

Annapolis Police Department



GENERAL ORDER

Number: B.11

**Issue Date: April
2008**

TO: All Personnel

SUBJECT: Written Directives

PURPOSE

The purpose of this General Order is to establish a formal system through written orders, rules, regulations and guidelines providing employees with a clear understanding of their responsibilities in accomplishing the goals of the Annapolis Police Department.

POLICY

It shall be the policy of the Annapolis Police Department that the below defined documents shall constitute the formal body of written directives for this department. Only the Chief of Police or his designee has authority to issue general orders, special orders, and personnel orders. Each division shall set down in writing its own Standard Operating Procedures and memoranda.

DEFINITIONS

1. **General Order** - A permanent statement of policy and procedure concerning a specific topic affecting one or more organizational units of the department. General Orders will be formatted to include to whom the General Order is addressed, the subject of the General Order, and purpose and policy statements. All General Orders will be written in outline form and will conclude with a signature line for the Chief of Police and a reference section. General Orders that are on the department's intra-net web site will conclude with the printed name of the Chief of Police.
2. **Special Order** - A statement of policy or procedure, temporary in nature, affecting more than one specific unit of the department and concerning a specific circumstance or event. Special Orders will be formatted to include to whom the Special Order is addressed, the subject of the Special Order and purpose and policy statements. All Special Orders will be written in

outline form and will conclude with a signature line for the Chief of Police. Special Orders that are on the department's intra-net web site will conclude with the printed name of the Chief of Police.

3. **Personnel Order** - A notice of any change or effect upon the status of an individual member. Personnel Orders will be formatted to include the nature of the change or effect upon the status of an individual member, a listing of the individual name(s) of the member(s), and their assignment. Personnel Orders will conclude with a signature line for the Chief of Police and a distribution list.
4. **Standard Operating Procedures** - A written description of tasks and the methods to be used in their performance. Standard Operating Procedures will be formatted to include the subject of the Standard Operating Procedure, the date and revised date, a sequence number and purpose and policy statements. All Standard Operating Procedures will be written in outline form and will conclude with a reference section
5. **Memorandums** - To disseminate information or instructions which do not warrant placement in one of the above categories. Memorandums will be formatted to include to whom the Memorandum is addressed, whom the Memorandum is from and the date and subject matter. The Memorandum will be written in letter format and will conclude with a signature line.

I. Required Action

A. Formulation of Written Directives

All written directives shall be developed, reviewed, implemented, amended or rescinded with approval of the Chief of Police. While all department General Orders are issued by authority of the Chief of Police, many will be researched, drafted, and submitted by other employees. The following procedures will govern the submission and the subsequent review and updating.

1. General Orders

- a. General Orders shall normally originate in the section(s) most likely to be affected by the order, or in the Chief's office. Any department employee may suggest policy recommendations to the Chief of Police who will review them and forward them to the appropriate division or section commander for action.
- b. The Staff Inspections Unit and the Accreditation Unit share primary responsibility for the formulating of new General Orders and changes to existing ones. The Accreditation Unit is responsible for ensuring that all General Orders are properly formatted, and for ensuring that all General Orders are in compliance with accreditation standards.

- c. All members are encouraged to submit suggested changes or additions to department General Orders. Suggestions should be forwarded via the chain of command to the Chief of Police, who will authorize, modify or deny the suggestion.

Members may submit drafts of proposed changes or additions or simply state the basis for the suggestion along with recommended action.

- d. Once reviewed by the Chief, a proposed General Order draft shall then be reviewed by the accreditation manager *to ensure that the draft policy does not contradict other existing agency directives or applicable law*. The proposed General Order draft will then be returned to the Office of the Chief of Police.
- e. A proposed General Order draft will then be staffed for comment among division and section commanders, and department components affected by the changes. Commanders are encouraged to seek input from members's under their command. Staffing shall be conducted in a timely fashion as determined by the Chief of Police.
- f. General Orders shall be indexed in a sequential manner by the chapter and section of the topic with which they deal.
- g. The General Order Manual is on the department's intra-net web site and is available to each employee of the department. The web site will include all new or amended orders. All employees and sworn officers shall sign an acknowledgment of receipt/review. All employees and sworn officers are responsible for the reading and understanding of the policies of the Annapolis Police Department.
 - i. The Office of the Chief, each Commander, each Watch Commander and each section/platoon supervisor will receive and maintain a General Order Manual including all new or amended orders. General Orders will remain in the General Order Manual and will not be purged until they are rescinded.
 - ii. General Order Manuals will be placed in accessible locations in the headquarters building for reference for all employees and sworn officers. These locations include but will not be limited to the platoon *write-up room* and Planning and Research.
 - iii. The Training Officer or his/her designee will maintain extra General Order manuals which will be temporary distributed to new employees/sworn officers during GAP training, FTO training and/or orientation training.

- iv. This policy does not prohibit members from maintaining an General Order manual.
 - h. Commanders of divisions/units most affected by the General Order are responsible for review of the General Orders every two years. The purpose of this review is to determine if the General Order still reflects the current policies and procedures.
 - i. Reviewing commanders will submit a memorandum to the Chief of Police stating the need to update, revise, or cancel any General Orders under his or her review.
 - ii. If no changes are required during the two year review, the reviewing commander will forward a memorandum to the Police Accreditation Unit via the Chief of Police stating that the General Order still reflects current policies and needs. This document is needed for accreditation purposes.
 - i. The Accreditation Unit will assign the General Orders to the responsible reviewing commander and provide them with a list of General Orders that they are responsible for. The Accreditation Unit will notify the appropriate commander that it is time for the review. This will be done every two years.
 - j. After the reference section, the General Order will have a section called "Revision", indicating the reference numbers of the General Orders, or other written directives, that are being canceled by the new General Order.
2. Special Orders
- a. Special orders shall originate in the division/section most likely to be affected, or in the Office of the Chief of Police.
 - b. A proposed special order that is not self-canceling shall then be reviewed by the accreditation manager who may consult with any of the affected sections. The accreditation manager will then recommend if the special order shall become a general order.
 - c. A proposed special order draft will then be staffed for comment among division and section commanders, and department components affected by the changes. Commanders are encouraged to seek input from members under their command. Staffing shall be conducted in a timely fashion as determined by the Chief of Police.
 - d. Special Orders will be reviewed by the Chief of Police or his designee periodically and will be updated or rescinded as appropriate.

- e. A special order will be indexed according to the year in which it is issued and in sequence.
- f. Special orders are placed on the department's intra-net web site and are available to each employee of the department. Special Order Manuals will be placed in accessible locations in the headquarters building for reference for all employees and sworn officers. These locations include but will not be limited to the platoon Sergeant's office and Planning and Research. Employees who maintain a General Order Manual will place the Special Order(s) in their General Order Manual until such time as the Special Order is rescinded.

3. Personnel Order

- a. Requests for personnel orders shall originate from the affected sections through the chain of command to the office of the Chief of Police for final approval.
- b. Notice of personnel action will be given to affected civilian employees and officers in accordance with existing union contracts.
- c. Personnel orders will be indexed according to the year in which issued and in sequence.
- d. Copies of personnel orders will be distributed to the office of the Chief of Police, and to each division commander. The division commander of the employee or officer named will ensure distribution through the chain of command to the individual.
- e. Upon receiving the personnel order, the employee or sworn officer named in the order will sign an acknowledgment of receipt which will be returned through the chain of command to the Office of the Chief of Police and placed in that employee or sworn officer's department personnel file.

4. Standard Operating Procedures

- a. Standard operating procedures shall originate in the affected section and will be reviewed by members of the affected sections(s) and the accreditation manager before being implemented. Prior to implementation, the Standard Operating Procedure shall be approved by the division commander.
- b. Standard Operating Procedures are placed on the department's intra-net web site. A copy of the approved standard operating

procedure will be maintained by that affected division commander and the affected supervisors of that division. A copy of the standard operating procedure will be given to the office of the Chief of Police. The Standard Operating Procedure will be placed in the designated section of a Standard Operating Procedure manual. Standard Operating Procedure Manuals will be placed in accessible locations in the headquarters building for reference for the affected employees and sworn officers. A written acknowledgment of each standard operating procedure will be signed by the employee or officer and will be kept on file in the Planning and Research Section.

B. Implementation of Written Directives

Personnel who maintain a General Order manual will be responsible for the proper care and maintenance of their General Order Manual. **All personnel** are responsible for the reading and understanding of all written directives.

Section supervisors shall be responsible for implementation, follow-up and reinforcement of all written directives within their respective sections

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards 12.2.1, 12.2.2

Revision: This General Order replaces General Order B.11 Written Directives Dated August 2000

Annapolis Police Department



GENERAL ORDER

Number: B.11.1

**Issue Date: April
1999**

ADDENDUM

TO: All Personnel

SUBJECT: Confidential-Intra-departmental Correspondence

PURPOSE

This general order addendum creates a method for handling confidential intra-departmental correspondence.

POLICY

The Annapolis Police Department shall maintain confidentiality with certain intra-departmental correspondence.

I. Procedure

A. The types of correspondence to be handled confidentially are:

1. Personnel matters

a. Medical records

I) Physical or psychological evaluations shall be dealt with in the strictest of confidence.

- ii). Pertinent information about physical or psychological conditions will also be handled in the strictest of confidence.
 - b. Disciplinary records.
 - c. Personal history records.
 - 2. Criminal history information.
 - 3. Vice and Narcotics investigation information.
 - 4. Internal Affairs investigations or any complaints against personnel regardless of type, level of acceptance, or method of investigation.
 - 5. Recruit investigations.
 - 6. Any other information deemed by the sender to be of a sensitive nature.
- B. All confidential correspondence shall be transported or forward as follows:
- 1. With the stamped written word “Confidential” on the cover page and hand delivered by the person(s) authorized to view the contents; or,
 - 2. In a letter-sized envelope with the addressee’s name on the front and the word “Confidential” on the front and back; or,
 - 3. In a red string-tie button intra-departmental envelope, stamped with the word “Confidential” on the front and on the back; or,
 - 4. In a red string-tie expandable file, stamped with the word “Confidential” on the front and back and marked with the addressee’s name on the front.
- C. Storage of confidential correspondence shall be maintained as follows:
- 1. All personnel matter correspondence shall be kept in the office of the Police Assistant. Access shall be limited to those authorized by the Chief of Police.
 - 2. All internal affairs investigations records shall be kept in a locked file in the Internal Affairs office. Access shall be limited to those authorized by the Chief of Police or the Commander of Internal Affairs.
 - 3. All recruit investigations shall be kept in a locked file in the recruiters office. Access shall be limited to those authorized by the Commander of the Administrative Services Division.

II. Disposition and Retention

All confidential intra-departmental correspondence shall be retained or disposed of in accordance with the Annapolis Police Department Records Management Handbook.

III. Responsibility

The nature of confidential correspondence warrants hand-to-hand transmission. The recipient of the envelope shall be responsible for ensuring its safekeeping. That individual shall maintain the confidentiality by securing the correspondence out of sight or access to passersby or visitors to their office.

Joseph S. Johnson
Chief of Police

References
None