



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff
R. Jay Fisher**

General Order

Subject: Written Directives	Number A-3	Effective Date 1/16/09
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Purpose:

This directive is to establish policies and procedures for creating, disseminating, and amending written directives. These written directives advise employees of the polices, constraints and expectations relating to the performance of their assigned duties.

Contents:

- I. Policy**
- II. Definitions**
- III. Distribution and Maintenance**
- IV. Revision and Indexing**

I. Policy:

The Sheriff has the sole authority to issue, amend and approve any of the Agency's written directives. The Undersheriff or Chief Deputy may issue directives when authorized by the Sheriff; these directives will include the Sheriff's name.

It is understood unexpected incidents will occur where the specific written directives prescribed will not effectively and efficiently accomplish the desired result. Therefore, if it is deemed a variance from directives is required, the good sound judgment of the employee is essential. However, employees are responsible for any deviation and must have a reasonable explanation for resorting to procedures other than those specified in written directives. Such actions will be consistent with the objectives of the Sheriff's Office and will not conflict with the accomplishment of other policies, objectives or directives.

II. Definitions:

A. General Order

A permanent procedural directive that is issued by the Sheriff and remains in effect until modified or rescinded by him/her. General Orders include rules and regulations, as well as policies and procedures for all Agency activities. General Orders are maintained in the General Manual.

General Order A-3
Written Directives

B. Special Order

A directive issued by the Sheriff or other command member upon the authority of the Sheriff intended to provide specific instructions for special situations, events, training activities or travel by departmental personnel. The order covers a temporary situation and is self-canceling once the situation or events ceases to exist. Special Orders are to be read at each roll call for one day and posted on the roll call room bulletin board. Copies of each order will be distributed to all affected personnel, and the original in the Special Orders Manual maintained by the Chief Deputy.

C. Miscellaneous Memoranda / Administrative Report

There will be occasions when a command member or a supervisor issues instructions or an order to address a specific need or purpose limited in scope and time. Such memoranda shall be distributed and/or posted as deemed appropriate by the author with a copy sent to the Sheriff, via official channels. The Chief Deputy will keep a copy signed by the recipient of the memoranda in the Memorandum File. Miscellaneous memoranda and administrative reports may be written on a form #125.

D. General Advisory

This directive is used when no General Order, Special Order, or Memorandum is necessary. The advisory will not supersede or contradict any other directives. It may be used in response to numerous scenarios including incidences when personnel need to be reminded of General or Special Orders. The General Advisory will be read at roll call for five days, and the original will be maintained by the Chief Deputy

E. Personnel Order

To announce hirings, transfers of assignment, promotions, terminations and other changes in status or assignment of personnel. Personnel Orders are to be read at each roll call for one day and posted on the roll call room bulletin board. The original will be maintained by the Chief Deputy.

III. Distribution and Maintenance

A. Distribution

The Baltimore County Sheriff's General Manual will be issued to all employees of the Baltimore County Sheriff's Office. Affected personnel will review and sign for written directives upon receipt and place them in their General Manual as appropriate.

B. Maintenance

Members are responsible to maintain their General Manual and issued contents in good order.

General Order A-3
Written Directives

IV. Revision and Indexing

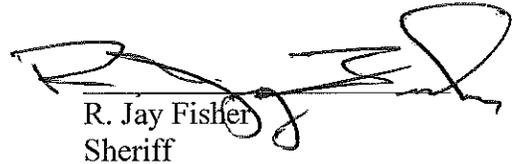
A. Employees may suggest changes or additions to written directives, in writing, through the chain of command. Each member of the employee's chain of command shall review the suggestion to ensure that all concerned parties have a full understanding of the existing order and suggested change. The Undersheriff will review any suggested changes before submitting them to the Sheriff. New directives will be drafted upon the approval of the Sheriff, and deemed consistent with existing Agency directives. Revised written directives will be distributed to all employees. Each employee will sign for the revised copy upon receipt.

B. The Sheriff will review all written directives periodically to ensure that each directive is relevant to current circumstances. An index of all General Orders will be placed in the Table of Contents section of the General Manual.

Recision – Remove from manual/files and rescind:

General Order 1.2.1 "Written Directives," dated March 1, 1994.

By Authority of:



R. Jay Fisher
Sheriff