

## **Policy**

The Sheriff has the sole authority to revise, rescind, or issue the contents of the Cecil County Sheriff's Office Policy and Procedure Manual.

## **Purpose**

The purpose of the written directive system is to provide direction to agency personnel. Written directives of various types are issued by the Sheriff to members to announce adoption or revision of policies, procedures, rules and regulations that govern either a specified period of time, or the indefinite future.

## **Definitions**

**Rules and Procedure Manual:** The Rules and Procedures Manual is made available to all employees through the Cecil County Sheriff's Office Public (Y:) Drive. An employee may request a copy of the Rules and Procedures Manual Policy on disc through the chain of command.

**Introduction:** A brief description of the purpose of the Cecil County Sheriff's Office and the intended benefits of this manual for police employees and the citizens of Cecil County.

**Sheriff's Office Philosophy:** Describes the values which guide the Cecil County Sheriff's Office and the behavior of its employees by providing ethical, professional, and empathetic police service.

**Sheriff's Office Goals:** Based upon the Agency philosophy, this chapter establishes the goals and objectives of the Sheriff's Office and the operating elements within the agency. The goals and objectives shall reflect those found in the Cecil County Strategic Plan.

**Code of Conduct and Duty:** The formal rules of conduct which direct employees toward the highest ethical standards.

**Issuing Authority:** All new documents and/or modifications to existing documents for inclusion in the Rules and Procedure Manual require the approval of the Sheriff.

## **Procedures**

### **A. General Orders**

1. The Agency's general orders are permanent directives designed to correspond with standards established by the Maryland Police and Corrections Training Commission (MPCTC). Most of the standards are addressed within and include policy statements and procedures concerning the following:
  - a) Operational activities relating to delivery of law enforcement services
  - b) Establishing law enforcement programs

- c) Internal operations and activities
- d) Relationships with other agencies and citizens
- e) Personnel matters, recruitment, selection, training, working conditions and promotions

B. Appearance of General Orders

1. General Orders will be on a specific document entitled "GENERAL ORDER" with the Cecil County Sheriff logo in the upper left corner. There will be a section for subjects/titles to index the orders by topic. Each General Order will be individually numbered, have an effective date, and will carry the signature of the Sheriff on the top of the first page of the text.

C. Staff Review and Concurrence/Non-Concurrence

1. The staff and supervisors shall review all proposed policies, rules, and procedures (excluding policy memoranda) to be part of the Rules and Procedure Manual before implementation. Supervisors should share the draft document with their personnel to ensure the greatest amount of input possible. The process of concurrence/non-concurrence will allow two weeks for review and response by personnel concerning the proposed order. At a minimum, all staff and supervisors are expected to respond to the solicitation for concurrence/non-concurrence.

D. Distribution and Receipt of Documents of the Rules and Procedure Manual

1. All new and updated documents of the Rules and Procedure Manual will be issued to all personnel via the Sheriff's Office email through the chain of command.
2. When there are new or modified policies employees are alerted to these changes. All personnel/employees are required to acknowledge the new or modified policy by utilizing CCSO Form SO-161 (Receipt of Memoranda) and forward to the Training Coordinator for processing.
3. Employees will be expected to have read each document by the completion of the next duty shift. There should be a clear understanding of how the order affects the operation of the agency and their specific responsibilities.
4. Supervisors will discuss the contents of a new or revised policy with their subordinates within two (2) weeks after distribution of the document to ensure that personnel clearly understand any new requirements in policy, procedures, or operations. The supervisor will submit a CCSO Form SO-059 (Training Attendance Roster) attesting to this review to the Training Coordinator.

## E. Review of the Rules and Procedure Manual

1. The Administration Division Lieutenant or his designee shall periodically review each document (or when circumstances change significantly which make an order immediately obsolete) to determine the need to purge, update, revise or maintain the document in its present form. The Administration Division Lieutenant or his designee shall review the index periodically and update it as needed.
2. Employees are encouraged and expected to routinely review the manual, examine new police procedures, and offer solutions and suggestions which will contribute to the maximum productivity of the Agency. Employees should forward recommendations in writing, or via email, through the chain of command with a copy going directly to the Sheriff.

## F. Policy Memoranda

1. The Sheriff or his designee may issue a policy memorandum to enact an immediate change in policy or procedure due to unforeseen circumstances. Any policy or procedural change addressed in a memorandum is temporary. Following the unforeseen circumstance the policy memorandum shall be reviewed through the process of concurrence/non-concurrence. The Sheriff shall determine if the policy memorandum or any revisions obtained through concurrence/non-concurrence will be added within the general orders.

## G. Standard Operating Procedures

1. Standard Operating Procedures (S.O.P.) define unique methods for performing routine or special functions within a specific unit or special assignment.
2. Standard Operating Procedures shall not conflict with established policies and procedures as documented by higher authority.
3. Standard Operating Procedures may explain or emphasize portions of previously issued general orders.
4. Standard Operating Procedures shall be issued by the Sheriff. When necessary, command staff or supervisors responsible for an operating element may be directed to prepare SOPs for review and issuance by the Sheriff.
5. The Sheriff or designee shall each maintain a copy of all agency Standard Operating Procedures.

#### H. Special Orders

1. The Sheriff shall issue Special Orders pertaining to a particular situation such as emergencies or planned, special events (i.e. parades, footraces, escorts). Special Orders are effective only for the duration of the event and shall expire at the conclusion of the event.
2. Special Orders shall be numbered with the year and the chronological number of the order issued at the point within the calendar year as follows:  
  
2017 = 2017  
01 = First order of the year  
2017-01 = Special Order number
3. The Sheriff or designee shall maintain a permanent record of all special orders.

#### I. Personnel Orders

1. Personnel orders shall be issued by the Sheriff and will inform Sheriff's Office personnel and other Cecil County departments of new hires, terminations, retirements, promotions, and transfers. Personnel Orders will be numbered in the same manner as special orders.
2. The Sheriff or designee shall maintain a permanent record of all personnel orders.

#### J. Training Orders

1. Training Orders shall be issued by the Sheriff or designee and will inform personnel of assignment as a student or as an instructor at a training program or school and will serve as official documentation of agency training. Training orders shall be numbered in the same manner as special orders and personnel orders.
2. The Training Coordinator shall maintain a permanent record of all training.

#### K. General Memoranda

1. General memoranda shall be informal written communications from one employee to another or others which are designed to:
  - a) share general information when a general or special order is not required;
  - b) make recommendations or share ideas for operational improvements or needs;
  - c) make requests or inquiries through the chain of command; or
  - d) give specific direction for service delivery or delegation of special assignments.

2. A general memorandum may or may not convey an order, and it may be issued by any employee in the organization.
3. All general memoranda shall expire one year after their dates of issue unless an earlier expiration date is specified.
4. Whenever a memorandum that gives direction to an operational element is issued by a command officer or supervisor, a copy shall be provided to the Sheriff and to the Administration Division Lieutenant.
5. The Sheriff or designee shall be responsible for maintaining a copy of all general memoranda that provide direction to personnel as a reference for all personnel.