



Administrative Communications

I. INTRODUCTION

Officers of the Ridgely Police Department will conduct operations not only in accordance with the Policies, but also with the General Orders, Special Orders, Memorandums, Personnel Orders, and Detailed Reports set forth by the Chief of Police or his designee. Officers will be familiar with the guidelines of each.

II. ORDERS

A. General Order

General Orders are issued by the Chief of Police to announce adoption or revisions of policies affecting the entire department, and to direct procedures for the future. They will be used specifically to adopt or revise previous policy. General Orders will supersede all other orders in conflict therewith.

Departmental employees will sign a Receipt of Orders (RPD Form 9), acknowledging that they have received same, and will be responsible for the contents of said order. There will be a Master General Order Ledger maintained within the Policy and Procedure Manual for all employees to review if needed.

B. Special Order

Special Orders are issued by the Chief of Police, or another member of the department with approval of the Chief, to announce policies or procedures to a specific circumstance or event, or a policy or procedure which is of a temporary or self canceling nature.

Examples of such an order are scheduling of firearms qualifications, employees medical problem, special event duty assignments, etc. The order will be kept in a Special Order Ledger maintained within the Policy and Procedure Manual for all employees to review if needed. Employees affected will sign a Receipt of Orders (RPD Form 9) acknowledging they have received same.

C. Memorandum

Memorandums are issued for the following: to disseminate information, instructions, or direct the action of subordinates in specific situations that do not warrant a General or Special order.

General Order No. 1 (Continued)

Examples of such an order are:

1. Explaining or emphasizing portions of previously issued orders.
2. To inform employees of actions or policies of other agencies.
3. To ascertain information.

The Chief of Police may issue a Memorandum on RPD letterhead, email, or through the Crimestar reporting system email. If a Memorandum is issued on an RPD letterhead, employees will sign a Receipt of Orders (RPD Form 9) acknowledging they have received same. If a Memorandum is issued through the Crimestar reporting system, or by general email, employees will respond to the email, stating that they acknowledge the Memorandum.

Memorandums shall remain in effect until a termination date specified in the directive has passed or the directive is amended, superseded, or canceled.

D. Personnel Orders

Personnel Orders will be issued to announce specific personnel matters such as promotions, specialized training classes and seminars, and will be considered directives.

The Chief of Police may issue Personnel Orders through RPD letterhead, email, or Crimestar email, and shall constitute official notification of, and accountability for such orders. If a Personnel Order is issued on an RPD letterhead, employees will sign a Receipt of Orders (RPD Form 9) acknowledging they have received same. If a Personnel Order is issued through the Crimestar reporting system, or by general email, employees will respond to the email, stating that they acknowledge the Personnel Order.

E. Detailed Report

Detailed Reports will be used by all personnel to transmit an official report within the Department. It will be used to report all official business whether in letter form of information, explanation, suggestion or request, and will be submitted through the Chain of Command. Any form of Detailed Report that is not submitted as per the attached example of format will not be accepted and will be returned for correction.