



ADMINISTRATIVE COMMUNICATIONS

Directive 3 - 100

Date of Issue: January, 2017 Amends/Cancel: 3-100, July 2015

I. PURPOSE

The purpose of this Directive is to facilitate the flow of information within the Department of General Services Maryland Capitol Police (MCP) through a comprehensive Administrative Communications System.

II. POLICY

DGS-MCP will provide clear and specific, Directives, Special Orders, Personnel Orders and other written correspondence so employees may perform their duties in a consistent, efficient and effective manner.

III. ADMINISTRATIVE COMMUNICATIONS

A. DIRECTIVES

1. Directives are issued to announce adoption or revision of policies affecting the entire Department and to direct procedures for the indefinite future. They will be used specifically to adopt or revise policy in the MCP Directive Manual. Directives will supersede all other orders in conflict therewith.
2. When a Directive is issued, or revised, it will be printed and issued as soon as possible. Employees will update their manuals immediately upon receipt of any Directive in order to provide a consistent and current reference.

B. SPECIAL ORDERS (SO)

1. Special orders can be issued by the Chief of Police or his designee and local commanders to announce policies or procedures related to a specific circumstance or event, or a policy or procedure which is of a temporary or self-canceling nature.
2. A SO issued by a commander must only impact the personnel within their command and will be identified by the unit code.
3. A SO issued by a local commander will be E-mailed or forwarded to the Headquarters for review to insure it is not in conflict with current policy and to determine if the policy is appropriate for Department-wide application.

4. Commanders that issue a SO will maintain the record copy.
5. Examples of subject matter for a SO include the following:
 - a. Instructions to accomplish an objective;
 - b. Temporary procedures designed to cover a special event which is of limited duration;
 - c. Directions to a specific unit or units, which do not influence the operation of others and for which no organizational change is necessary;
 - d. Procedures to meet the requirements mandated by MCP policy;
 - e. Establishment of operational tasks and duties specific to the command.

C. Personnel Orders (PO)

1. The Chief of Police or his designee will issue PO's to announce the following:
 - a. Appointment of new personnel;
 - b. Reassignment or transfer of employees;
 - c. Promotion or demotion of personnel;
 - d. Suspension of police authority;
 - e. Duty Status;
 - f. Disciplinary action regarding loss of leave, suspension or dismissal;
 - g. Terminations;
 - h. Reclassification of civilian employees;
 - i. Special leave of absence (military, maternity, etc.);
 - j. Attendance at specialized schools and seminars; or
 - k. Health related issues such as Administrative Leave, Alternative Duty Status, etc.
2. PO's issued by a commander must only impact the personnel within their command and will be identified by the unit code.
3. Examples of PO's issued by local commanders include the following:
 - a. Consistent with their classification, assignment of personnel to specific duties or responsibilities within the command; and

- b. Assignment of personnel to shifts or posts within the command.
- 4. A PO issued by a local commander will be E-mailed or forwarded to the Headquarters for review to insure it is not in conflict with current policy or PO's issued by a higher authority.
- 5. The record copy of all PO's will maintained at Headquarters in the employee's personnel file.

D. MEMORANDA – “FORM 17”

- 1. Memoranda may be issued for the following purposes:
 - a. To disseminate information, instructions, or direct the action of subordinates in specific situations or circumstances which do not warrant a Directive or Special Order. Instructions and directions issued by memoranda shall not deviate from, or conflict with, established policies and procedures documented by higher authority.
 - b. To explain or emphasize portions of previously issued orders.
 - c. To inform employees of actions and policies of other agencies.
 - d. To ascertain information.

E. DETAILED REPORTS

The detailed report 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 the form of information, explanation, suggestion, or request and will be submitted through official channels.

F. INTRADEPARTMENTAL COMMUNICATIONS

All written intra-departmental communications shall be structured in the most appropriate format described in this Directive. These formats are adequate to accommodate every need for written communication.

G. CANCELLATION AND AMENDMENT OF ORDERS

- 1. All orders shall remain in effect until:
 - a. a termination date specified in the order has passed, or
 - b. the order is amended, superseded or cancelled.
- 2. Orders will be amended by the issuance of an appropriate revision, or new order under a new number and rescinding the original. An order which amends, rescinds, supersedes or otherwise refers to previous orders, rules, etc. will include the appropriate notation (order number, etc.) necessary to locate the material to be corrected or cancelled.

H. INTERDEPARTMENTAL CORRESPONDENCE

All MCP correspondence being sent outside of the department will be reviewed by the Detachment Commander or his designee prior to being sent. This review will follow the established chain of command within MCP.