. Section 4: Evidence SOPs (EVID-01);
  - e. Section 5: Juvenile SOPs (JUV-01);
  - f. Section 6: K-9 SOPs (K-9-01);
  - g. Section 7: Operations SOPs (OPER-01);

- h. Section 8: Special Operations Division SOPs (SOD-01);
- i. Section 9: Traffic Unit (TRAF-01); and,
- j. Section 10: None Assigned.

**05 REVISING, INDEXING, AND PURGING DIRECTIVES:** (CALEA 12.2.1.e)

- A. Every effort will be made to keep the paper manual or electronic copy current. As directives are revised, purged and/or deleted employees will receive either a new page or new directive.
- B. At least annually, the Accreditation Manager is responsible for reviewing all Departmental Orders with a view toward revising, updating or canceling, as warranted.
- C. Indexes will be updated and circulated from time to time.
- D. Revisions: Revisions of orders, procedures, rules or regulations will be handled as followed:
  - 1. Any employee in the Department may request that an order, procedure, rule or regulation be revised. The request must be in writing and forwarded to the appropriate Division Commander for endorsement.
  - 2. The Accreditation Manager will circulate draft policies containing revisions to subject matter experts for input when necessary.
  - 3. The Accreditation Manager will meet with the General Order Review Committee to gain squad/unit input when appropriate..
  - 4. The Accreditation Manager will ensure that revised orders, procedures, rules or regulations do not contradict other existing

Department directives or applicable laws. (CALEA 12.2.1.i)

5. The Accreditation Manager will forward the “draft” order, procedure, rule or regulation to members of Command Staff for final input, revisions and approval.
  6. Once approved the order, procedure, rule or regulation will be forwarded to all appropriate employees.
- E.** Purging: From time-to-time it may become necessary to purge an order, procedure, rule or regulation. When an order, procedure, rule or regulation needs to be purged the following procedure will be followed:
1. The Accreditation Manager will make recommendations to the Command Staff when an order needs to be purged.
  2. Upon the review and approval of the Chief of Police an order, procedure, rule or regulation may be purged from the written directive system.
  3. Notices of the purge will be circulated to all employees whenever an order is to be purged.
  4. Once the notice is circulated to purge an order, procedure, rule or regulation from the written directive system, officers shall immediately remove the order, procedure, rule or regulation from their directives manual and destroy the document.

**06 KNOWLEDGE:** Statements of Department policy, rules and regulations are contained within the General Orders, City of Greenbelt Code and SOPs. Each employee shall be responsible for knowledge of, and compliance with, all official Department directives pertaining to their assignment. (CAELA12.2.1.f & g)

**07 PROCEDURES FOR CARRYING OUT DEPARTMENT ACTIVITIES:**

Procedures for carrying out Department activities are contained within the General Orders, Greenbelt City Code, and the Standard Operating Procedures Manual. Written orders and memorandums issued at any level shall not conflict with established policies and procedures directed by a higher authority. (CALEA 12.2.1.h)

**08 STAFF REVIEW OF PROPOSED DIRECTIVES:**

Proposed new orders, procedures, rules or regulations needing to be approved will be handled as follows:

1. Any employee in the Department may request that a new order, procedure, rule or regulation be incorporated into the written directive system. The request must be in writing and forwarded to the appropriate Division Commander for endorsement.
2. The Accreditation Manager will cause the draft policy of the order, procedure, rule or regulation to be developed. Subject matter experts will be consulted when appropriate.
3. The Accreditation Manager will meet with the General Order Review Committee to gain squad/unit input when appropriate.
4. The Accreditation Manager will ensure that the new orders, procedures, rules or regulations do not contradict other existing Department directives or applicable laws.
5. The Accreditation Manager will forward the “draft” to Command Staff for final input, revisions and to obtain approval.
6. Once approved the order, procedure, rule or regulation will be forwarded to all employees. (12.2.1.i)

**09 WRITTEN DIRECTIVE  
DISSEMINATION AND STORAGE:**

- A.** General Orders, SOPs, and periodic updates are made available to all personnel via access to the P: drive as well as a hard copy that is located in the squad room. Special and Personnel Orders will be issued to all affected employees individually, as well as posted. (CALEA 12.2.2.a)
- B.** Each employee is required to maintain and update their General Orders and SOP Manual or possess a current electronic version. The Accreditation Manager maintains the General Orders and SOPs in a computerized documentation system. (CALEA 12.2.2.b)
- C.** Upon issuance of General Orders, SOPs and updates, all personnel are required to sign and date an acknowledgement receipt, indicating their receipt and review of same. (CALEA 12.2.c)

**10 PRECEDENCE OF LAW:** Whenever a Rule, Order, SOP or Special Order conflicts with federal, state or city law, the law of the higher jurisdiction shall prevail.

**11 CONTRACT OF EMPLOYMENT:** Nothing contained within this Manual should be construed, considered or interpreted as being a contract of employment.