

1.402 DIRECTIVE SYSTEM

1.402.02 Manual of Rules & Procedures

- A. The manual of the University of Maryland, College Park Department of Public Safety is hereby established and will be referred to as the Manual of Rules and Procedures or the "Manual."
- B. Manual directives constitute a consolidated system of policies, procedures, rules and regulations.
 1. Policies are broad statements of agency principles.
 2. Procedures establish step-by-step guidelines or requirements.
 3. Rules and regulations are directives to which all applicable employees must adhere.
- C. Agency employees will comply with directives contained in this Manual and all other agency directives as applicable to their positions, ranks, or assignments.
- D. Employees are personally responsible for seeking clarification from their immediate superiors when agency directives are not clearly understood.
- E. Authority to authorize, modify, or approve the Manual and other agency directives is vested solely in the Chief of Police.
 1. Only the chief has the authority to authorize, modify, or approve special orders and directives contained in this Manual.
 2. Authority to authorize, modify, or approve bureau, division, squad, or unit rules and procedures may be delegated by the chief.
 3. When changes in the Chief of Police occur, a bridging document should be written that indicates that until otherwise amended or remanded, all policies of the organization remain in effect.

1.402.04 Specialized Manuals

- A. Specialized manuals containing standard operating procedures may be developed by unit commanders or administrators in order to guide operations of specialized units or functions. Examples of these specialized manuals include, but are not limited to, the:
 1. Emergency Operations Manual;
 2. Communications Manual;
 3. Criminal Investigations Manual; and
 4. Inspectional Services Manual.
- B. Specialized manuals and SOPs must be staffed through the Accreditation Manager to ensure compliance with existing laws, directives, and CALEA standards.

1.402.06 Precedence Over Prior Manuals

Portions of preceding manuals, orders, or directives which are in conflict with the contents of the Manual are rescinded. However, portions of preceding manuals, orders, or directives which have not been included will remain in effect where not in conflict with the Manual.

1.402.08 Signatures of Approving Authorities

- A. Original signatures of approval by the chief or other approving authorities are maintained on file by appropriate authorities.
- B. Directives as they are distributed to agency personnel need not contain reproduced signatures of approval in order to be in effect.
- C. Directives that are distributed via e-mail are considered to be signed and authorized by message senders unless otherwise specified.

1.402.10 Severability (Savings Clause)

Any part, or parts, of manuals or directives issued by this agency that are found to be illegal, incorrect, or inapplicable, will not affect the validity of remaining portions of manuals or directives.

1.402.12 Manuals for Internal Standards Only

This Manual, SOPs, and other agency directives are for agency use only and do not apply in any criminal or civil proceedings. Agency

directives should not be construed as creating higher legal standards of safety or care in an evidentiary sense with respect to third party claims. Violations of agency directives will only form the basis for agency administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in recognized judicial settings.

1.402.14 Organization of the Manual

- A. The Manual is composed of two units that are:
 1. **UNIT 1 - Management Directives;** and
 2. **UNIT 2 - Line & Operational Directives.**
- B. All Manual and SOP directives will be prepared in a standard, two column outline style format with the contents of each unit are indexed sequentially in ascending numerical order.

EXAMPLE:

1.100 ALL CAPITALS FOR MAIN TOPICS

1.105 TOPICS AND INDIVIDUAL ITEMS

A. *These sections are written as text.*

B. *These sections are written as text.*

1.

2.

a.

b.

1.105.10 For Subtopics and Individual Items

A. *These sections are written as text.*

B. *All breakdowns of paragraphs in an outline must be in two or more parts, i.e., there cannot be a "1." without a "2.", an "A" without a "B", etc.*

C. *Outline headings should be short.*

1.402.20 Style Standards

- A. All manuals and directives are written using standard rules of grammar using third person, active voice.
- B. The lowercase "agency" will be used to refer to the University of Maryland, College Park Department of Public Safety. The word "agency" is preferred usage over the word "department."
- C. The lowercase "chief" refers to the chief of the agency and stands alone. The full, formal title of "Chief of Police" will be capitalized when used.
- D. Generic (not specific) component titles will not be capitalized. Full, formal component titles will be capitalized, e.g., "Send to all units." v. "Send to the Records Unit."
- E. Formal titles will be capitalized when used immediately before one or more names. Titles will not be capitalized when making reference to a group or one of several persons, e.g., "Send it to Captain Jones, but not to all captains."
- F. "Will" rather than "shall" will be used to indicate imperatives.
- G. The terms "above" or "below" should not be used when referring to other sections of the Manual. Other sections will be referenced by using the specific number and letter, separated by periods, e.g., **1.250.B.1.a.**
- H. Generally, all numbers under 10 will be written as words; however, sentences will not begin with numerals. Written numbers with numerical figures placed in parentheses following will not be used, e.g., three (3).
- I. All Statutory references are to the Annotated Code of Maryland, unless otherwise specified. Abbreviations for the various volumes of the Annotated Code are contained in the Glossary.
- J. New or revised wording to existing directives will be effective on revision dates contained within brackets on topic or subtopic title lines, e.g., [070101] or within page headers. Only the most recently new or revised wording and dates will be so noted. New or revised wording will be printed in caps, underlined.

1.402.24 Directive Staffing

- A. Proposed Manual changes will be forwarded to the Accreditation Manager for review to ensure conformity with CALEA standards and consistency with existing directives and laws.
- B. The Accreditation Manager will prepare draft Manual directives and submit same to the Office of the Chief for distribution and staffing.
- C. The chief will ensure that draft directives are distributed to appropriate agency personnel for initial staffing and that at least five business days are allowed for review and comment.
 - 1. At the direction of the chief, the Accreditation Manager will place electronic copies of specific draft directives in the **DRAFT** directory of the agency's word processing network for access by all agency personnel.
 - 2. The Accreditation Manager will compile initial staffing comments into draft directives and will forward same to the Office of the Chief for distribution prior to final staffing.
- D. The chief will ensure that draft directives are distributed to bureau commanders and others as appropriate for final staffing and that at least five business days are allowed for review and comment.
- E. If materials are not approved for implementation, the Accreditation Manager will maintain copies of the material with the reasons for terminating the staffing process.
- F. The Accreditation Manager will ensure that fully staffed directives are prepared in final format and forward same to the chief for final approval prior to distribution.
- G. The Accreditation Manager will facilitate the resolution of identified Manual conflicts.

1.402.26 Manual Distribution, Maintenance, & Revisions

- A. Printed and/or electronic copies of all Manual directives will be accessible to all police officers and full-time civilian employees. Employees who are issued printed and/or electronic copies of Manuals are responsible for the proper care, control, and updating of their Manuals.
- B. Manual materials will not be circulated or disseminated outside the agency or other criminal justice agencies without the authorization of a bureau commander or the chief.
- C. A printed copy of all issued Manual material, Special Orders, and Notices will be maintained by the Accreditation Manager and in the Office of the Chief.
- D. Approved Manual materials, Special Orders, and Notices will be maintained on the agency's computer network by the Accreditation Manager for access by all agency employees.
- E. Issuers of specialty manuals may require the return of those manuals when employees transfer out of specialized components, units, or functions, as long as returning specialty manuals will not effect employees' performance.

1.402.28 Receipt & Review of Additions & Revisions

- A. The Accreditation Manager administers the distribution of Manual directives, Special Orders, and Notices and maintains records of acknowledgment reflecting directive receipt and review.
 - 1. Directives distributed in electronic format will be accompanied by electronic document receipt records contained in the UMDPS Portal application which will be signed by personnel receiving the directives once they have received and have been familiarized with the directives.
 - 2. Directives distributed electronically will be sent so as to generate return receipts.
- B. All agency employees are personally responsible for familiarizing themselves, and complying with, Manual directives. The directive familiarization process will be facilitated, as necessary, by the Accreditation Manager through roll-call, unit level, or other training programs.
- C. Employees issued printed and/or electronic copies of Manuals are

responsible for purging outdated materials and placing new or amended Manual materials, properly sequenced, in their Manual binders within 24 hours of receipt of the materials.

- 1. Most printed directives are not considered sensitive materials, and as such, may be disposed of through recycling or shredding when they are to be purged or replaced.
 - 2. Sensitive printed directives will be designated as such and will be disposed of only through shredding or other form of obliteration when they are to be purged or replaced.
- D. Manual directives will be labeled with effective dates and most recent revision dates.

1.402.30 Manuals Subject to Inspection

Manuals, including specialty manuals, are subject to inspection to ensure they are complete and current. Employees are required to have access to their manual while on-duty for inspectional purposes.

1.402.32 Indexes & Lists

The Accreditation Manager will update and distribute Manual indexes as necessary.

1.402.34 Additions or Changes to the Manual

- A. Commanders desiring modifications of materials pertinent to their specific commands will forward their observations, comments, or concerns to the Accreditation Manager and the Office of the Chief for staffing.
- B. The Accreditation Manager is responsible for managing a system of directive reviews. All agency directives will be reviewed and revised as necessary, mandated, or at least once every three years.
- C. All agency employees are encouraged to bring Manual inconsistencies, discrepancies, proposed changes, etc., to the attention of the Accreditation Manager or the Office of the Chief.

1.402.36 Non-Manual Directives

The agency's non-manual directive system is comprised of:

- A. Special Orders;
- B. Personnel Orders;
- C. Training Orders;
- D. Notices; and
- E. Memorandums.

1.402.38 Numbering & Indexing

- A. A single system of sequential numbers will be used for agency Special Orders, Personnel Orders, Training Orders, and Notices to facilitate indexing by date, type, and subject.
- B. The Office of the Chief or designee will assign directive numbers to all Special Orders, Personnel Orders, Training Orders, and Notices. Directive numbers will consist of the calendar year of issue and a sequencing number.
 - 1. Example: 92-001
92 - issued calendar year 1992
001 - first directive issued in calendar year 1992.
 - 2. Addendums, amendments, revisions, and cancellations will be referred to as "Addendums," will carry original directive numbers, and will be numbered sequentially (e.g., 92-001 Addendum 1).
- C. Special Orders, Personnel Orders, Training Orders, and Notices will remain in effect until rescinded, amended by subsequent written directives, or until any given expiration dates have occurred. All addendums to written directives are rescinded when original directives are rescinded.
- D. Special Orders, Personnel Orders, Training Orders, and Notices may be amended or rescinded only at, or above, the supervisory or administrative level that initiated the directives.

1.402.40 Special Orders

- A. Special Orders are directives that are temporary and intended to address special activities, supersede other directives, and are to be issued only by the Chief of Police.
 - 1. Special Orders may announce policies or procedures directed to specific circumstances or events or directed to specific segments of the agency. Special Orders may be self-canceling or canceled at the direction of the chief.
 - 2. Special Orders must be staffed through the Accreditation Manager and receive approval from the chief.
- B. Special Orders will be:
 - 1. Reviewed annually by the Accreditation Manager for incorporation into Manual directives as appropriate; and
 - 2. Electronically distributed to all agency personnel with document receipts being similarly documented.
- C. The Accreditation Manager will ensure hard copies of Special Orders are distributed to all personnel when it is necessary to include documents or information that cannot be distributed via e-mail.
- D. File copies of Special Orders are maintained by the Accreditation Manager and retained in;
 - 1. Master Special Order files in the Office of the Chief;
 - 2. Accreditation files; and
- 3. The agency's word processing network in the **G:\SPECIAL** directory.

1.402.42 Personnel Orders

- A. Personnel Orders are directives that are issued by the Office of the Chief concerning appointment of new personnel, assignment or transfer of employees from one organizational component to another, promotion or demotion of members, suspension, dismissal, restoration to duty, termination, resignation or retirement.
 - 1. Bureau commanders may issue Personnel Orders transferring employees from one organizational component to another under their command with permission of the chief.
 - 2. Personnel orders must be staffed through and receive approval from the Office of the Chief.
- B. Personnel Orders will be electronically distributed to all agency personnel and as hard copies to affected employees' personnel files.
- C. File copies of Personnel Orders are maintained and retained in master Personnel Order files in the Office of the Chief by the Administrative Aide.

1.402.44 Operational Orders

- A. Operations Orders are directive authorized by Appropriate Authorities consistent with **1.200 Organization** assigning employees to specified operations or special event activities.
- B. Operations Orders will be electronically distributed to all agency personnel and as hard copies to employees as necessary.
- C. File copies of Operations Orders are maintained and retained in master Operations Order files.

1.402.46 Training Orders

- A. Training Orders are directives authorized by the appropriate bureau commander consistent with **1.200 Organization** assigning employees to training courses.
- B. Training Orders will be electronically distributed to all agency personnel and as hard copies to affected employees' training files.
- C. File copies of Training Orders are maintained and retained in master Training Order files.

1.402.48 Notices

- A. Notices are directives that order procedures, tasks, or responsibilities in order to facilitate the performance of specific activities or increase the efficiency of actions.
 - 1. Notices may have agency wide impact or may be unit or function specific.
 - 2. Notices may be issued when relaying controlling directives issued by other authorities or agencies.
 - 3. Notices may be initiated and distributed as necessary by supervisory or administrative personnel having authority over personnel, units, or functions to which Notices will apply.
 - 4. Notices must be staffed through the Accreditation Manager or Office of the Chief prior to distribution to ensure that the material does not conflict with existing directives and/or compliance with CALEA standards.
- B. Notices will be:
 - 1. Reviewed annually by the Accreditation Manager for incorporation into Manual directives as appropriate; and
 - 2. Electronically distributed to all appropriate personnel with document receipts being similarly documented.
- C. The Accreditation Manager will ensure that hard copies of Notices are distributed to all appropriate personnel when it is necessary to include documents or information that cannot be distributed via e-mail.
- D. The Accreditation Manager will ensure file copies of Notices are maintained and retained in;
 - 1. Master Notice files in the Office of the Chief;
 - 2. Accreditation files;
 - 3. The agency's word processing network in the **Shared Drive**.

1.402.50 Memorandums

- A. Memorandums are unnumbered advisories, containing general information or advisories, that are of interest or pertain to specific personnel, units, or the entire agency.
- B. Memorandums may be initiated and distributed as necessary by supervisory or administrative personnel.
- C. Employees issuing or distributing memorandums are responsible for distributing memorandums via e-mail, and as hard copies when appropriate, to intended personnel.
- D. Employees issuing memorandums are responsible for retaining file copies of same for at least one year from date of issue or distribution, or until the memorandums are no longer in effect, whichever is greater.