

Bowie Police Department - General Orders



TITLE: WRITTEN DIRECTIVE SYSTEM	NUMBER: 102
EFFECTIVE DATE: 8/5/16	REVIEW DATE:
<input type="checkbox"/> _NEW <input checked="" type="checkbox"/> _X_ AMENDS <input type="checkbox"/> _ RESCINDS	DATE: 6/13/11

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 12.2.1, 12.2.2	TOTAL PAGES 4
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I. PURPOSE

The Bowie Police Department will provide clear and specific General Orders, Special Orders, Operating Procedures, rules and regulations and Personnel Orders so that employees may perform their duties in a consistent and efficient manner. The General Orders will contain the Department’s Value and Mission Statements. (CALEA 12.2.1.a)

II. 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.

III. SYSTEM

The City of Bowie Police Department utilizes a written directive system, as follows:

A. The authority to issue, modify, implement and rescind general orders and such other orders, rules, policies, regulations and instructions as may be necessary from time to time is vested with the Chief of Police in accordance with the Section 2-15B of the Bowie City Code. (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 may maintain General Orders and ensure they include all revisions and updates 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: Administration;
- c. Section 300: Personnel;
- d. Section 400: Operations;
- e. Section 500: Traffic
- f. Section 600: Community Service
- g. Section 700: Communications;
- h. Section 800: Emergency Operations,

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.

4. Standard Operating Procedures: Are used as a guiding source of reference to procedural matters involving operation of specific Divisions of a function.

IV. 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 ensure that revised orders, procedures, rules or regulations do not contradict other existing Department directives or applicable laws. (CALEA 12.2.1.i)

4. The Accreditation Manager will forward the “draft” order, procedure, rule or regulation to members of Command Staff for final input, revisions and approval.

5. 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.

V. KNOWLEDGE

Statements of Department policy, rules and regulations are contained within the General Orders, City of Bowie 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)

VI. PROCEDURES FOR CARRYING OUT DEPARTMENT ACTIVITIES

Procedures for carrying out Department activities are contained within the General Orders, Bowie 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)

VII. WRITTEN DIRECTIVE DISSEMINATION AND STORAGE

A. General Orders, SOPs, and periodic updates are made available to all personnel via access to PowerDMS as well as a hard copy that is located in the Operations Services Division. (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)

X. 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.

XI. CONTRACT OF EMPLOYMENT

Nothing contained within this Manual should be construed, considered or interpreted as being a contract of employment.