

Office of the Sheriff
Somerset County, Maryland

General Order: 01-14-11

Effective Date: September 1, 2014

Revised Date: January 1, 2014

Chapter 6

Written Directives and Procedures

1. Policy

The purpose of this order is to establish the definition of and format and authority for preparation and issuance of written publications, distributed for the information, guidance and direction to Sheriff's Office personnel.

- A. The efficient and effective performance of the Office of the Sheriff is heavily dependent upon the quality of information and the direction it provides to its personnel.
- B. This order is intended to serve as a catalyst in instructing and interpreting Office policies into operating procedures of a specific and detailed nature, and to guide Office personnel in the performance of their functions.
- C. The written directive system encompasses a range of publications from permanent, temporary and mandatory instructions to informational memoranda.
- D. Effort will be exerted to minimize the number and complexity of publications while providing centralized information and direction toward achieving organizational objectives.
- E. To provide a framework for the development of written office publications, these guidelines have been adopted:
 - i. Publications shall not conflict with established rules, regulations or policies of the Office or with administrative regulations and statutory law imposed by high authority.
 - ii. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.

- iii. When applicable, cross references will be made to other related and published documents. Publications that cancel or supersede other issued documents will reference the effected documents.
 - iv. All Office publications will be reviewed by the Sheriff prior to issuance. The Sheriff may also require that certain publications be reviewed by the command staff prior to issuance.
- F. The Chief Deputy is charged with maintaining a master file of all publications at the Sheriff's Office.
- G. Publications that are not issued by this office shall not be considered an official document of the Somerset County Sheriff's Office.

2. Types of Publications

A. General Orders

1. General Orders are issued to establish policies or to direct the use of specific procedures for the indefinite future. General Orders generally shall be issued for:
 - a) Institution of permanent procedures, policies and Manual revisions.
 - b) Permanent changes in the organization.
 - c) Installation of permanent programs affecting more than one section.
 - d) Permanent personnel policies and procedures not including changes in individual personnel status.
 - e) Authorization of the use of law enforcement facilities, equipment and expenditure of funds.
 - f) Describing interactions between citizens and allied agencies.
2. General Orders shall be prepared in the format outlined in sub- section 17. Care will be exercised to minimize the number of indexed references and still be consistent with a reasonable capability to access the contents.

B. Special Orders

1. Special orders are issued to announce policies or procedures concerning a circumstance or a temporary event such as:
 - a) Assignment for a special event.

b) Annual budget preparations or deadlines.

2. Special Orders shall be prepared in the format outlined in sub- section 17.

C. Personnel Orders

1. Personnel Orders are issued to direct a change in personnel status.

2. Personnel Orders shall be prepared in the format outlined in sub-section 17.

3. Personnel Orders shall include the following details;

a) Appointment or assignment of new personnel.

b) Promotions or demotions.

c) Transfer within or outside the office.

d) Suspension, dismissal or return to duty.

e) Termination.

f) Training.

g) Appointment to specialized Office duty assignments.

h) Extended leave.

D. Memoranda

1. Memorandums may be issued to disseminate information, instructional materials or data of general interest to office personnel. Memorandums may be issued to establish procedures and instructions for accomplishing an assigned task.

2. Memoranda are restricted to information or direction which affects only assigned personnel and internal operations of that section. Memoranda must conform with policies and procedures established in Office directives.

3. Shift supervisors may issue memoranda pertaining to operating procedures, practices and work assignments related to the internal direction and functioning of the section or shift. Memoranda must conform to policy and procedures established in Office directives.

4. By way of examples, subjects of Office memoranda would include:
 - a) Announcement of Office, community, civic or social events.
 - b) Information on actions, policies and events of allied agencies.
 - c) Training,
 - d) Daily Bulletin information,
 - e) Information and description of wanted persons,
 - f) Crime analysis.

E. Official Correspondence

1. No office Publications or correspondence **shall** be issued without the approval of the Sheriff.
2. The Chief Deputy or his/her designee is the custodian of and shall maintain copies of all outgoing correspondence originating within the Office of the Sheriff.
3. The following correspondence requires the approval and signature of the Sheriff:
 - a) Letters concerning or addressed to federal, state or county officials.
 - b) Letters related to budget, policy of administrative issues.
 - c) Letters to the County Administrator or County Commissioners.
 - d) Letters to County Department heads.
 - e) Any correspondence regarding Sheriff's Office policy.
 - f) Somerset County Sheriff's Office incident reports.
4. All correspondence **shall** be on letterhead of the office of the Sheriff and **shall** follow the format below:
 - i. Date
 - ii. Name and address of addressee
 - iii. Salutation
 - iv. Content
 - v. Sincerely

vi. Sheriff's name and title

vii. Initials of typist

3. Distribution

- A. The SCSO will distribute to each deputy sheriff a Policy and Procedures Manual that includes copies of all General Orders.
- B. Each deputy is required to read and acknowledge receipt of the Manual and pertinent orders. For those employees who are not required to maintain Manuals, an accessible copy will be maintained by the Somerset County Sheriff's Office.
- C. General Orders and other command correspondence will be distributed through each level of command as appropriate.
- D. Original copies of General Orders will be maintained by the Chief Deputy in the master file.

4. Maintenance

- A. Each deputy must maintain his/her Policy and Procedures Manual in a usable condition that is continually updated.
- B. Sergeants shall inspect their subordinate's Manuals once during the calendar year for accuracy, completeness and condition.
- C. Personnel shall initial and date a check off list when signing for new or revised General Orders.
- D. The check off list will be returned to the Chief Deputy for filing.

5. Inspections

- A. Policy and Procedure Manuals **shall** be inspected by Sergeants once during the calendar year.
- B. Inspections will normally involve physical examination of the Manual.
- C. All General Orders are to be filed in the appropriate section.
- D. Each General Order shall be signed and dated by the Sheriff.

6. Amendment

- A. The content of General Orders occasionally requires an amendment to comply with legal changes, operational procedures or to conform to revised policies.
- B. When an amendment is minor and involves a change to current policy, the SCSO will issue a revised page or pages.
- C. Any revisions to the Manual shall include a revised date.
- D. When the revision contains substantial changes to Policy, the SCSO will issue a new General Order including a revised date.
- E. All General Order revisions to the Manual shall supersede prior orders.

7. Cancellations

- A. When it is necessary to cancel or rescind a General Order, the cancellation will be in General Order format. Canceled orders shall bear the effective date or cancellation.
- B. The canceled General Order will be filed in the master file.

8. Terminology

- A. "**Shall**" and "Will" are mandatory.
- B. "**May**" is permissive.
- C. "**Should**" is used where it is intended that while a procedure is not mandatory, it would be in the best interest of the Office if it were followed.
- D. "**Office**" means Somerset County Sheriff's Office.
- E. "**Manual**" means Somerset County Sheriff's Office Policy and Procedures Manual.
- F. "**SCSO**" means Somerset County Sheriff's Office.

9. Effective Titles

- A. Titles in the Manuals various subsections shall not govern, limit, modify, effect the scope of meaning or intent of any such volume, General Order, Section, subsection or item.
- B. Any statement in the Manual found to be illegal, incorrect or inapplicable shall not affect the validity of and is severable from the remaining contents.

10. Indexing

General Orders, Special Orders, Personnel Orders, memoranda shall have a numerical designator indentifying the originator:

- i. Unit Code
- ii. Last two digits of calendar year issued
- iii. Sequential number, beginning with 01, for each type of directive issued from the beginning to the end of each calendar year.

Example:

- a) 01 – Sheriff
- b) 10 – Year Issued
- c) 01 – First Order, of that type issued that year

11. Code

A. Sheriff's Office assigned Unit Number.

<u>Code</u>	<u>Unit</u>
1) 01	Sheriff

12. Chapter Revisions

A. General Order 01-10-10 has been revised.

B. General order 01-14-11 supersedes General Order 01-10-10.

Robert N. Jones

Sheriff
Somerset County, Maryland