

## **1.401 DIRECTIVE SYSTEM** (12.2.1, 12.2.2)

### **1.401.02 Manual of General Directives** (12.2.1.b, 12.2.1.f, 12.2.1.g, 12.2.1.h)

- A. The Manual of General Directives, “the Manual,” or “the MGD” for the Towson University Police Department is hereby established.
- B. Directives in the Manual constitute a system of policies, procedures, rules and regulations that apply generally to the entire agency.
  - 1. Policies are broad statements of agency principles.
  - 2. Procedures establish step-by-step guidelines or requirements.
  - 3. Rules and regulations are directives to which all applicable employees must adhere.
- C. All employees will comply with directives contained in this Manual and all other agency directives as applicable to their positions, ranks, or assignments. Failure to comply with agency directives may be the basis for administrative sanctions consistent with **1.720 Punitive Discipline**. The “compliance with directives” standard established in this section will not be used as a separate or additional charge in disciplinary actions. Rather, the standard merely establishes that violations of agency directives may be the basis for disciplinary actions.
- D. Employees will seek clarification from their immediate superiors when agency directives are not clearly understood.
- E. Authority to issue, update, or revise the Manual is vested solely in the Chief of Police.

### **1.401.04 Precedence Over Prior Manuals**

Portions of preceding directives that are in conflict with the contents of the Manual are rescinded. However, portions of preceding directives that have not been included remain in effect where not in conflict with the Manual.

### **1.401.06 Signatures of Approving Authorities**

- A. Original signatures of approval by the Chief or other approving authorities are maintained on file.
- B. Distributed directives do not need to contain reproduced approval signatures to be in effect.
- C. Electronically distributed directives are considered signed by the authorizing official unless otherwise specified.

### **1.401.08 Severability (Savings Clause)**

Any part, or parts, of directives issued by this agency that are found to be illegal, incorrect, or inapplicable, will not affect the validity of remaining portions of the directives.

### **1.401.10 Continuity**

All agency directives remain in effect through changes of administration and command until they are modified or rescinded by successors.

### **1.401.12 Manuals for Internal Standards Only**

Agency directives are for internal use only and do not apply in any criminal or civil proceedings. Directives should not be construed as creating higher legal standards of safety or care in an evidentiary sense with respect to third party claims. Violations of law may form the basis for civil and criminal sanctions in recognized judicial settings. They may also form the basis for administrative sanctions.

### **1.401.14 Directive Staffing** (12.2.1.e, 12.2.1.i, 12.2.2.b, 12.2.2.c) {Revised: 12/19/14}

- A. The Accreditation Manager’s commander is responsible for overseeing and coordinating the agency’s directive staffing process.
- B. Employees will forward requests or suggestions for new or revised directives by hard copy or email through their chain of command to the Accreditation Manager.

C. The Accreditation Manager will:

1. Write and/or edit the directives to ensure compliance with applicable laws, the agency's mission and values, CALEA standards, directive style standards, and existing directives;
2. Prepare and distribute printed and/or electronic copies of draft directives for staffing with at least 5 business days allowed for review and comment unless otherwise directed;
3. Compile staffing comments and modify drafts as appropriate;
4. Ensure that fully staffed directives are prepared in final format and submitted to the appropriate authorizing employee prior to distribution.
5. Ensure that approved directives are:
  - a. Distributed in hard copy to designated recipients; and
  - b. Uploaded to the agency's electronic document management system (DMS).
6. Ensure the receipt of directives is documented by hard and/or electronic copy as appropriate;
7. Develop and maintain a system to track the numbering and other critical information for numbered directives;
8. If materials are not approved for implementation, maintain copies of the material with the reasons for terminating the staffing process;
9. Maintain documents pertaining to the directive staffing process consistent with the agency's records retention and destruction schedule;
10. Update and distribute as necessary the Manual index and glossary; and
11. Facilitate the process by which employees are familiarized with applicable directives through roll-call, unit level, or other training programs.

**1.401.16 Directive Distribution, Maintenance, & Revision** *(12.2.1.e, 12.2.2.a, 12.2.2.b, 12.2.2.c)*

- A. Printed copies of all Manual directives will be accessible to all full-time employees. Employees who are issued printed Manuals are responsible for the proper care, control, and updating of their Manuals.
- B. Agency directives will not be circulated or disseminated outside the agency or other criminal justice agencies without the authorization of a commander or the Chief.
- C. Commanders who issue or authorize numbered directives may require employees to return printed copies of the directives when employees transfer out of specialized components, units, or functions, as long as returning the directives will not affect employees' performance.
- D. Supervisors will review new and revised directives with their subordinates to ensure they have an appropriate understanding of the directive.
- E. Employees issued printed Manuals are responsible for purging outdated materials and placing new or amended Manual materials, properly sequenced, in their Manual binders within 24 hours of receipt of the materials.
  1. Most printed directives are not considered sensitive materials, and as such, may be disposed of through recycling or shredding when they are to be purged or replaced.
  2. Sensitive printed directives will be designated as such and will be disposed of only through shredding or other form of obliteration when they are to be purged or replaced.
- F. Employees are subject to the inspection of their issued manuals, SOPs, and Special Orders to ensure the directives are accounted for, complete, and current.

**1.401.18 Numbered Directives**

*(12.2.1.d, 12.2.1.e)*

- A. The agency's numbered directive system is comprised of:
  1. Standard Operating Procedures (SOPs);
  2. Special Orders;
  3. Bureau Orders;
  4. Personnel Orders;
  5. Training Orders; and
  6. Training Bulletins.

- B. Each type of numbered directive has its own system of sequential numbering to facilitate indexing.
1. SOPs have an abbreviation for the effected unit followed by a one-up sequence number, such as, SOP COMM-001 is the first SOP issued for Communications, and SOP PS-001 is the first SOP for Professional Standards.
  2. For all other numbered directives, the numbers consist of the calendar year of issue followed by a one-up sequence number, such as, PO 02-001 is the first Personnel Order issued in calendar year 2002.
  3. Other than SOPs, reissued numbered directives will have their original numbers followed by a decimal and sequential number of the modification, such as, **SO 02-003.1**, **SO 02-003.2**, etc.
  4. Numbered directives:
    - a. Except for Personnel Orders, must be staffed through the Accreditation Manager to ensure they do not conflict with existing directives or CALEA standards;
    - b. Remain in effect until rescinded, amended by subsequent written directives, or until any given expiration dates have occurred; and
    - c. May be amended or rescinded only at, or above, the command level that issued the original directive.

**1.401.20 Standard Operating Procedures (SOPs)** {Revised: 1/10/2019} (12.2.1.c)

SOPs are issued to establish relatively permanent, detailed practices in a particular bureau or unit and may be issued only by the Chief or a commander.

A. ARE TEMPORARY AND EFFECT ONLY A SINGLE BUREAU OR COMMAND AND ARE INTENDED TO:

1. ADDRESS SPECIAL ACTIVITIES;
2. ANNOUNCE POLICIES OR PROCEDURES DIRECTED TO SPECIFIC CIRCUMSTANCES OR EVENTS; AND
3. MAY BE SELF-CANCELING OR CANCELED AT THE DIRECTION OF THE ISSUING COMMANDER OR THE CHIEF.

B. WILL BE REVIEWED ANNUALLY BY THE ACCREDITATION MANAGER FOR INCORPORATION INTO THE MANUAL AS APPROPRIATE.

**1.401.22 Special Orders** {Revised: 1/8/2019} (12.2.1.c)

Special Orders:

- A. Are temporary and effect the entire agency or components from multiple commands, and are intended to:
1. Address special activities;
  2. Announce policies or procedures directed to specific circumstances or events;
  3. May be self-canceling or canceled at the direction of the CHIEF; and
  4. May be issued only by the CHIEF.
- B. Will be reviewed annually by the Accreditation Manager for incorporation into the Manual as appropriate.

**1.401.24 Bureau Orders** {Revised: 1/8/2019} (12.2.1.c)

Bureau Orders:

- A. Are temporary and effect only a single bureau or command and are intended to:
1. Address special activities;
  2. Announce policies or procedures directed to specific circumstances or events; and
  3. May be self-canceling or canceled at the direction of the issuing commander or the CHIEF.
- B. Will be reviewed annually by the Accreditation Manager for incorporation into the Manual as appropriate.

### 1.401.26 Personnel Orders

(12.2.1.c)

- A. The Chief issues Personnel Orders to announce and describe changes to employees' duty or employment status in the agency. These situations include, but are not limited to when employees:
1. Are hired;
  2. End their employment with the agency. In these cases, the orders will only specify that employees are ending their employment and the effective date;
  3. Are assigned or transferred from one organizational component to another, except for very short temporary assignments, such as shift coverage, pre-arranged schedule modifications, etc.;
  4. Are promoted, demoted, or reclassified;
  5. Receive awards or commendations;
  6. Are placed into, or removed from, a modified duty status due to situations that include, but are not limited to medical reasons or lapses in critical certifications, training, or license status;
  7. Have their police powers suspended or restored due to situations that include, but are not limited to medical reasons, disciplinary or investigative reasons, or lapses in critical certifications, training, license status; or
  8. Are otherwise removed from regular duty status due to longer-term situations that may include, but are not limited to legal action leave, military leave, etc.
- B. Personnel Orders issued for situations described in **A.7**, **A.8** and **A.9** will refer to the basic changes in duty status and describe any limits or restrictions on employees' duties, activities, or access to campus facilities.
- C. Commanders may issue Personnel Orders transferring employees from one component to another under their command with permission of the Chief.

### 1.401.28 Training Orders

(12.2.1.c)

Training Orders assign employees to training courses and are issued by the direct or delegated authority of the commander responsible for the training function.

### 1.401.30 Training Bulletins

{Revised: 06/21/17}

Training Bulletins:

- A. Are issued to tell employees of changes to laws, recent court decisions, and other training materials using a less formal setting than classroom instruction.
- B. May be issued by the CHIEF and ATSD COMMANDER.
- C. Must be staffed through the training function coordinator to ensure training materials are appropriate and consistent with the mission, values, and current agency activities.

### 1.401.32 Memos

(12.2.1.c)

- A. Memos are unnumbered directives that:
1. Explain procedures, tasks, or responsibilities in order to facilitate the performance of specific activities or increase the efficiency of actions;
  2. Contain general information or advisories that are of interest or pertain to specific personnel, units, or the entire agency
  3. Relay controlling directives issued by other authorities or agencies;
  4. May be issued by the Chief, commanders or their designees: and
  5. Must be staffed through the Accreditation Manager to ensure the material does not conflict with existing directives or CALEA standards.
- B. Employees who issue memos will:
1. Distribute them electronically or as hard copies; and
  2. Retain file copies for at least one year from date of issue or distribution, or until the memorandums are no longer in effect, whichever is greater.