

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE:</b> Manual of Rules and General Orders		<b>Number:</b> 102
<b>Effective Date:</b> March 30, 2011		<b>Review Date:</b>
New	X Amends	Rescinds
Authority: Chief Ronald A. Ricucc1		General Order 102 dated May 31,2002 CALEA STANDARDS: 12.2.1, 12.2.2 Total 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 Rules, General Orders, Special Orders and Personnel Orders so that employees may perform their duties in a consistent, efficient way. Normally, any proposed Rule or General Order is circulated to all employees for review and comment before it is promulgated, and suggestions are given careful attention.

**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 Authority:** In accordance with Section 2.20.010 of the City Code, it is within the authority of the Chief of Police to approve, issue and/or modify any written Rule, General Order, Special Order, Personnel Order or other directive. The Chief may specifically authorize such actions on the part of the Acting Chief, who will assume full responsibility in an emergency, when the Chief of Police is unavailable. (CALEA 12.2.1.b)

**05 The Directive System:** A directive is any written document used to guide or affect the performance or conduct of Department employees. The term includes, but is not limited to: Policies, General Orders, Rules and Regulations, Special Orders, Personnel Orders and instructional materials. A Manual of Rules and General Orders is available to all sworn and non-sworn employees. All employees are expected to know and abide by the provisions of the Manual. Written directives contained in the Manual, by type and issuing authority, are described as follows:

**A. General Orders** shall be issued by the Chief of Police and distributed to all personnel. They announce adoption or revision of policies and direct procedures to be followed throughout the Department until countermanded. Examples include organizational changes and implementation of programs and procedures that cut across divisional lines. While some measure of discretion may apply in carrying out General Orders, employees normally are expected to follow them closely and to check with a supervisor when in any doubt. Rules of the Department, on the other hand, are inflexible, i.e., they allow no discretion. General Orders are intended to make it easier for employees to perform in a professional, consistent manner in keeping with stated policy. General Orders denoted in the Manual are in outline format and organized as follows: (CALEA 12.2.1.d)

Section 100 - Introductory Materials

Section 200 - Rules and Regulations

Section 300 - Administration  
Section 400 - Personnel  
Section 500 - Community Services  
Section 600 - Operations  
Section 700 - Traffic  
Section 800 - Juveniles  
Section 900 - Special Orders

An alphabetical index by General Order Title and a numerical index by General Order Number are maintained in the Manual and are updated periodically.

**B. *Special Orders*** are issued to implement policies and/or procedures necessary for governing an objective or event that is specific and short term. They may affect only a specified segment of the Department. They become self-canceling, i.e., subject to deletion from the Manual, upon achievement of the objective or conclusion of the event for which the Order was issued. Special Orders may be issued by Division Commanders and above. (CALEA 12.2.1.c)

**C. *Personnel Orders*** announce any change in rank, title or assignment of employees. Examples include Training, Promotion, Temporary/Acting Assignment, Re-assignment, New Hire, Additional Duty/Special Assignment, and Separation from Department. The Orders are stored in a computerized database, i.e., the Personnel Orders Folder on the "H" drive. Personnel Orders may be issued by Division Commanders and above. (CALEA 12.2.1.c)

**06 Revising, Indexing, Updating, and Purging Directives:** (CALEA 12.2.1.e)

**A.** Every effort will be made to keep hard copies and electronic copies of the directives current. Upon issuance of a new or amended General Order, an electronic copy will be sent via e-mail to all employees except Crossing Guards. New and/or amended General Orders will be reviewed with the School Safety Section by their Supervisor in a timely manner. (CALEA 12.2.2.a)

**B.** Indexes will be updated and circulated from time to time.

**C.** At least annually, the Chief of Police or designee is responsible for reviewing all Department directives with a view toward revising, updating or canceling, as warranted.

**D.** Proposed new directives and revisions to existing directives may be made by any employee to the Office of the Chief through the chain of command.

**E.** The Planning Manager will circulate draft policies to subject matter experts for input when necessary. When practical, such proposals will be reviewed at Command and Supervisory Staff Meetings. (12.2.1.i)

**F.** The Planning 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)

**G.** Once approved an order, procedure, rule or regulation will be forwarded promptly to all employees via e-mail or hard copy memo. (CALEA 12.2.1.i)

**H.** When an order, procedure, rule or regulation needs to be cancelled and purged, the Chief of Police must approve such action. Upon the Chief's approval, all employees will be notified promptly via e-mail or hard copy memo of the cancellation and/or purging.

**07 Manual:**

**A.** Every employee has access to the Manual. There are two hard copies of the Manual: one is maintained in the Office of the Chief and the other in the Office of the Planning Manager. Both are kept current at all times. A computerized copy of the Manual is stored in the General Orders Folder on the "Shared Staff" drive of the City's LAN, accessible through desktop computers assigned to most employees, two desktop computers in the Patrol Room, one desktop computer in the Roll Call Room, and one desktop computer in the Admin Room. The computerized copy is also kept current. All directives, individually or in their collective entirety, may be downloaded and copied for ready reference by any employee. (CALEA 12.2.2 a & b)

Note that the Manual, in whole or in part, is the property of the Department and is considered an item of issued equipment. It will be returned upon an employee's termination. Persons requesting the Manual or specific orders will be referred to the Office of the Chief or directed to the library. Giving the Manual or its parts to City officials, the City Administrator or Assistant City Administrator is allowed without specific authorization.

**B.** Statements of Department policy, rules and regulations are contained within the Manual's General and Special Orders as well as the City Code. Each employee is responsible for knowledge of, and compliance with, all official Department directives pertaining to his/her assignment. (CALEA 12.2.1 f & g)

**C.** Procedures for carrying out Department activities are also contained in the Manual's General and Special Orders and the City Code. Written orders and memoranda issued at any level shall not conflict with established policies and procedures in the Manual and Code. (CALEA 12.2.1.h)

**08 General Supervisory and Employee Responsibilities:**

**A.** Supervisors will be thoroughly familiar with the contents of the Manual and prepared to answer the questions of subordinates. Supervisors are accountable for compliance with Rules and General Orders by subordinates. Supervisors will encourage subordinates to submit comments and suggestions on any draft General Order.

**B.** Each employee's receipt, review and understanding of new and/or amended directives will be documented in either a personal e-mail or a supervisor's e-mail to the Planning Manager. (CALEA 12.2.2 c)

**C.** All employees will be familiar and will comply with all Rules, General Orders and Special Orders issued by the Department. Each employee has personal responsibility for suggesting changes or revisions and for seeking clarification from supervisors, of any material, which is not understood.

**D.** New employees will be assumed to have knowledge of Manual material and be bound by it within five working days after the Manual is made available to them. Sworn employees shall receive training in the General Orders Manual through the Field Training Program.

**E.** All employees will be bound by the contents of new and/or amended General Orders, Rules or Special Orders within one tour of duty after receipt.

**F.** Any employee having questions about any material in the Manual will confer with his/her immediate supervisor for guidance and instruction.

**09 Precedence of Law:** Whenever a Rule, General Order or Special Order conflicts with Federal, State or City law, the law of higher jurisdiction shall prevail. The Bargaining Units negotiated agreement shall prevail over Rules and Orders.