



PRINCESS ANNE POLICE DEPARTMENT

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Timothy R. Bozman
Chief of Police

March 1, 2017

For nearly 216 years the men and women of The Princess Anne Police Department have served the community with pride and distinction. The demands placed upon the law enforcement profession have increased dramatically. We, as a discipline, will grant no quarter to those forces that threaten our citizens or community standards. The forthcoming general orders contained in this policy and procedures manual reinforce our commitment to duty, honor, and service.

In operational terms, this policy and procedure manual will provide assistance and guidance to both line officer's and supervisors providing fair, expeditious, and legally prudent methods of law enforcement initiatives. Every officer is required to commit themselves to learning and utilizing the procedures outlined in this manual to further invigorate our obligation to the community and law enforcement.

As of this date, The Princess Anne Police Departments Policies and Procedures manual will remain in effect. Accordingly, I will rescind the authority of any previously issued policy or procedure as they are replaced.

*Timothy R. Bozman
Chief of Police*

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Mission, Values and Vision Statement</i>	<i>Number:</i> <i>General Order B-1</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>Previous G.O. B-1 (12-19-12)</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>2</i>

I. PURPOSE:

The purpose of this directive is to render a comprehensive statement outlining the philosophy for the day to day operation of the Princess Anne Police Department.

II. DISCUSSION:

Only through the establishment, maintenance, and enforcement of a thorough set of policies and procedures can any agency hope to effectively attain its objective of prompt, efficient, equitable, and fair delivery of professional law enforcement services to the citizens of Princess Anne.

III. POLICY:

It is essential all members remember that in the execution of their duties they act not for themselves but for the good of the public they serve. They shall respect and protect the rights of individuals and perform their services with honesty, zeal, courage, discretion, fidelity and sound judgment. Law enforcement officers must seek and preserve public confidence by demonstrating impartial service to law, and by offering service and trust to all members of our society.

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Mission of the Princess Anne Police Department:

To safeguard life and property, preserve the peace, prevent and detect crime, enforce the law and protect the rights of all citizens. We are committed to working in partnership with the community to identify and resolve problems that impact public safety.

Values of the Princess Anne Police Department:

- **Pride** We are committed to conducting ourselves in a manner that brings honor to ourselves, the department and the Town.
- **Respect** We are committed to respecting the individual rights, human dignity and the value of all members of the community and the department.
- **Integrity** We are committed to nurturing the public trust by holding ourselves accountable to the highest standards of professional conduct and ethics.
- **Dedication** We are committed to providing the highest quality of law enforcement service to the community with the goal of enhancing the quality of life within the Town of Princess Anne.
- **Excellence** We are committed to achieving a level of performance that exceeds all expectations.

We begin with PRIDE and end with EXCELLENCE

Vision of the Princess Anne Police Department:

Dedicated to strengthening public safety in the Town of Princess Anne; the Princess Anne Police Department will deliver all-encompassing police services focused on traffic safety, crime reduction, and criminal apprehension. We continually strive to develop the skills of our members and to efficiently and effectively manage our resources as we carry out our public responsibilities.

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Ethics in Law Enforcement</i>	<i>Number:</i> <i>General Order B-2</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>Previous G.O. B-2 (12-19-12)</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>3</i>

I. PURPOSE:

The purpose of this policy is to outline the general parameters of ethical conduct that is expected of all members of this agency, both on and off-duty.

II. POLICY:

It is the policy of the Princess Anne Police Department that sworn members will perform their professional duties competently and conscientiously in full accordance with the law as well as agency rules and regulations and agency values.

It is the policy of the Princess Anne Police Department that sworn members, while on-duty, will uniformly treat private citizens in a civil and equitable manner, regardless of the circumstances of the sworn member-citizen contact or citizen's status.

It is the policy of the Princess Anne Police Department that sworn members will conduct their off-duty personal lives in a mature, law-abiding, and exemplary manner.

The policy of the Princess Anne Police Department applies to all sworn members, including command staff and the agency Chief of Police.

It is the policy of the Princess Anne Police Department that all sworn members will be guided by the provisions of the IACP law enforcement ethics statements, which are attached as Appendices to this policy.

III. DEFINITIONS:

Corrupt Practices: Conduct by sworn members that involves profiting from their misuse of authority of office, usually for personal gain for themselves or others, including bribery, extortion, fraud and perjury.

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Gratuities: Gifts, advantages, or favors, solicited or unsolicited by sworn members of any rank, from a citizen or other public official, that may tend to influence or compromise the member's duty performance, so that future considerations may be reasonably expected by the citizen-benefactor; a quid-pro-quo arrangement.

Noble Cause Intent: The phenomenon of officers who engage in misconduct or commit a criminal act, in the belief that the end result will justify their actions.

Malfeasance: The intentional commission of a prohibited act.

Misfeasance: The improper performance of a required act.

Nonfeasance: Failure to perform a required act.

IV. GUIDING PRINCIPLES:

- Sworn members are personally and professionally responsible for compliance with all laws and agency rules and regulations. They cannot consider themselves exempt from any law or regulation based on any situational basis, either work-related or off-duty.

- Sworn members cannot engage in any misconduct, either on or off-duty that might discredit themselves or this agency. Police misconduct is impropriety in public office, either by commission or omission and is understood to include:

- * Malfeasance
- * Misfeasance
- * Nonfeasance

- Sworn members are responsible for their actions, both on and off-duty, and they are required to fully cooperate with any official inquiry into their work performance and behavior.

- Sworn members shall treat other agency members, both sworn and civilian, in a civil and professional manner. Harassment and discrimination, either in or out of the workplace, directed at either coworkers or private citizens, is expressly prohibited.

- Sworn members shall not accept gratuities. This proscription applies to all sworn ranks and positions – No exceptions!

- All sworn members, particularly those in command positions, must avoid any possible conflicts of interest that might discredit him or her or this agency.

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- Corrupt practices, regardless of any presumed “noble cause intent”, will not be tolerated on the part of any sworn member.
- Sworn members can use any reasonable means to protect themselves or to effect compliance with a lawful enforcement action. Excessive use of force is strictly prohibited.
- Sworn members shall be constantly cognizant of the unique role that discretion plays in their authority as law enforcement officers, along with its corollary of confidentiality with regard to both agency matters and the public’s right to privacy, along with direct consequences.
- Although the policy was primarily created for sworn members, it is applicable for civilian employees as well.

Relevant Law:

- * Maryland Public Ethics Law, Annotated Code of Maryland, General Provisions Article, Title 5.
- * Maryland Law Enforcement Officers’ Bill of Rights (LEOBR), Public Safety Article §3-101, et seq.

Appendices:

- * Appendix A – IACP Law Enforcement Oath of Honor
- * Appendix B – IACP Law Enforcement Code of Ethics
- * Appendix C – IACP Law Enforcement Code of Conduct

Appendix A

Law Enforcement Oath of Honor

*On my honor, I will never
betray my badge, my integrity,
my character or the public trust.*

*I will always have the courage to hold
myself and others accountable for our actions.*

*I will always uphold the
constitution, my community, and the
agency I serve.*

Source: International Association of Chiefs of Police

Appendix B Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder, and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Source: International Association of Chiefs of Police

Appendix C

Law Enforcement Code of Conduct

Primary Responsibilities of a Police Officer:

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all to liberty, equality and justice.

Performance of the Duties of a Police Officer:

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion:

A police officer will use responsibly the discretion vested in his position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word

of advice rather than arrest – which may be correct in appropriate circumstances – can be a more effective means of achieving a desired end.

Use of Force:

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

The use of force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Confidentiality:

Whatever a police officer sees, hears or learns of that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

Integrity:

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Police Officers and Agencies:

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

Personal – Professional Capabilities:

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Private Life:

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

Source: International Association of Chiefs of Police

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Community Policing</i>	<i>Number:</i> <i>General Order B-3</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>n/a</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>2</i>

I. POLICY:

- A. The goal of the Princess Anne Police Department’s Community Policing program is to enhance the quality of community life in the town of Princess Anne by establishing an active partnership between residents and its law enforcement partners.
- B. Community Oriented Policing is a philosophy of full-service, personalized policing where officers work in a proactive partnership with citizens to identify and solve problems. The focus of community oriented policing is no simply responding to crime, but on preventing crime and resolving community problems. The philosophy rests on the belief that law enforcement and the community must work together as partners to solve the contemporary challenges faced in today’s society.

II. PROCEDURE:

- A. Personnel from the Princess Anne Police Department who participate in community policing activities will make an incident number is opened and coded as community policing. Personnel will have to give a brief description of the activity to the dispatcher so the description can be included in the incident number card.
- B. The Chief or his/her designee will submit an annual report to the Maryland Police Training and Standards Commission by December 31st of every year beginning in 2017.

III. OBJECTIVES:

A. The objectives of the Princess Anne Police Department's community policing philosophy are:

- 1) To interact with the citizens of Princess Anne
- 2) To interact with business owners and employees in Princess Anne
- 3) To identify concerns of the community and businesses
- 4) To implement preventive actions and community activities to address community public safety concerns

IV. PUBLIC AWARENESS:

A. The objectives, problems, and accomplishments will be publicized through:

- 1) Press releases
- 2) Monthly reports submitted to the Town Manager and Town Commissioners
- 3) Community meetings
- 4) Department social media outlets

V. COMMUNITY OUTREACH:

A. To better serve the citizens, the Princess Anne Police Department will partner with the community and participate in activities including but not limited to:

- 1) Annual Spring Easter Event
- 2) Hotdogs in the Park
- 3) National Night Out
- 4) Winter Wonderland
- 5) Local festivals and events in the Town of Princess Anne
- 6) Festivals and events in Somerset County
- 7) D.A.R.E. and other related school based programs
- 8) Social media outreach

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Command Authority</i>	<i>Number:</i> <i>General Order C-1</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>Previous G.O. C-1 (12-19-12)</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>4</i>

I. PURPOSE:

The purpose of this directive is to establish guidelines and procedures that clearly define the chain of command within the Princess Anne Police Department and delineate the authority inherent in such a command structure.

II. POLICY:

It is the policy of the Princess Anne Police Department to maintain guidelines and procedures that allow the department to operate under a clearly defined command structure and to recognize, and be accountable to, the authority derived from the Town of Princess Anne.

III. PROCEDURE:

A. Authority and Responsibility of the Chief Of Police:

The Code for the Town of Princess Anne, Maryland establishes the position of the Chief of Police who will act under the supervision of the Town Manager and who will enforce the bylaws, resolutions and ordinances of the Town of Princess Anne and the State of Maryland.

The Chief of Police shall have the power to make any rules necessary to promote the effective and efficient performance of the Police Department and its employees.

The Chief of Police has the authority to implement, change, suspend or rescind policies and procedures to promote the effectiveness and efficiency of the agency.

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The Chief of Police, through his subordinates, shall maintain peace and good order within the Town's jurisdiction. The organization of the department will support the effective and efficient accomplishments of the departmental responsibilities and functions.

The Chief of Police may delegate authority to subordinate personnel to carry out the policies, procedures, rules and regulations for the efficient operation of the department.

B. Responsibility:

Within the Princess Anne Police Department, each organizational level and position has specific responsibilities and duties to insure the proper functioning of the organization and to successfully carry out the mission of the department as a whole. The Princess Anne Police Department specifically and emphatically imparts the commensurate authority to each organizational level and position, and requires that such authority be utilized to its fullest extent. All members of the Princess Anne Police Department must recognize that each organizational level and position derives its authority from the Chief of Police, and his designee, shall be respected and obeyed accordingly.

C. Accountability:

The laws of the State of Maryland, Town of Princess Anne, and the rules, regulations, policies and procedures of the Princess Anne Police Department empower its employees in a clear, decisive, and authoritative manner. Such authority cannot be taken lightly, for with authority comes accountability. Personnel of the Princess Anne Police Department shall be held strictly accountable for both their actions and omissions of duty. It is the responsibility of each employee to thoroughly familiarize themselves with all appropriate laws, rules, regulations, policies and procedures, and to act accordingly. Ignorance shall never be tolerated as a defense in any breach of discipline.

D. Supervisory Personnel:

A supervisor is any employee of the Princess Anne Police Department who is assigned the duties and responsibilities of the command assignment by the proper authority. The assumption of such supervisory position must be undertaken with the clear understanding that the employee is now responsible for not only their actions, but for those of employees under their immediate control. This shall not be construed as limiting such responsibility to disciplinary matters, but rather to the development of such subordinate employees to their fullest potential and value to the department. Discipline, when undertaken, must conform to the policies and procedures of the Princess Anne Police Department (refer to D-3).

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E. Obedience to Authority:

Orders, either written or oral, from the Chief or his designee, or any supervisor to any subordinate within the Princess Anne Police Department shall be clear, concise, understandable language, civil in tone, issued in pursuit of objectives, and in accordance with all legal requirements. To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. Supervisory officers should not knowingly or willfully issue any order in violation of any law, or ordinance, or rule, regulation, policy and procedure of the Princess Anne Police Department.

In the event that an employee is given two apparently lawful, but different orders that conflict, the employee shall report this matter to the person issuing the latter order. It shall be incumbent upon the supervisor to resolve the conflict. This may be done by retracting or modifying the latest order or ordering the employee to comply with the directive. In the event that the conflicting order is not retracted or modified, the employee may not be held responsible for disobedience of the original order.

No employee of the Princess Anne Police Department is required to obey any order which is contrary to the laws of the United States, State of Maryland, or the Town of Princess Anne or which unreasonably and recklessly places lives or property in jeopardy. Faced with such situation, the employee shall request the presence of the next highest ranking supervisor available to solve the matter. Such refusal to obey an order is the responsibility of the employee and they will be required to justify their actions.

F. Supervisory Presence Required:

Certain situations dictate that a supervisor report directly to the scene to ensure all policies and procedures are complied with, and that orders are given directly and promptly. Through their presence, supervisors can more readily evaluate the situation and determine which department resources can be the most effective. Each instance must be evaluated separately to determine the necessity for discretionary presence. The following situations require a supervisor's immediate notification and/or presence:

- * Homicide or 1st Degree Assaults
- * Robberies or other "in progress" crimes
- * Fatal or personal injury accidents
- * Departmental accidents (no matter how minor)
- * Hostage / barricade situations
- * Public Disorder
- * Natural or man-made disasters
- * Any reasonable request by an employee

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* All Part I Crime

G. Command Protocol:

Situations involving personnel from the Princess Anne Police Department must be undertaken efficiently and with clearly defined authority. Preplanned events shall have a specified detail commander and other subordinate supervisors as dictated by the size and scope of the operation. Such plans will clearly define each supervisor's responsibilities and duties and shall not leave any doubt as to the chain of command, especially when supervisors of equal rank are present. Spontaneous events requiring significant response by department personnel present the greatest challenge to all employees involved. Therefore, the first responding uniformed officer will assume the role of incident commander and determine the appropriate response to the situation until relieved by a higher ranking employee. Upon the arrival of a higher ranking officer, said officer may take command of the situation and assume the role of incident commander. In so doing, the higher ranking officer shall clearly announce his actions and intentions to assume command. Should a higher ranking officer see fit not to assume command, he shall provide assistance to the incident commander and remain available until the situation is resolved. No officer of equal or lesser rank shall assume the role of incident commander without specific orders to do so by a higher authority, present or not.

H. Chain of Command:

The Chain of Command within the Princess Anne Police Department has been clearly defined. Anyone who breaks the Chain of Command by discussing any perceived operational problems, internal procedures, or budgetary issues with the Town Manager or the Town Commissioners without going through the Chain of Command will be disciplined immediately. Disciplinary action could include a verbal reprimand up to termination at the discretion of the Chief of Police and in conformance with applicable law.

Appendices:

- * Appendix A – Chain of Command Chart

PRINCESS ANNE POLICE DEPARTMENT
CHAIN OF COMMAND

Chief Timothy Bozman

Lieutenant William Taylor
Patrol/Operations Commander

Sergeant Scott Carew
Shift Supervisor
K-9
D.A.R.E. Officer
S.R.O.
Bus Grant Coordinator

D/Corporal Robert Pinchak
Part-time CID/Patrol
Military Surplus Coordinator

Officer Kevin Murphy
Patrol Officer
Radar Coordinator

Officer Kara Meeks
Patrol Officer
D.A.R.E. Officer
S.R.O.

Officer Sue Dize
Part-time CID/Patrol
Training
CIT Officer

Sergeant Robert Smith
Shift Supervisor
Training
Firearms Instructor
Crash Reconstruction
Highway Safety Grant Coordinator

Officer Michael Strong
Patrol Officer

Officer Thomas McMenamy
Patrol Officer

Officer Rondell Redding
Patrol Officer

Lieutenant Robert Wink
CID/Administrative Commander

D/Cpl. Robert Pinchak
Part-time CID/Patrol

SPA Gail Hufson
Admin Assistant
Communications
NCIC/UCR

Officer Sue Dize
Part-time CID/Patrol

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Written Orders and Bulletins</i>	<i>Number:</i> <i>General Order C-2</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>Previous G.O. C-2 (12-19-12)</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>4</i>

I. PURPOSE:

The purpose of this directive is to identify issuing authorities and to establish a format and definitions for written orders and bulletins to provide for proper preparation, indexing and distribution so that all personnel are kept informed of new and revised policy and procedures.

II. DEFINITIONS:

A. General Orders:

General Orders are issued to announce the adoption of revision of policy and to direct new procedures. The following are proper subjects of general orders:

1. Institution of permanent procedures, rules, policies and manuals related thereto.
Example: investigative procedures relating to arrests and persons in custody.
2. Permanent changes in organizations.
3. Installation of permanent programs which affect more than one unit subordinate to the issuing authority (e.g. communications, Town Manager).
4. Permanent personnel policies and procedures including recruiting, hiring, training and promotion policies, but not including changes of status such as transfers, promotion of individuals, etc.
5. Use of public facilities and equipment and expenditure of public funds.
6. Relationships with other agencies and citizens.

B. Special Orders:

Special Orders are issued to announce policies or specific procedures concerning a specific circumstance or event, policy or procedure which is of a temporary or self-cancelling nature, or involving only specific segments of activities. The following are examples of proper subject matters for special orders:

1. Specific instructions to accomplish a particular objective. Once accomplished there will not be a need for continuing instructions.

Example:

- a. Re-numbering or assignment of police vehicles.
- b. Assignment of working hours for specific commands.

2. Temporary procedures designed to cover a special occurrence or event which is of a temporary or short term nature.

Example:

- a. Instruction for the use and deployment of manpower to a particular public gathering such as a parade route; including the assignment of individual duties.
- b. Authorization to change from winter to summer uniform.
- c. Periodic record destruction dates and special instructions for the date concerned.
- d. Annual budget preparation deadline and special instructions for the year completed.

3. Directives to a specific employee which does not influence the operations of others and for which no organizational change is needed.

Example:

- a. Maintenance of department owned firearms inventory list.
- b. Special evaluation of personnel in a particular unit.

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C. Personnel Orders:

Personnel orders announce changes in personnel such as promotions.

D. Bulletins:

Bulletins will be issued as directed by the Chief of Police or his designee and will have authority to issue bulletins in accordance with section II (D) of this order.

IV. PREPARATION OF WRITTEN ORDERS:

A. Orders issued at any level of command shall not conflict with the established policy and procedures as directed by higher authority.

B. All orders will be written in concise and accurate grammar.

C. Whenever applicable, all orders and bulletins shall carry notations directing attention to other published documents which are related. An order or bulletin which rescinds or supersedes other orders or bulletins or rules, etc., will carry the identifying notations (order number, rule number, etc.) necessary to connect them.

D. Any staff member who is given the assignment to prepare any written order, bulletin or related vehicle, will review such proposed directive with related staff members. After staff review, said directive will be forwarded up the chain of command for final review and recommendation to the Chief of Police.

V. DISTRIBUTION AND RETENTION OF WRITTEN ORDERS AND BULLETINS:

A. General orders will be issued to all members and retained in the policy and procedure manual provided. They will acknowledge receipt of the order, initial the receipt log and return the log to their supervisor who, in turn, will submit the receipt log to the Chief of Police, or his designee, who will in turn place said copy in each employee's 201 file.

B. All individuals will be issued individual copies of written orders and bulletins affecting them and they will be held responsible for knowledge of, and compliance with, the contents of such orders and bulletins.

1. Special orders, personnel orders and bulletins will be distributed only to units affected. However, copies of all written orders and bulletins will be retained in an official master file. Purging of those orders must occur after a three year period.

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2. Special orders, personnel orders and bulletins, after they have served their purpose, need not be retained by the individual officers.

C. Distribution of written orders and bulletins:

1. Distribution will be noted on the top of all written orders and bulletins.
2. Written orders and/or bulletins will be posted on a bulletin board in the squad room, in a conspicuous manner, for at least thirty days from the date of the order of the bulletin.
3. All employees will be required to continually review the written orders and bulletins posted on the squad room bulletin board and comply with those orders and bulletins that apply to the individual employee.

POLICY & PROCEDURE

PRINCESS ANNE POLICE DEPARTMENT

<i>Subject:</i> <i>Organizational Structure</i>	<i>Number:</i> <i>General Order C-3</i>
<i>Cross References:</i>	<i>Distribution:</i> <i>All Personnel</i>
<i>Effective Date:</i> <i>March 1, 2017</i>	<i>Replaces:</i> <i>Previous G.O. C-3 (12-19-12)</i>
<i>Authorization:</i> <i>Chief Timothy R. Bozman</i>	<i>No. Pages:</i> <i>2</i>

I. PURPOSE:

The purpose of this directive is to identify the organization structure for the Princess Anne Police Department. The organization structure reflects the lines of communication for all personnel.

A. ORGANIZATIONAL STRUCTURE

1. The Chief of Police is responsible for the direction of all activities of the Princess Anne Police Department. This direction will be accomplished through general orders, memorandums, written or verbal orders, guidelines and guidance as well as leadership exerted through commanders and supervisors.
2. An organizational chart will be updated as needed to reflect the chain of command, lines of authority and communication and personnel authorization. All command and supervisory personnel are accountable for the performance of employees under their immediate control.
3. The Chief of Police may appoint the ranks of Sergeant and Lieutenant. Through the established promotional process, the Chief of Police may thereafter, appoint the rank of Corporal.
4. When the Chief of Police is unavailable for duty, supervisors in the following order will provide command and direction to the department: Lieutenant, Sergeant, Corporal or the most senior officer on duty at the time. During the hours when administrators are not on duty (weekends, holidays, nights, etc.), the on-duty supervisor or senior officer on-duty, if there is no supervisor, will be in charge of the department and will act for the Chief of Police on certain matters within their capacity. The Chief of Police or his designee will be immediately notified regarding

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serious matters or criminal offenses, emergencies and media worthy events.

5. Due to the limited number of staffing, certain special tasks may be assigned to individuals who are responsible for their completion in addition to their regular assignments as outlined in position descriptions. These added duties and responsibilities will be updated as needed and issued in the form of a memorandum.
6. Any employee who has questions regarding these duties and responsibilities, chain of command or authority should seek guidance from their respective supervisor.

In every case, employees will be held accountable for the decisions made by him/her.