

Special Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Special Orders.

201.2 POLICY

Special Orders will be used to modify policies when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Office. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a Special Order is issued.

201.3 PROTOCOL

Special Orders will be incorporated into the Policy Manual, as required, upon approval. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Sheriff or the authorized designee should ensure that all Special Orders are disseminated appropriately. Special Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Special Order is rescinded or has been formally adopted into the Policy Manual.

201.4 STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) detail procedures specific to an employee, a division or a component within a particular function, not the entire Sheriff's Office. SOPs are reviewed by the respective Division Commanders annually to ensure they remain current and relevant.

201.5 AUTHORITY

The Sheriff, Major and Captains have authority to issue Orders and post notices.

201.6 AGENCY ORDER SYSTEM

Certain written directives are required to inform employees concerning matters which are normally of limited duration. Such directives specify the person affected and the applicable time period involved. Employees are to comply with all written directives.

201.6.1 SPECIAL ORDERS

Special Orders are used to advise employees of changes to policies and procedures which are of a limited duration.

201.6.2 MEMORANDUM ORDERS

Memorandum Orders provide employees with information or accomplish direction in performance of special or unusual duties.

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201.6.3 PERSONNEL ORDERS

Personnel Orders are used to inform employees of changes in status or movement of employees.

201.6.4 TRAINING ORDERS

Training Orders direct employees to report to training sessions, seminars, and conferences.

Division Commanders may excuse and reschedule employees by way of addendums to Training Orders when necessity dictates. Employees submit training report via Blue Team Software within ten (10) days of completion of any training completed outside of PowerDMS.

201.7 RESPONSIBILITIES

201.7.1 COMMAND STAFF

Command staff shall periodically review Special Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Sheriff.

201.7.2 SHERIFF

Only the Sheriff or the authorized designee may approve and issue Special Orders.

201.8 DISTRIBUTION AND ACCEPTANCE OF DIRECTIVES

- (a) All personnel are required, and supervisors will ensure their Microsoft Outlook e-mails and PowerDMS inbox are checked on all duty days so as to receive updated agency correspondence and directives. The electronic orders and receipt of those orders will be monitored by the Administrative Assistant to the Sheriff. If written directives are not understood, employees will request clarification via the chain of command.
- (b) Items that will routinely be transmitted through PowerDMS include: Training Orders, Memorandums, Special Orders, and Personnel Orders.