I. PURPOSE

To establish policy and procedures for the utilization of agency written directives.

II. POLICY

The Harford County Sheriff’s Office holds its members responsible for their conduct, both professionally and personally. We hold ourselves accountable to the highest standards of ethical conduct and endeavor to be role models for others.

The Harford County Sheriff’s Office 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.
Harford County Sheriff's Office
Policy#MAN3200: Written Directives System

3200.1 Types of Written Directives
   3200.1.1 The Agency shall utilize the following types of written directives:
   3200.1.1.1 Policies and Procedures
   3200.1.1.2 Special Orders
   3200.1.1.3 Personnel Orders
   3200.1.1.4 Standard Operating Procedures (S.O.P.)
   3200.1.1.5 Memorandums
   3200.1.1.6 E-mail

3200.2 Written Directives
   3200.2.1 All members shall have access to all current written directives pertinent
to their respective mission and assignment electronically via the Harford County
Sheriff's Office internal computer network.
   3200.2.2 Individual deputies shall be responsible for reviewing updates to all
written directives.
   3200.2.3 Updated versions of each written directive shall be maintained by the
Planning and Research Unit.
   3200.2.4 The Planning and Research unit shall disseminate updated versions of all
written directives to all agency members via the internal computer network.
   3200.2.4.1 All agency members shall have access to these updated versions via
the email system and the shortcut menu “Forms List.”

3200.3 Manual of Operations
   3200.3.1 The Planning and Research Unit shall disseminate electronic versions of
issued written directives contained in the Harford County Sheriff's Office Manual
of Operations to all new hires.
   3200.3.2 Revisions and updates to all policies shall be posted in the public folders
and forms list.

3200.4 Policy and Procedures
   3200.4.1 Shall be issued and signed by the Sheriff.

3200.5 Special Orders
   3200.5.1 Shall be issued and signed by one of the following to establish a
permanent change to an existing agency policy:
   3200.5.1.1 Sheriff
   3200.5.1.2 Chief Deputy
   3200.5.1.3 The Bureau Commander or his/her designee when the Harford County
Detention Center issues their own Special Orders for policy revisions.
   3200.5.2 Shall be effective until incorporated into or superseded by policy and
procedure.
3200.6 Personnel Orders
   3200.6.1 Shall be issued and signed by the Sheriff or designee.
   3200.6.2 Shall be maintained by the Personnel Manager.
   3200.6.3 Shall be disseminated at the direction of the Personnel Manager via the internal computer network.
   3200.6.4 All agency members shall have access to these orders via the email system.

3200.7 Standard Operating Procedures (S.O.P.)
   3200.7.1 Shall be issued by a Division or Bureau Commander.
   3200.7.2 Shall define procedures or guidelines that apply to a specific Unit or Division.
   3200.7.3 An electronic copy shall be forwarded to the Planning & Research Unit for retention.

3200.8 Memorandums
   3200.8.1 May be initiated by any member of the Agency.
   3200.8.2 May be used for a request for a temporary change in Agency policy or procedure or any other correspondence.
   3200.8.3 If a memorandum temporarily changes policies and procedures, the same procedure for retention and receipt shall be used as for special orders.

3200.9 E-mail
   3200.9.1 May be initiated by any member of the Agency.
   3200.9.2 May be used to disseminate general information to Agency members.
   3200.9.3 Shall require authorization of a Division or Bureau Commander for messages sent to “All Agency” or “All Law Enforcement”.

3200.10 Annual Review of Written Directives
   3200.10.1 Written Directives shall be reviewed on an annual basis.
   3200.10.2 Any member may submit a request to modify a written directive at any time via a Memorandum directed to the Administrative Services Division Commander.
   3200.10.3 The Division Commander will forward the request to Planning and Research for preparation for review by the Sheriff and Command Team.

3200.11 Distribution of Written Directives
   3200.11.1 The Planning and Research Unit shall distribute an “All Agency” e-mail distributing updates for all agency written directives.

3200.12 Harford County Detention Center Policy and Procedure Manual
   3200.12.1 The Harford County Detention Center Policy and Procedure Manual shall contain facility policy and procedures as issued by the Accreditation Manager and/or Standards Coordinator.
3200.12.2 Members of the Harford County Sheriff's Office who are assigned to the Harford County Detention Center (Correctional Services Bureau) shall be responsible for reviewing electronic updates to any Harford County Detention Center Policy or Procedure.

3200.12.3 The Correctional Services Bureau Manual shall be maintained in conjunction with the Harford County Sheriff's Office Manual of Operations.

Reference CALEA 12.2