



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

Police Chief: John M. Fitzgerald

GENERAL ORDER: 3-7 GENERAL ADMINISTRATION

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I. POLICY

Effective and efficient administrative practices and procedures in the Chevy Chase Village Police Department will help ensure that appropriate information flows when and where needed and that management decisions are based on the best available information. In addition, coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps, and wasted effort. Accordingly, all employees must be aware of the general administrative practices and procedures of the Department.

This General Order describes the general administrative practices and procedures of the Chevy Chase Village Police Department, which are not described elsewhere.

II. PROCEDURES

A. Information Management

1. The Department's information management system includes the flow of information, written and oral, between individuals and the Chief's office, which facilitates and provides information to be used in decision-making.
2. The information management system is used in predicting workload, determining staffing and resource needs, and in budget preparation. The system includes a variety of information such as the number and type of offenses, incidents and arrest reports, statistical and data summaries of specific department activities, dispatch records, etc.

B. Administrative Reporting Program

The Department's administrative reporting program is designed to provide information concerning activities of the Department, ensure communication and information up the chain of command, and periodic comparative and summary data.

1. The Records Management System (RMS)
 - a. Each officer is required to document their

activities in written form using the Cody Records Management System (RMS) Additionally, dispatchers record a great deal of information (dispatched calls, traffic hazards, lights out, signs down, Public Works matters, patrol observations, incident disposition, etc.) in the RMS. The Chief and Lieutenant review Cody entries daily.

- b. Each officer is also required to provide information concerning any activities which may require the attention of the subsequent shift. This information must be exchanged during shift change.

2. Memoranda

Memoranda are prepared on an as-needed basis concerning any unusual police incidents, responses to inquiries, or suggestions. Such reports may be prepared at the initiative of individual officers, or at the direction of the Lieutenant, and are usually sent through the chain of command to the Chief of Police.

3. Monthly and Annual Reports

- a. The Lead Communications Clerk is responsible for preparing a monthly report capturing Department activity to the Chief. The monthly report is included in the written materials provided to the Board of Managers for their monthly meetings.
- b. The Public Safety Coordinator is responsible for preparing the Annual Report for the Chief of Police. These reports may summarize the monthly reports and should provide comparative data and statistics which account for the activities of the Department.

C. Forms Management/Accountability

The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated.

1. The Lieutenant is responsible for keeping a list of all departmental forms in use, assigning form numbers, and monitoring the need for a particular type of form. Since the use of a form is usually described in a policy or procedure, the Chief of Police will carefully analyze the use of any new form at the time the related policy is approved.
2. Once a form has been adopted and is in use, each employee has a responsibility to ensure that sufficient forms are available for use prior to each tour of duty. The need for copies of forms shall be addressed to the Lieutenant who is responsible for ensuring that a sufficient stock of forms is procured and maintained to meet departmental needs.
3. Accountability must be maintained for certain departmental forms which are pre-numbered, such as the Maryland Uniform Traffic Complaint and Citation. These are published in books of 25 each. A book is withdrawn from the secured storage area by the Lieutenant or the Chief and given to the officer. Each officer is accountable for each form in the book and must either properly issue each numbered form or may, if necessary, seek to void the issued form in accordance with established department policy. Officers must ensure that they have sufficient forms on hand at the beginning of each tour of duty. Officers will complete the Tally Form for each book and turn the completed form into the Lieutenant who will maintain a file.

D. Departmental Written Directive System

The formal written directive system of the Department is designed to ensure that employees have a clear understanding of the Department's expectations and guidelines relating to their duties and functions. Information pertaining to written directives in use within the Department includes:

1. **General Orders:** Policy and procedure directives.
2. **General Rules:** Inflexible mandates which regulate the conduct of employees.
3. **Sequentially numbered memos:** These memos modify policy and procedure when they are issued and are later incorporated into the appropriate General Order.
4. **Informational memos and emails:** These communicate necessary and often important information to employees on an as-needed basis.

E. Non-departmental Written Directives

Non-departmental written directives, with which members of the Department must comply include:

1. Federal law and mandates, including the Constitution of the United States.
2. State law and mandates, including the Constitution of the State of Maryland and the Annotated Code of Maryland.
3. Village Code of Chevy Chase Village and other Village directives including, but not limited to, the Employee Manual, Village policies relating to personnel, purchasing, finance, inventory control, Village plans such as emergency/disorder operations plan, etc.

F. Department Staff Meetings

1. The Chief and Lieutenant meet weekly to discuss matters important to the efficient operation of the Department.
2. On an as-needed basis, the Chief will convene and 'all hands' meeting of all Department personnel to review matters that the Chief deems important to all personnel.

G. Department Correspondence

1. The Chief of Police or the Lieutenant for the Chief will usually sign correspondence prepared on behalf of the Department for individuals or agencies outside the Department. The Chief will review correspondence for style, format, and accuracy prior to signature.
2. Department letterhead stationery and envelopes will only be used for official departmental purposes.

This directive voids the previous version dated 12/3/2012.