

BERLIN POLICE DEPARTMENT  
Berlin, Maryland

SUBJECT: GENERAL ORDER MANUAL		NO: 100 B-1
APPROVED/EFFECTIVE DATE July 26, 2010	AMENDS	RESCINDS
DISTRIBUTION/DATE July 27, 2010	REFERENCES	

- .10 Chapter 22, Section 1, adopted by the Mayor and City Council of the Town of Berlin on August 22, 1994 as ordinance number 1994-12, states:

"The Chief of Police of the Police Department of the Town of Berlin, Maryland, subject to the approval of the Mayor and City Council, shall establish and maintain legal rules, regulations, general orders and general procedures as he/she or the Mayor and City Council deems necessary for the proper administration, discipline and efficiency of the Police Department of the Town of Berlin, Maryland."

- .20 Rules and regulations are necessary for achievement of organizational goals. Primary among these goals is a requirement that all members adopt a general standard of conduct both on-duty and off-duty consistent with the professional standards of the law enforcement community.

The department acknowledges that circumstances may exist which, in the best interest of the member, department and community, preclude sworn members, while off-duty, from taking official police action.

Consistent with this, the department cautions sworn members, when off-duty, to use discretion in invoking police powers particularly involving use of a firearm. This in no way relieves a sworn member from his obligation to notify appropriate on-duty authorities and provide them assistance as necessary.

- .30 The Chief has the power, consistent with law, to impose discipline he deems appropriate under the circumstances for violations of general orders of the department. Such discipline may include, but is not limited to, suspension from duty without pay, fine, and reduction in rank or dismissal from the department.

.40 Charges may be placed against a member for any violation, either by omission or commission, of the department general orders or procedures, or for any conduct detrimental to the good order, efficiency, or discipline of the department. This rule shall apply in every case, even though such offense may not be specifically defined or set out in the general orders or procedures of this department.

Infractions of department general orders resulting in punishment or reprimand shall be recorded as provided in the General Order concerning the departmental administrative disciplinary process.

.50 The Chief of Police may amend alter or repeal any of these general orders, with the approval of the Mayor and City Council. As the occasion demands, the Chief of Police may issue specific verbal or written orders he deems necessary. Where these orders are in conflict with the general rules, regulations and orders of the department, the Chief of Police shall, with 72 hours, forward an explanation of his action to the Mayor and City Council.

.60 Each employee, sworn or civilian, shall be given a copy of a manual containing orders governing the position he holds. Employees are directed to keep the copy in good condition and incorporate updates as they are issued.

.70 Each member is directed to be thoroughly familiar with the contents of this manual within ten days and any update within five days of issuance.

.80 Members shall not commit any acts or omit any acts which constitute a violation of any rule or regulation, directive or order of the department whether stated in the General Order or elsewhere. Violation of any rule or regulation, directive or order subjects the member to disciplinary action.

.90 Violations of these orders shall be considered violations of the orders of the chief and may result in disciplinary action.

.100 These orders cannot apply to all situations in the performance of police duties and some decisions must be left to the judgment and discretion of the individual member. However, deviations must not be made without good reason.

.110 All previous orders and other regulations relating subjects covered in this manual are hereby superceded.

.120 Supervisors shall periodically inspect employees' manuals for accuracy.

.130 References throughout this manual to he, himself, his, etc., shall be construed to mean he/she, himself/herself, his/her, respectively.