



HOWARD COUNTY SHERIFF'S OFFICE
GENERAL ORDER ADM-01
WRITTEN DIRECTIVES
EFFECTIVE JUNE 1, 2009

This General Order contains the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. DEVELOPMENT & REVISION
- IV. DISTRIBUTION
- V. INDEXING
- VI. REVOCATION
- VII. CANCELLATION

I. POLICY

The Howard County Sheriff's Office (HCSO) shall adhere to a written directive system.¹ The Sheriff is vested within the authority of his office to issue, modify, and approve HCSO written directives.²

II. DEFINITIONS

A. GENERAL ORDER

Written directives that are permanent and can only be issued and cancelled by the Sheriff.³ General Orders concern policy, rules, and regulations that affect more than one organizational component of the HCSO.⁴ General Orders also provide information on procedures necessary for carrying out the daily activities of the HCSO.⁵

B. INSTRUCTIONAL MATERIAL

Written directives that are issued by training staff to announce new information on an informal basis.⁶

C. MEMORANDUM

A written directive that is either informational or changes policy and/or procedure. Informational memoranda relate messages and informal material of HCSO interest or relevance. Memoranda also provide timely dissemination of policy and procedural changes.⁷ Memoranda are issued by the Sheriff or Chief Deputy.⁸

D. POLICY

A written directive that is a broad statement of HCSO principles.

¹ CALEA 12.2.1 f

² CALEA 12.2.1 b

³ CALEA 12.2.1 c

⁴ CALEA 12.2.1 d & g

⁵ CALEA 12.2.1 h

⁶ CALEA 12.2.1 c & d

⁷ CALEA 12.2.1 d

⁸ CALEA 12.2.1 c

E. PERSONNEL ORDER

A written directive that is issued by the Sheriff and concerns the following:⁹

1. Appointment of new personnel;
2. Assignment or transfer of members from one division or section to another;
3. Promotion or demotion of members;
4. Suspension, dismissal, or restoration of duty;
5. Termination by resignation or retirement; AND
6. Training assignments

F. SPECIAL ORDER

A written directive that is temporary in nature. Special Orders may announce policies or procedures directed to a specific circumstance or event or directed to specific segments of the HCSO. Special Orders are issued by the Sheriff and may be self-cancelling or may be cancelled at the direction of the Sheriff.¹⁰

G. STANDARD OPERATING PROCEDURE

A written directive that is narrowly focused and only affects a specific division or section. Standard Operating Procedures (SOPs) may not contradict general HCSO regulations.¹¹ SOPs are issued by the Sheriff and may be self-cancelling or may be cancelled at the direction of the Sheriff.¹²

H. WRITTEN DIRECTIVE

Any document that is intended to affect or guide the action of HCSO personnel. Written directives include HCSO policies, procedures, rules and regulations, general orders, special orders, personnel orders, memoranda, and instructional materials, as well as the values and mission statement of the HCSO.¹³ Written directives also include County-issued policies.

III. DEVELOPMENT & REVISIONS¹⁴

- A. Any proposals for new policies or revisions of old policies from HCSO members will be forwarded, through the Chain of Command, to the Office of the Sheriff for assignment to Research and Planning.
- B. Research and Planning will tailor these proposals to comply with a General Order, Special Order, Memoranda, or Standard Operating Procedure format and will ensure the additions or revisions do not contradict existing HCSO directives and/or County, State or Federal law.
- C. Drafts of General and Special Orders will be distributed to the following persons for review and comment:
 1. Sheriff
 2. Chief Deputy
 3. Lieutenants
 4. Sergeants
 5. Corporals
 6. Administrative & Operational Personnel, as appropriate
- D. Research and Planning will consider all comments and will prepare the Order for signature by the Sheriff.

⁹ CALEA 12.2.1 c & d

¹⁰ CALEA 12.2.1 c & d

¹¹ CALEA 12.2.1

¹² CALEA 12.2.1 c

¹³ CALEA 12.2.1 a & d

¹⁴ CALEA 12.2.1 e & i

- E. Memoranda and Standard Operating Procedure drafts will be forwarded to the Sheriff for review and signature.
- F. Memoranda that are informational in nature and do not effect current policy or procedures do not require sequential HCSO numbers and will not be forwarded to Research and Planning.
- G. Training bulletins will be developed by the Education & Training Coordinator.

IV. DISTRIBUTION

- A. All General Orders, Special Orders, and numbered Memoranda will be distributed to all HCSO members. The following are exceptions:
 - 1. Informational memoranda will be distributed only to affected personnel.
 - 2. Instructional material will be distributed to all affected personnel.
 - 3. Standard Operating Procedures will be distributed to all affected personnel, dependent upon their placement within the specified Division, Section, or Unit.
- B. Written acknowledgement of receipt of written directives shall be made in the following manner:
 - 1. Every member responsible for maintaining a manual will receive the new Order or Memorandum and will sign and date the Written Directive Receipt form.¹⁵
 - 2. Research & Planning will maintain each Written Directive Receipt form in the file with the original written directive drafts.
 - 3. Written Directive Receipts will be maintained for one (1) year.
- C. All HCSO personnel receive a General Orders and Procedures Manual and are responsible for the care and maintenance of said manual.¹⁶
- D. All General Orders, Special Orders, and numbered Memoranda are to be placed in HCSO manuals. It will be the responsibility of all personnel to maintain their individual HCSO General Orders and Procedures Manual.¹⁷
- E. New directives will be saved to the T: Drive in the GENERAL ORDERS folder and will be password protected to prevent tampering. A global e-mail will be sent informing HCSO members of the new directive and its location on the T: Drive.¹⁸
- F. Supervisors are responsible for:
 - 1. Verbally reviewing the newly issued Order or Memorandum with their subordinate personnel; AND
 - 2. Conducting semi-annual inspections of all HCSO General Orders and Procedures Manuals assigned to their personnel or section.

¹⁵ CALEA 12.2.2 c

¹⁶ CALEA 12.2.2 b

¹⁷ CALEA 12.2.2 b

¹⁸ CALEA 12.2.2 a & b

V. INDEXING¹⁹

- A. Proper indexing is crucial to the written directive system. The following procedure is to be used when placing a new written directive in the General Orders and Procedures Manual:
 - 1. The directive's title, order number, and order type must be written in the Table of Contents.
 - 2. Any directives that are cancelled by the new directive must have the entries in the Table of Contents stricken.
 - 3. Insert the new directive into the appropriate section, in numerical sequence, in the Manual. Any cancelled directives should be removed from the manual. When a partial cancellation occurs, the cancelled section of the old directive should be stricken so as to avoid confusion.
- B. Research & Planning will periodically distribute updates of the Table of Contents to all HCSO personnel.

VI. REVOCATION²⁰

All written directives may be cancelled by either including a cancellation notice in the newly issued directive OR by having the Sheriff issue a memorandum specifically cancelling a directive.

VII. CANCELLATION

This General Order cancels and replaces General Order ADM-01, Written Directives, dated May 1, 2007.

Authority:

James F. Fitzgerald
Sheriff

¹⁹ CALEA 12.2.1 e

²⁰ CALEA 12.2.1 e