

**EASTON POLICE DEPARTMENT
ADMINISTRATIVE ORDER
CHAPTER 2: MANUALS AND WRITTEN COMMUNICATIONS**

	Title: Written Directive System		Number: 02-1
	Effective: December 29, 2011	Revised: 10/19/16	General Order # 11-051
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends	Notes: Replaces Administrative Manual Chapter 2-1.0, 2-3.0 and 2-5.0 (01-01)	
Authority: _____ Chief of Police			Total Pages: 4

2-1.0 PURPOSE

The purpose of this General Order is to establish and maintain a reference source regarding the Easton Police Department policies, procedures and regulations applicable only to EPD members.

2-1.1 DEFINITIONS/ABBREVIATIONS

Chief	Chief of the Easton Police Department
Commander	A sworn member designated by the Chief of Police who supervises a division within the agency
County	Talbot County, Maryland
Department	Easton Police Department
EPD	Easton Police Department
He	For purposes of brevity, when used in the manual, “he” shall be gender neutral and refers to both male and female members, unless otherwise specified
Manual	Collection of Written Directives of the Department
Member	All employees of the Department
Officer	A sworn Law Enforcement Officer
Orders	Commands or instructions, oral or written, given by one member to a member of lesser rank

Rank	A relative position in the chain of command established by rule
Senior Officer	A member in any given rank with the longest service in that rank
Supervisor	Any sworn member with the rank of Corporal or above, any officer acting in the absence of the supervisor, or any support member assigned to supervisor responsibility
Support Member	Civilian employee of the Department
Sworn Member	Duly appointed Police Officer of the Department

2-1.2 FORMS

Form 86A	Acknowledgement of Electronic Manuals
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2-1.3 POLICY

Effective and efficient administrative practices and procedures in the Easton Police Department will help ensure that appropriate information flows when and where needed and that management decisions are based on the best available information. In addition, coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps and wasted effort. Accordingly, all members must be aware of the general administrative practices and procedures of the Department.

If an officer acts in the absence of guidelines and his actions are inadequate, he is often criticized and perhaps disciplined. Consequently, police officers unsure of the position of their superiors on particular issues are reluctant to make decisions or take necessary and required action. What is required for efficiency and effectiveness is a set of guidelines or "Department Policy." Department Policy is aimed at reaching the organizational objectives and goals and is required for effective decision making.

When a group of individuals is organized to achieve a common goal, the need to control, direct and coordinate the activities of its members is critical, if the best interests of the group are to be served and if its objectives are to be reached. "Rules," "Regulations," and "Procedures" provide a police organization with the controls needed to carry out its mission. The efficient operation of a police department depends upon standard operating procedures which define policy and direct procedures for the infinite future and for the good of the Police Department as a whole.

In order to fulfill functions, "Policy," "Rules," "Regulations," "Procedures" and "Orders" need to be definitive, clear and understood by all Department members and need to be reduced to writing and made available to all personnel.

The written directive system of the Easton Police Department is designed to provide members with a clear understanding of the constraints by which they should operate and required expectations.

The intent of the words "shall," "will" and "must," when used in this manual, are meant to be definitive in scope and require or mandate a particular action or reaction. The words "may," "can," and "should" imply a degree of choice and are left to the discretion of the member, who is expected to exercise common sense and judgment given the circumstances at the time an action is taken or a decision is made. Compliance with policies and procedures is expected unless good reasons exist for variances. It is the responsibility of the member choosing non-compliance to justify their actions.

The policies, procedures and regulations in the written directive system are for EPD use only and do not apply in any criminal or civil proceeding. EPD policies, procedures and regulations should not be construed as the creation of higher legal standards of safety and care in an evidentiary sense with the respect to third party claims. Deviations from these policies, procedures and regulations may form the basis for EPD administrative sanctions, a higher level of training, and/or new policy guidelines. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

2-1.4 GENERAL

1. The Written Directive System contains all written directives which establish basic departmental policy and procedures as approved and signed by the Chief of Police and are applicable to all members.
2. Written Directives, such as Standard Operating Procedures, Operation Orders etc., will not be contained in the Written Directive Manual. Those policies that have general application will be included in subsequent revisions of related General Orders in the Written Directive Manual.

2-1.5 AUTHORITY

1. General Orders, policies, procedures, rules and regulations may only be issued, amended or revoked by the Chief of Police and are not valid unless signed by the Chief of Police.
2. Division Commanders have the authority to issue Operational Orders.
3. Memoranda may be issued by any member of the Department within the proper scope of their duties and authority.

2-1.6 ORGANIZATION

1. The directive system is divided into two (2) permanent components:
 - a. Administrative Manual: contains rules and regulations and policies which govern such issues as conduct, personnel and other administrative procedures or rules.
 - b. Field Manual: contains operational guidelines and/or procedures that pertain ordinarily to the performance of police duties in the field.

2-1.7 DISTRIBUTION OF MANUALS

1. Hard copies of the Manuals are not issued to individual members but will be maintained at the following locations:
 - a. Office of the Chief of Police.
 - b. Office of the Deputy Chief of Police.
 - c. Patrol Division.
 - d. Special Operations Division.
 - e. Support Services Division.
 - f. Communications Center.
2. Electronic Accessibility:
 - a. Members will have electronic access to the Administrative and Field Manuals via EPD issued and personally owned computers.
 - b. The manuals are accessible from any computer by going on the Town of Easton web site. www.town-eastonmd.com. A password will be required to access the location where the manuals may be viewed on the website.
 - c. Members will be alerted by email when a manual revision has been made and the notice will also be posted on the Administrative Bulletin Board and in the Distribution Book located in Roll Call.
3. All members not issued hard copies of the manuals and new hires will be required to sign a Form 86A, Acknowledgement of Electronic Manuals.
4. The reproduction or dissemination of any material contained in these manuals is strictly prohibited without the expressed written permission by the Chief of Police.

2-1.8 COMPLIANCE TO WRITTEN DIRECTIVES

1. In order to perform their duties properly, all members of the Easton Police Department will familiarize themselves thoroughly with, and comply with, Written Directives and other operational policy as adopted by this Department.
2. Each member has a personal responsibility to seek clarification from supervisors, commanders or the Chief of Police, of any directive not clearly understood. Twenty-four (24) hours after the effective date of any directive, all members will be assumed to have knowledge of them and to be bound by them. Those members not on duty during the twenty-four (24) hour period will be expected to have knowledge and be bound by new directives upon commencement of their next tour of duty after issuance of the directive.

