



Written Directive System

.01 Policy

The manual of the Bladensburg Police Department is hereby established and shall be referred to as "The General Order Manual." General Orders are a statement of the current policies, procedures, rules, and guidelines of this department. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances and information reasonably available at the time of any incident.

Disclaimer

The provisions contained in this General Order Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Bladensburg Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the Town, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Bladensburg Police Department reserves the right to revise any policy content, in whole or in part.

.02 Terms

General Orders: Issued by authority of the Chief of Police, general orders are written directives that concern policy, rules, regulations, and procedures affecting one or more organizational components.

Standard Operating Procedure (SOP): Approved by the Commander of Operations, standard operating procedures are written directives that are specific to a given organizational component, rather than to the entire Department.

Special Orders: Directives of limited duration or those pertaining to the Department as well as other agencies of Local, State, or Federal Government.

.03 Governing Legislation and Reference

Governing Legislation: N/A

Forms: N/A

.04 Procedure

A. Distribution of Manual

Copies of the General Order Manual shall be distributed to all sworn and civilian employees.

An electronic version of the General Order Manual will be made available to all employees on the Department network. The electronic version will be limited to the viewing and printing of specific sections. No changes shall be made to the electronic version without authorization.

B. Manual Acceptance

As a condition of employment, all employees are required to read and obtain necessary clarification of this department's policies. Members are required to sign a Statement of Receipt acknowledging that they have received a copy or have been provided access to the General Order Manual and understand that they are responsible to read and become familiar with its contents.

C. Maintaining the General Order Manual

Employees shall maintain and update the General Order Manual issued or assigned to them. When an employee receives inserts or revisions, they shall immediately and properly dispose of the directive being replaced and insert the revision in its place.

To ensure that employees maintain an accurate and current General Order Manual,

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supervisors conduct inspections of their subordinates' General Order Manuals annually, unless more frequent inspection is necessary.

When disposing of a directive that has been revised or replaced, employees must remember that some directives contain sensitive information. Therefore, employees will dispose of the old directive in a manner that prevents disclosure outside Bladensburg Police Department.

D. Authority of the Policy System and Applicability of its Provisions

Resolving Conflicts

If any policy is determined to be illegal, incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of the policy system.

When provisions of a Standard Operating Procedure or Specific Order conflict with the General Order Manual, the provisions of the General Orders take precedence. Portions not addressed by the General Order Manual remain in effect when no conflict exists

Applicability to All Employees

All employees will be conversant with, and conform to, applicable provisions of the policy system. Off-duty employees performing any function governed by policy shall comply with the same provisions as on-duty employees.

Applicability to Officers

Officers shall be fully knowledgeable in those policies governing:

- Detainee handling;
- Use of force;
- Vehicle pursuit and roadblocks; and,
- Information Sources.

Many policies are summaries of legal or administrative sources such as:

- Town Code;
- Town Administrative Procedures;
- Court rulings affecting police operations;
- Procedures of other agencies that affect the Department;
- Rules promulgated by regulatory agencies such as the Department of Labor;
- Rulings of the Maryland Court of Appeals and Office of the Maryland Attorney General; and,
- State and Federal laws.

Where applicable, the principal source document is referenced. The reader may consult the complete text for additional information.

E. Organization of Manual

The General Order Manual is organized into five chapters:

Chapter 1 - Organization and Jurisdiction

Chapter 2 - Administration

Chapter 3 - Operations

Chapter 4 - Investigations

Chapter 5 - Community Services

Chapter 6 - Forms

Chapter 7 - Special Operating Procedure

F. Suggestions for Revisions

Employees may submit suggestions for revisions to the General Order Manual to the Chief of Police through the Chain of Command.

To ensure that the General Order Manual contains best practices and the most up-to-date information, any employee may contact the Chief of Police directly to report errors or obsolete material.

HISTORY: Adopted January 1, 2014

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This General Order supersedes all other orders and memoranda in conflict therewith.

Authority:

A handwritten signature in black ink, appearing to read "Charles L. Owens". The signature is stylized with large, flowing loops and is positioned above the printed name.

Charles L. Owens
Chief of Police