



DISSEMINATION, INDEXING AND RECEIPT OF ADMINISTRATIVE COMMUNICATIONS

Directive 3 - 102

Date of Issue: March 2015
2013

Amends/Cancel: Directive 3-102 July

I. PURPOSE

The purpose of this Directive is to establish a system to ensure the proper dissemination, indexing and receipt of administrative communications.

II. POLICY

All members of the Department of General Services Maryland Capitol Police (DGS-MCP) will take responsibility for their role in regards to the proper dissemination, indexing and receipt of administrative communications.

III. PROCEDURES

A. Detachment Commanders Responsibility:

1. Detachment Commanders will familiarize themselves with issues covered by General Orders, Special Orders and other Directives so they will be able to address any questions, comments or concerns presented by a member under their command.
2. Whenever a new or revised General Order, Special Order or other Directive is promulgated, the Detachment Commander will be ultimately responsible for the proper and complete dissemination of the document to all members of the Detachment.

B. Sergeants/Supervisor Responsibility:

1. Whenever a Sergeant becomes aware that a new or revised General Order, Special Order, or other Directive has been promulgated, it shall be the responsibility of the Sergeant to obtain a copy of the document.
2. Sergeants will familiarize themselves with all issues covered by all General Orders, Special Orders and other Directives so that they will be able to provide accurate, complete instruction to their subordinates and answer any questions that are presented concerning the content of any order or Directive.
3. Sergeants will ensure all members under their supervision are apprised of any new or revised General Order, Special Order or other Directive.

C. Officers/Employees Responsibility:

1. All members that are apprised of a General Order, Special Order, Directive or other correspondence will be responsible for reading the document and being thoroughly familiar with the content of the document.
2. If a member does not understand something covered by the document, it will be the responsibility of that member to ask the supervisor any and all questions needed to clarify the issue. If the supervisor does not have the answer he/she will find out the answer in a timely fashion and relate that information to the subordinate.
3. If a member does not notify the supervisor of any difficulties encountered in understanding or complying with a General Order, Special Order or any Directive, it shall be assumed that the member understands the document in its entirety.

D. Dissemination:

1. Upon receiving any new or revised General Order, Special Order or Directive, the Detachment Commander will ensure that the document is placed on a DGS-MCP Receipt or Appraisal of Orders, Memoranda or Directive Revision (Form 42).
2. Upon being presented with the Form 42 with affixed document, the member will sign the Form 42 to show the document was read.
3. After all subordinates have reviewed and signed for the receipt of the document, the Form 42 will be returned to the Detachment Commander for filing. This process will be accomplished in a timely fashion and without unnecessary delay.

E. Accountability

Acknowledgement, on the Form 42, by employees, shall constitute official notification of, and accountability for, such communications.

F. Indexing

All orders will have a numerical designator consisting of:

1. Last two digits of the year issued.
2. The sequential number for each type of Directive starting with the number one.

EXAMPLE
13-01
Year – Order Number