

BERLIN POLICE DEPARTMENT
Berlin, Maryland

SUBJECT: DIRECTIVE SYSTEM		NO: 100 B-2
APPROVED/EFFECTIVE DATE 22 August 1994	AMENDS	RESCINDS G. O. 3-85
DISTRIBUTION/DATE A	REFERENCES	

.10 POLICY - Formal written directives, as herein described, shall be utilized as appropriate to promulgate policy, rules, regulations and procedures, and provide specific direction to members of the force.

The establishment and promulgation of policy rests solely and absolutely with the Chief of Police.

.20 GENERAL ORDERS - General Orders are the permanent procedural directives which are issued only by the Chief of Police, remaining in effect until modified or rescinded by him/her, subject to approval by the Mayor and Town Council.

.30 SPECIAL ORDERS - Special Orders are the directives which are issued by the Chief of Police, intended to provide specific instructions for special situations, events, training activities, or official travel of departmental personnel. These orders cover temporary situations and are self-cancelling once the situation or event ceases to exist.

.40 CHIEF OF POLICE MEMORANDA - Chief of Police Memoranda are formal directives primarily utilized to disseminate information or instructions to the force, or a segment of the force, to further explain or emphasize previously issued by General or Special Orders.

.50 PERSONNEL ORDERS - Personnel Orders are announcements of hirings, transfers of assignment, promotion, termination and other changes in the status or assignment of personnel.

.60 DIVISION MEMORANDA - Division Memoranda are used to disseminate information, instructions or to direct the action of a particular segment of the force. Division Memoranda shall not conflict with established departmental policies or any Chief of Police Memoranda.

.70 TABLE OF DISTRIBUTION

"A" - General Orders and Chief of Police Memoranda

"B" - Special Orders

"C" - Personnel Orders

"D" - Division Memoranda

.80 DISTRIBUTION CODE

Code "A":

All members, sworn and civilian
Bulletin Boards
District Binders

Code "B":

Chief of Police
Supervisors
Bulletin Boards
District Binders
Member(s) Affected

Code "C":

Chief of Police
Supervisors
District Binders
Member(s) Affected

Code "D":

Chief of Police
Supervisors
Bulletin Boards
District Binders

.90 DISTRICT BINDERS

District Reference Binders will be kept at each Sub-Station as well as Headquarters Front Desk. Copies of all orders, with the **EXCEPTION** of General Orders, will be kept and maintained in these binders.

.100 RESPONSIBILITY

Members shall be responsible for complete familiarity of, and adhere to, written directives specifically directed to their attention. General Orders and Chief of Police Memoranda as directed, shall be kept in the General Order Manual by each member.