



# Directive System

Section: 1.402  
Effective: April 26, 2010  
Amended: November 19, 2020

---

## 1.402 DIRECTIVE SYSTEM

### 1.402.02 Manual of Rules & Procedures

- A. The manual for the University of Baltimore Police Department is hereby established and will be referred to as the Manual of Rules and Procedures or the "**Manual**."
- B. Manual directives constitute a consolidated system of policies, procedures, rules and regulations.
  - 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. Agency employees will comply with directives contained in this Manual and all other agency directives as applicable to their positions, ranks, or assignments.
- D. Employees are personally responsible for seeking clarification from their immediate superiors when agency directives are not clearly understood.
- E. Authority to authorize, modify, or approve the Manual and other agency directives is vested solely in the Captain of Police.
  - 1. Only the Captain has the authority to authorize, modify, or approve special orders and directives contained in this Manual.
  - 2. The Captain can, at his discretion, authorize others to prepare, modify or approve rules and/or procedure.

### 1.402.04 Specialized Manuals

- A. Specialized manuals containing standard operating procedures *may be* developed by supervisors or administrators in order to guide operations of specialized units or functions. Examples of these specialized manuals may include, but are not limited to, the:
  - 1. Emergency Preparedness Plan;
  - 2. Communications Manual;
  - 3. Criminal Investigations Manual; and
  - 4. Inspections Manual
- B. Specialized manuals and SOPs must be staffed through the Accreditation Coordinator to ensure compliance with existing laws, directives, and CALEA standards.

### 1.402.06 Precedence Over Prior Manuals

As manuals, orders, or directives are prepared, staffed, approved and distributed, all "old" orders, protocols, directives, procedures and etc., which are in conflict with the contents of the **Manual** are rescinded. However, portions of any preceding manual, order, policy, protocol or directives which have not been included, will remain in effect where not in conflict with the **Manual**.

### 1.402.08 Signatures of Approving Authorities

- A. Original signatures of approval or other approving authorities are maintained on file by the appropriate authorities.
- B. Directives, as they are distributed to agency personnel, need not contain reproduced signatures of approval in order to be in effect.
- C. Directives distributed by e-mail are considered to be signed and authorized by message senders unless otherwise specified.

**1.402.10 Severability (Savings Clause)**

Should any part(s) of manuals or directives issued by this agency, which are found to be illegal, incorrect, or inapplicable, will not affect the validity of remaining portions of manuals or directives.

**1.402.12 Manuals for Internal Standards Only**

This Manual, SOPs, and other agency directives are for agency use only and do not apply in any criminal or civil proceedings. Agency 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 agency directives will only form the basis for agency administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in recognized judicial settings.

**1.402.14 Organization of the Manual**

- A. The Manual is composed of two units that are:
  - 1. **UNIT 1 -Administration/Management Directives;** and
  - 2. **UNIT 2 - Line & Operational Directives.**
- B. All Manual and SOP directives will be prepared in a standard outline style format with the contents of each unit indexed sequentially in ascending numerical order.

**EXAMPLE:**

**1.100 Title for main topics**  
**1.100.02 Subtopics and Individual Items**

- A. These sections are written as text.
- B. These sections are written as text.
  - 1. These sections are written as text.
  - 2. These sections are written as text.
    - a. These sections are written as text.
    - b. These sections are written as text.

**1.402.16 Style Standards**

- A. All manuals and directives are written using standard rules of grammar, using third person, active voice.
- B. The lowercase "agency" will be used to refer to the University of Baltimore Police Department. The word "agency" is preferred usage over the word "department."
- C. The term "Captain" refers to the Captain of the agency and stands alone. The full, formal title of "Captain of Police" will be capitalized when used.
- D. Generic (not specific) component titles will not be capitalized. Full, formal component titles will be capitalized, e.g., "Send to all units." v. "Send to the Records Unit."
- E. Formal titles will be capitalized when used immediately before one or more names. Titles will not be capitalized when making reference to a group or one of several persons, e.g., "Send it to Captain Jones, but not to all captains."
- F. "Will" rather than "shall" will be used to indicate imperatives.
- G. The terms "above" or "below" should not be used when referring to other sections of the Manual. Other sections will be referenced by using the specific number and letter, separated by periods, e.g., **1.250.B.1.a.**
- H. Generally, all numbers under 10 will be written as words; however, sentences will not begin with numerals. Written numbers with numerical figures placed in parentheses will not be used, e.g., three (3).
- I. All Statutory references are to the Annotated Code of Maryland, unless otherwise specified. Abbreviations for the various volumes of the Annotated Code are contained in the Glossary.
- J. New or revised wording or changes to existing directives will be effective after approval, on revision dates that will be noted in page headers following the word "**Amended**".

**1.402.18 Directive Staffing**

- A. Proposed Manual changes will be forwarded to the Accreditation Coordinator for review to ensure conformity with CALEA standards and consistency with existing directives and laws.

- B. The Accreditation Coordinator will prepare draft Manual directives and make them accessible in the PowerDMS System for staff review.
- C. The Accreditation Coordinator will compile initial staffing comments into draft directives and make any required revisions to the draft.
- D. If materials are not approved for implementation, the Accreditation Coordinator will maintain copies of the material with the reasons for terminating the staffing process.
- E. The Accreditation Coordinator will ensure that fully staffed directives are prepared in final format and accessible in PowerDMS to the Captain and Command Staff for final approval prior to distribution.

**1.402.20 Manual Distribution, Maintenance, & Revisions**

- A. All Manual directives will be accessible to all police officers and full-time civilian employees through the PowerDMS System.
- B. Manual materials will not be circulated or disseminated outside the agency or other criminal justice agencies without the authorization of the Captain.
- C. Approved “*read only*” Manual materials, and Special Orders will be maintained on the PowerDMS System. The Accreditation Coordinator will provide access to all agency employees.

**1.402.22 Receipt & Review of Additions & Revisions**

- A. The Accreditation Coordinator administers the distribution of Manual directives and Special Orders. Records of acknowledgment reflecting directive receipt and review are also maintained by the Accreditation Coordinator.
  - 1. Directives distributed electronically through PowerDMS. Each recipient is to become familiar with the directives within 10 days of issuance.
- B. All agency employees are personally responsible for familiarizing themselves, and complying with, Manual directives. The directive familiarization process will be facilitated, as necessary, by the Shift Supervisor/OIC through shift briefings, unit level, or other training programs.
- C. Manual directives will be labeled with effective dates and most recent revision dates.

**1.402.24 Manuals Subject to Inspection**

Manuals, including specialty manuals, are subject to inspection to ensure they are complete and current. Employees are required to have access to their manual while on-duty for inspectional purposes.

**1.402.26 Indexes & Lists**

The Accreditation Coordinator will update and make accessible Manual indexes as necessary.

**1.402.28 Additions or Changes to the Manual**

- A. Captain, Lieutenant, or Sergeant desiring modifications of materials pertinent to their specific commands will forward their observations, comments, or concerns to the Accreditation Coordinator and the Office of the Captain for staffing.
- B. The Accreditation Coordinator is responsible for managing a system of directive reviews. All agency directives will be reviewed and revised as necessary, mandated, or at least once every three years.
- C. All agency employees are encouraged to bring Manual inconsistencies, discrepancies, proposed changes, etc., to the attention of the Accreditation Coordinator or the Office of the Captain.

**1.402.30 Non-Manual Directives**

The agency’s non-manual directive system is comprised of:

- A. Special Orders;
- B. Training Orders;
- C. Memorandums.

**1.402.32 Numbering & Indexing**

- A. A single system of sequential numbers will be used for agency Special Orders and Training Orders to facilitate indexing by date, type, and subject.
- B. The Office of the Captain or designee will assign directive numbers to all Special Orders and Training Orders. Directive numbers will consist of the calendar year of issue and a sequencing number.
  - 1. Example: 92-001

92 = issued calendar year 1992

001 = first directive issued in calendar year 1992.

2. Addendums, amendments, revisions, and cancellations will be referred to as "Amended," will carry original directive numbers, and will have amended date in header.
- C. Special Orders and Training Orders will remain in effect until rescinded, amended by subsequent written directives, or until any given expiration dates have occurred.
- D. Special Orders and Training Orders may be amended or rescinded only at, or above, the supervisory or administrative level that initiated the directives.

#### **1.402.34 Special Orders**

- A. Special Orders are directives that are temporary and intended to address special activities, supersede other directives.
  1. Special Orders may announce policies or procedures directed to specific circumstances or events or directed to specific segments of the agency. Special Orders may be self-canceling or canceled at the direction of the supervisory or administrative person, or level above who created it.
  2. Special Orders must be staffed through the Accreditation Coordinator and receive approval from the Captain.
- B. Special Orders will be:
  1. Reviewed annually by the Accreditation Coordinator for incorporation into Manual directives as appropriate; and
  2. Electronically distributed to all agency personnel with document receipts being similarly documented.
- C. The Accreditation Coordinator will ensure hard copies of Special Orders are distributed to all personnel when it is necessary to include documents or information that cannot be distributed via e-mail.
- D. File copies of Special Orders are maintained by the Accreditation Coordinator and retained in;
  1. Master Special Order files in the Office of the Captain
  2. Accreditation files; and
  3. The University's R drive under ***Emergency Plans & General Orders & Memos*** directory.

#### **1.402.36 Operational Orders**

- A. Operations Orders are directives authorized by appropriate authorities consistent with **1.200 Organization Authority** assigning employees to specified operations or special event Activities.
- B. Operations Orders will be electronically distributed to all agency personnel.
- C. File copies of Operations Orders are maintained and retained in Master Operations Order file retained by the Captain.

#### **1.402.38 Training Orders**

- A. Training Orders are directives authorized by the appropriate commander.
- B. Training Orders will be electronically distributed to all agency personnel and as hard copies to affected employees' training files.

#### **1.402.40 Memorandums**

- A. Memorandums are unnumbered advisories, containing general information or advisories that are of interest or pertain to specific personnel, units, or the entire agency.
- B. Memorandums may be initiated and distributed as necessary by supervisory or administrative personnel.
- C. Employees issuing or distributing memorandums are responsible for distributing memorandums via e-mail, and as hard copies when appropriate, to intended personnel.
- D. Employees issuing memorandums are responsible for retaining file copies of same for at least one year from date of issue or distribution, or until the memorandums are no longer in effect, whichever is greater.