

Office of the Sheriff's
Somerset County, Maryland

General Order: 01-14-02

Effective Date: September 1, 2014

Revised Date: July 1, 2013

Chapter 2

Guidelines for Somerset County Sheriff's Policy and Procedures Manual

1. Policy

- A. This order establishes general guidelines relating to the Somerset County Sheriff's Office Policy and Procedures Manual and official correspondence.
 - 1) To provide all employees with an on the job reference source of Sheriff's Office policies.
 - 2) Each Deputy will be issued a Manual and at least one office copy will be maintained in a location available to civilian employees who are not issued a Manual.

2. Issuance

- A. This Manual shall be known as the "Somerset County Sheriff's Office Policy and Procedures Manual". It may be referred to as "**The Manual.**"
- B. This Manual is written by order of Somerset County Sheriff's, Robert N. Jones to standardize the operation of the Sheriff's Office and increase the level of professionalism and competence of office employees.
- C. The most effective approach to improving the operation and maintenance of the Sheriff's Office is to have trained and informed personnel. This Manual serves as an aide to increasing efficiency and job knowledge. The Sheriff's goal is to create a better understanding of the Sheriff's Office Policy and Procedures and of principles of sound office administration.

- D. The purposes of the Manual are:
 - 1) To systematically formulate standardized policy and operations of the Somerset County Sheriff's Office.
 - 2) To serve as a guide for a more efficient operation at the Sheriff's Office.
 - 3) To provide a permanent and continuing record of all Policy and Procedures that can be utilized on daily basis for guidance.
- E. Policy and Procedures adopted by the Somerset County Sheriff's will be issued in official form when signed by the Sheriff of Somerset County.
- F. When a directive is issued, it is to be considered by all office personnel to be in force and effect as indicated. All personnel shall comply with the Policies and Procedures contained herein.
- G. All employees will sign a receipt for revisions to the Policy and Procedures Manual and General Orders.
- H. All Deputies shall adhere to the following:
 - 1) To maintain an up to date Manual.
 - 2) To read and study the Manual and General Orders.
 - 3) To abide and follow the policies indicated in the Manual and General Orders.

3. Chapter Revisions:

- A. General Order 1-10-02 "Guidance for Somerset County Policy and Procedures Manual" has been revised.
- B. Effective September 1, 2014, General Order **01-14-02 supersedes** General Order 1-10-02.

Robert N. Jones

Sheriff's
Somerset County, Maryland