



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

[Signature]

Police Chief: John M. Fitzgerald

GENERAL ORDER: 3-1 WRITTEN DIRECTIVE SYSTEM

DATE: 7/16/2015 Pages: 3 ◇ New ◇ Amended ◆ Revised—3-1

I. POLICY

- A. A written directive system is formally established within the Chevy Chase Village Police Department to promulgate timely policies, rules, and procedures that provides guidance to all Department employees.
- B. The Chief of Police *has* the authority to issue, modify, approve and rescind all Department written directives.

II. GENERAL INFORMATION

- A. General Orders is a term used to describe permanent directives concerned with policy, rules, and procedures, which in some instances allow a degree of flexibility.
- B. Policy is a broad, general statement of agency doctrine. Policy serves to provide guidelines, which give the employee the generally accepted way of acting and a framework of things to consider when making decisions.
- C. Procedure is a set of guidelines for carrying out agency activity. Procedures *represent* the *usual*-accepted step-by-step *process* of doing a particular task, and are used for training new employees or for introducing new or revised methods to all.
- D. There may be occasions when the *official policy or procedure will not work or is impractical in a specific circumstance. Employees who deviate from prescribed policy or procedure must justify the reasons for their decision to deviate. Unjustified deviation from established policy or procedure, or the exercise of unsound judgment* will be reflected in performance evaluations and may also necessitate disciplinary actions.
- E. Any questions regarding the interpretation of policy or procedure should be referred to the *Lieutenant* or Chief of Police as soon as possible. Comments and suggestions as to changes, additions, deletions, or other modification of policies and procedures are encouraged and will be considered as rapidly as possible. In the absence of a specific policy or procedure on a particular subject, employees shall obtain guid-

ance from a supervisor.

F. Rules and Regulations

- 1. A rule is a specific prohibition or requirement governing the behavior of employees. Rules permit little if any deviation. Violations of rules normally result in disciplinary actions.
- 2. A regulation, which may contain one or more rules, is an administrative order governing organizational matters, e.g., leave policy, off-duty employment. Similar to rules, regulations permit little if any deviation and normally result in administrative discipline.

- G. *A memorandum* is a written document that may or may not convey a directive. A memorandum may be used to transmit information to personnel in order to clarify, inform, or inquire.

III. WRITTEN DIRECTIVE SYSTEM FORMAT

- A. The Department's Written Directive System shall serve as the statements of agency policy and rules and regulations.
- B. Written directives will consist of: General Orders, Memoranda, and Procedural Manuals.
- C. The General Order Manual is divided into ten (10) sections:

- Section One: Table of Contents
- Section Two: Introductory Information
- Section Three: Administration
- Section Four: Personnel Practices
- Section Five: Police Operations and Activities
- Section Six: Records and Reports
- Section Seven: Communications
- Section Eight: Rules and Regulations
- Section Nine: Transmittal Sheets
- Section Ten: Inspection Sheets

D. General Orders

- 1. General Orders are permanent, numbered state-

ments of policy, procedure, rules and regulations.

2. The format used is that of this order, the first page of which will have the words “Chevy Chase Village Police Department,” General Order Number, effective date, number of pages, Subject, and whether the General Order is New, Amended, or Rescinded. The first number indicates the section. For example, G.O. 5-7 is the seventh general order in section 5 of the manual.

E. Memoranda

1. Memoranda are issued by anyone in the Department for purposes of general information.
2. Memoranda of the “Inter-Office” variety are unnumbered and self-canceling unless a date is specified.
3. Memoranda issued by the Chief of Police or the Lieutenant will contain the words “Memorandum” and numbered sequentially with the year of issuance, e.g. 06-01. The content of these memos will be used to update relevant General Orders as appropriate.

- F. Procedural Manuals are made available to provide detailed instructions for completion of specific tasks. These manuals are not normally issued to each officer but kept at the location where the task is performed, normally the Operations Room, e.g. Field Report Manual, MCP Written Directive Manual, Log Mile Reference Manual, etc.

IV. REVIEW

- A. The following procedure is used for changes to current General Orders or publication of new General Orders:
1. The proposed change or new General Order is directed to the Chief.
 2. The Chief will review and research, if necessary, the changes or new General Orders to ensure that they do not contradict other existing agency directives or applicable law and prepare a draft that is forwarded to the following for review as appropriate.
 - a. Lieutenant
 - b. Sergeant
 - c. Patrol Officers
 - d. Public Safety Coordinator
 - e. Communications Clerks
 - f. Village Attorney when legal issues are in-

volved, and

- g. Other agencies or individuals as appropriate, i.e. news media.

- B. The Chief will review and evaluate comments and prepare a final copy.
- C. Periodically, it will be necessary to issue new General Orders or revise existing ones to ensure best practices and to comply with changes in the law.
- D. Department personnel will be notified in writing when to purge a General Order in favor of an updated or revised/rescinded general order.
- E. The Lieutenant shall maintain a copy of the old General Order for historical purposes.
- F. The Public Safety Coordinator and the Chief will review existing General Orders to ensure accuracy and currency. We encourage employees to bring inconsistencies, discrepancies, proposed changes, etc., to the attention of the Public Safety Coordinator.

V. DISSEMINATION OF GENERAL ORDERS

- A. General Orders are signed by the Chief of Police and disseminated to all officers via their supervisor.
1. Each officer receives a hard copy of an existing, new, or revised directive for inclusion into this manual. An electronic version of The General Order Manual is stored on the Village’s server and may be accessed through various workstations throughout the office. Each cruiser’s MDT also has an electronic copy of the General Order Manual stored on its hard drive.
 2. After the issuance of a General Order, the Lieutenant/Supervisor will require subordinates to sign a General Order Receipt acknowledging that they received, read, and understand the contents of the General Order. The Lieutenant/Supervisor is available to answer questions about the order.
 3. The Lieutenant/Supervisor will complete the receipt and place a copy in the officer/employee’s training file.
- B. A revised general order is issued when changes are made. Officers shall read all newly-issued or revised general orders upon receiving them, and they shall promptly insert them in their General Order Manual and remove all older versions.
- C. Occasionally, additional information, temporary instructions, or modifications are distributed and relate

to a particular General Order. The material should be filed in the manual in front of the General Order to which it is related. Care should be taken to remove this information when it is no longer relevant, or when it has been superseded by changes in the General Order.

VI. INSPECTION

General Order Manuals assigned to police officers will be inspected annually by the *Lieutenant*. This inspection will be noted on an Inspection Sheet at the back of the manual. Incomplete manuals will be brought up to date within seven (7) working days following the inspection.

This directive voids the previous version dated 6/11/2009.