



# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

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Sheriff

## Written Directives

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>ADM 0101</b>
<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	<b>MAN 3200 &amp; DCA 1.300</b>
		<b>MD Code:</b>	

<b>Issued:</b>	<b>10/28/21</b>	<b>Reviewed:</b>	<b>1015/21</b>	<b>Next Review:</b>	<b>10/15/24</b>
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### 1. Purpose

To establish and maintain a standard system of written directives that are applicable to Harford County Sheriff's Office (HCSO) employees.

### 2. Policy

The HCSO utilizes a variety of written directives to define policies and procedures that provide guidance for Agency members while performing assigned duties and to establish professional standards of conduct and behavior for its members.

### 3. Procedures

#### A. Applicability

1. The provisions of these written directives govern all HCSO employees.
2. The policies, procedures and regulations in the written directive system are for HCSO use only and do not apply in any criminal or civil proceeding.
3. HCSO policies, procedures, and regulations are not intended to create higher legal standards of safety and care with respect to third party claims.
4. Deviations from these policies, procedures, and revised regulations may form the basis for HCSO administrative sanctions, a higher level of training, and/or new policy guidelines.
5. Violations of the law will form the basis for civil and criminal sanctions in a recognized judicial setting.
6. The Written Directive System is designed to provide employees with a clear understanding of HCSO policies, procedures, guidelines, and expectations so they may support the mission, vision, and values of the HCSO.

#### B. Types of Written Directives

1. Manual of Policies
  - a. Administrative Policies

- b. Operations Policies
- c. Personnel Policies
- d. Detention Center Policies.
  - i. Detention Center policies will further be divided by:
    - a) DCA – Detention Center Administrative; and
    - b) DCO – Detention Center Operations.

- 2. Special Orders
- 3. Personnel Orders
- 4. Standard Operating Procedures (SOP)
- 5. Memoranda
- 6. E-mail.

C. General

- 1. All employees will have access to current written directives electronically via the PowerDMS login.
- 2. Individual employees will be responsible for reviewing updates to all written directives.

D. Planning and Research Division (P&R)

- 1. Updated versions of each written directive will be maintained by P&R.
- 2. P&R will disseminate updated versions of all written directives to all Agency members via PowerDMS.
- 3. Notifications of revisions and updates to all policies will be made by P&R using the Agency email system directing Agency members to review the updates/revisions in PowerDMS.

E. Special Orders

- 1. Special Orders will be issued and signed by the Sheriff or the Chief Deputy at the Sheriff's direction.
- 2. Special Orders will be effective until the cancelation date; if no cancelation date is given, they will remain effective until the change is incorporated into, or superseded by, policy.

F. Personnel Orders

- 1. Personnel Orders will be maintained by the Human Resources Director (HRD), and will be used to announce transfers, promotions, reassignments, retirements, demotions, and terminations.

2. These orders will be issued and signed by the Sheriff or his designee.
3. Personnel Orders will be disseminated at the direction of the HRD via the internal HCSO computer network.
4. All Agency members will have access to these orders via the email system.

G. Standard Operating Procedures (SOP)

1. SOPs will define procedures or guidelines that apply only to a specific Division/Unit/Office.
2. An electronic copy of all SOPs will be forwarded to the P&R for retention and inclusion in PowerDMS.
  - a. P&R will review prior to issuance to ensure compliance with policy.
3. SOPs may be issued by a Bureau Chief, Division Commander, or Director.
4. SOPs will be placed into PowerDMS by P&R.

H. Memoranda

1. Use of a Memorandum (SO-212) may be initiated by any member of the Agency and submitted through the chain of command.
2. The Memorandum (SO-212) may be used for:
  - a. Formal requests;
  - b. Formal communication;
  - c. Supervisory endorsement;
  - d. Suggested change in Agency policy or procedure; and/or
  - e. Any other official correspondence.
3. Memoranda containing a suggested change in Agency policy or procedure should be submitted through the member's chain of command.

I. E-mail

1. All employees will be required to access the Agency E-mail system regularly.
2. An E-mail addressed to "All Agency" will require authorization of a Division Commander or higher and the person approving the "All Agency" email must be authoritatively mentioned at the conclusion of the email.
3. The Agency E-mail system may be used to disseminate general information to Agency members.

J. Annual Review of Written Directives

1. All Written Directives will be reviewed on an annual basis.
2. P&R will request the responsible unit to review a policy prior to the date of next review.
3. Any member may submit a request to modify a written directive at any time via a Memorandum (SO-212), through the member's chain of command.
4. Suggested changes, or mandated changes due to alterations in law, will be documented and noted by the responsible unit. If the policy under review is changed substantively, the policy will require a full review and the Sheriff's signature.
5. If a policy is reviewed by the responsible unit and no changes are made, the reviewed date and next review date will be changed on the policy header. The Sheriff will not be required to re-sign the policy.

K. Format of Written Directives

1. Variations to policies, forms, or other official documents, including changes to fonts and font sizes, are not authorized without prior approval from a Division Commander.
2. P&R must be notified of any changes made to update the master in PowerDMS and in file.

L. Review, Approval and Numbering of Departmental Written Directives

1. Drafts of Agency written directives will be e-mailed, through official channels, to P&R.
2. P&R will review drafts to ensure continuity with existing policy, procedure, format, and legal sufficiency.
3. Written Directives will be "staffed out" to Bureau Commanders/Division Commanders/Directors for review.
4. Written Directives may also require legal review and/or review by the Harford County Deputy Sheriff's Union and the Harford County Correctional Association.

M. Distribution of Written Directives to Employees

1. All employees have access to written directives via PowerDMS.
2. Employees should check PowerDMS to ensure that a written directive is current prior to relying on a printed copy of that directive.

N. Requests for Copies of Written Directives

1. Requests for copies of written directives received from entities outside the Agency (e.g., government agencies, attorneys, and libraries) will be routed to the Sheriff for review.

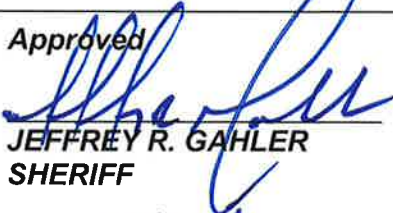
2. Requests from other law enforcement agencies will be routed to P&R for review. Members of P&R are authorized to release copies of written directives to other law enforcement agencies.
3. Requests in the form of a Public Information Act (PIA) requests, including requests from the media, will be forwarded to Freedom of Information Act/Public Information Act (FOIA/PIA) Coordinator for review.

O. Employee Acknowledgement and Accountability

1. Employees will electronically sign for and acknowledge the receipt of all written directives in PowerDMS.
2. Once an employee acknowledges that he has received a written directive in PowerDMS, that employee:
  - a. Is deemed to have been notified of the written directive;
  - b. Acknowledges that he has read and understood the written directive;
  - c. Acknowledges that he will comply with the written directive; and
  - d. May be held responsible for failing to comply with the written directive.
3. Failure to properly review, acknowledge, and sign for written directives does not relieve the Agency member of the responsibility of complying with the directive.

P. Revising or Cancelling Written Directives

1. Written directives remain in effect until:
  - a. The termination date specified in the directive has passed; or
  - b. The directive has been revised, reviewed, or cancelled.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 10/28/21