



The Aberdeen Police Department Policies & Procedures Manual Chapter Content



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The Aberdeen Police Department Policies & Procedures Manual



Chapter 01 The Manual System

GO 19-040, 08/15/2019

Section 01 Implementation and Effect of Department Policies

Supersedes GO 15-048

A. Policy (12.2.1h)

1. The *Aberdeen Police Department Policies & Procedures Manual* is an official document of the Department; it is an on-the-job reference source of policies and procedures for all Department personnel.
2. All Department Personnel are responsible to be familiar with and abide by its contents.
3. The Chief of Police or his designee, the Deputy Chief of Police approve all Department General Orders. (12.2.1b) (12.2.1c)

B. General Orders

1. A General Order will announce revisions, amendments, new policies and new procedures.
2. A General Order shall summarize the change in policy, and shall describe the changes. (12.2.1d)

C. Responsibilities

1. Employees and Volunteers are encouraged to:
 - a. Report to their supervisors or to the Accreditation Manager any inconsistencies or conflicts in the policies and procedures; and
 - b. Submit policy and procedure suggestions to their supervisors or to the Accreditation Manager.
2. Supervisors will forward policy suggestions and recommendations to the Accreditation Manager.
3. The Accreditation Manager shall:
 - a. Maintain the *Department Policies and Procedures Manual* the Police Department computer common drive, accessible to all APD personnel; (12.2.2b)
 - b. Receive, review, and update policies and procedures, as required, to comply with accreditation standards and new laws; and send recommended revisions to the Chief of Police and/or Command Staff to review and edit; and (12.2.1i)
 - c. Revise conflicting policies and send recommended revisions to the Chief of Police and/or Command Staff to review and edit; (12.2.1i)
 - d. Replace the existing electronic policy with the revised/amended/new policy issued by General Order, and place the new policy in designated computer locations: (12.2.1e)
 - 1) PowerDMS;
 - 2) SharePoint – All Department Personnel; and
 - 3) P: Drive – All Department Personnel.
 - e. Archive the superseded policy.
 - f. Maintain a system to review accreditation compliance and correct any noncompliance issues, including policies and procedures if any, prior to an On-Site Assessment. (11.4.3)



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Chapter	01	The Manual System	GO 19-040, 08/15/2019
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- g. Maintain a system of acknowledgments that Department personnel received, read, understand, and will comply with the General Orders. (12.2.2c)
- 4. The Sr. Administrative Specialist shall:
 - a. Scan the General Orders to Maryland State standards; (12.2.2a)
 - b. Place the Generals in PowerDMS; and (12.2.2a)
 - c. Maintain a permanent file of all original, signed General Orders. (12.2.2b)
- 5. Department Personnel shall:
 - a. Electronically sign the General Order in PowerDMS, acknowledging that the General Order was received, read, and understood by the undersigned.

D. Manual Policies and Procedures Limitations

- 1. The contents of the policies and procedures may be changed at any time.
- 2. The contents do not constitute the terms of a contract of employment.
- 3. Deviations from these policies and procedures may form the basis for APD administrative sanctions, a higher level of training, and/or new policy guidelines.
- 4. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 01 The Manual System
Section 02 Manual Format

GO 19-032, 07/26/2019
Supersedes 13-028

A. Policy

1. The policies and procedures in this Manual are formatted in outline style, usually with a Policy Statement at the beginning of each Section. (12.2.1f)

B. Policies & Procedures Manual Format (12.2.1e)

1. Policies are grouped by Chapters with numbered Sections in each chapter.
2. The GO (General Order) number and date is listed in the header on the right side under the CALEA logo.
 - a. The superseded previous policy or GO is below the new GO number and date.

C. General Orders Format (12.2.1e)

1. General Orders (GO) announce changes in policy or procedures on City of Aberdeen letterhead, signed by the Chief of Police or designee.
2. GOs are numbered by year and sequence (for example:19-001).
3. An edited version of the policy is attached to the General Order.
 - a. New texts are highlighted in yellow; and
 - b. Deleted texts are crossed out in red.



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Chapter 01 The Manual System
Section 03 Definitions

GO 14-035, 05/08/2014
Supersedes Original Policy

APD – Aberdeen Police Department

CAD – Computer Aided Dispatch

CDS – Controlled Dangerous Substance

COA – City of Aberdeen

Department – Aberdeen Police Department

Employee – Sworn or Non-sworn employee of the Aberdeen Police Department.

Law Enforcement Agency – A recognized law enforcement agency of any federal, county, or municipality of this state or other states

LEOBR – Law Enforcement Officer’s Bill of Rights

May/Should – The action to be taken is discretionary.

METERS – Maryland Telecommunications Enforcement Resources System

NCIC – National Crime Information Center

NLETS – National Law Enforcement Telecommunication System

Non-Sworn Employee – Employee of the Aberdeen Police Department who is not commissioned as a law enforcement officer.

Officer – A sworn law enforcement employee of the Department commissioned as a law enforcement officer

Shall/Will - The action to be taken is mandatory.

Sworn – Commissioned as a law enforcement officer with authority to make full arrest.