

Cottage City Police Department

General Order Manual



The Cottage City Police Department, in compliance with Maryland HB 1016, has posted the General Order, so that it provides discretion according to the many varied situations encountered by police personnel, yet ability to change with the laws of the land. We also have (redacted) removed those details that may compromise citizens and officers safety, as well as compromise tactical advantage, that would greatly reduce the Cottage City Police's ability to meet its obligations to reduce crime.

Cottage City Police

General Order Manual

Officers shall be fully knowledgeable of the entire General Orders, but especially in those policies governing:

- Detainee handling
- Use of force
- Use of weapons
- Vehicle pursuit and roadblocks

1. Information Sources

Many policies are summaries of legal or administrative sources such as:

- Cottage City Code
- Court rulings affecting police operations
- Procedures of other agencies that affect the Department
- Rules promulgated by regulatory agencies such as the Equal Employment Opportunity Commission (EEOC)
- Rulings of the Maryland Court of Appeals and Office of the Maryland Attorney General
- State and Federal laws

Where applicable, the principal source document is identified below the section heading in smaller text. The reader may consult the complete source for additional information.

2. General Order Manual

The General Order Manual (GOM) is the primary policy manual of the Cottage City Police Department and contains policies that are broadly applicable to the entire Department. All General Orders are established, revised, and approved by authority of the Chief of Police. Unless otherwise indicated, all General Orders apply to all Department employees.

Distribution of the Manual

The Supervisors issues copies of the GOM to all full-time/Part time CCPD members on their initial start date

Recipients shall sign receipt forms to acknowledge receiving, and responsibility for knowing, General Orders, when:

- Initially issued a GOM

- Receiving a replacement GOM
- Receiving updates or revisions

Supervisors shall give the completed receipt forms to the Chief of Police, who shall insert into the employee files.

Maintaining the Manual

Chief of Police or their designees shall maintain and update all copies of the GOM. Employees shall maintain and update the GOM issued or assigned to them. When an employee receives inserts or revisions, they shall immediately and properly dispose of the directive being replaced and insert the revision in its place.

To ensure that employees maintain an accurate and current General Order Manuals, supervisors shall conduct inspections of their subordinates' General Order Manuals at least every six months, unless more frequent inspection is necessary.

When disposing of a directive(s) that has/have been revised or replaced employees must remember that, a redacted version has been posted to the webpage, and those directives containing sensitive information have not been posted to the webpage. Therefore, employees shall dispose of the old directive(s) in a manner that prevents disclosure outside the Cottage City Police Department.

Revisions & Modifications

The Chief of Police shall amend the General Orders when there are changes to the law and/or at the direction of the Chief of Police. Other Supervisors may send suggested changes to the Chief of Police for approval.

Employees may submit suggestions for revisions to the GOM to their Supervisors who shall forward those suggestions to the Chief of Police for approval.

To ensure that the GOM contains best practices and the most up-to-date information, any employee may contact the Chief of Police directly to report errors or obsolete material by sending an email to: Chief1@cottagecitymd.gov

Identification of Revisions

As revisions are made in the various chapters of the General Order Manual, each is reviewed for accuracy. When there is no change to other chapters, the date will remain the same. The only time that dates change in the manual is when the policy or information is changed or updated.

Special Orders

Special Orders (CSO) are internal policies and directives that are expected to be limited in duration and not appropriate for inclusion in the GOM. (for example a recall on a piece of equipment or vehicle), or

- Policies and directives that are applicable to both the Department and other components of Local, State, or Federal Government

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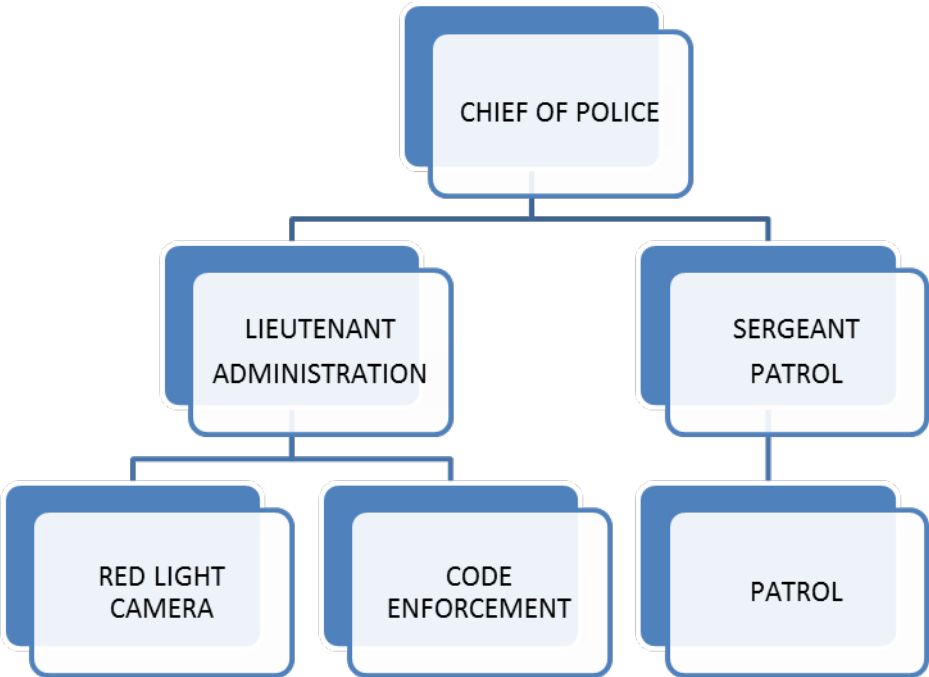
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Cottage City Organization Chart



Cottage City Police

Duties & Responsibilities of Organizational Components

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS

The Chief of Police is responsible for the organization, structure, and management of the Department. Organizational components will be aligned in a manner that ensures maximum operating efficiency and effectiveness, while promoting the attainment of Department goals and objectives. For this reason, sworn employees are considered essential personnel.

Supervisors assist the Chief of Police in this effort by handling specific duties and responsibilities, as well as other daily functions.

1. Rank Precedence

The Department is organized with a hierarchy of authority. The following is the rank precedence of sworn personnel in descending order.

- a. Chief of Police
- b. Lieutenant
- c. Sergeant
- d. Corporal
- e. Police Officer First Class
- f. Police Officer

A. Chief of Police

1. Plans, organizes, and directs the programs and activities of the Police Department.
2. Supervises directly, or through a subordinate supervisor, a moderate- sized staff or law enforcement and civilian employees; prescribes, publishes, and enforces rules and regulations; recommends the appointment, promotion, and dismissal of employees;
3. Prepares the annual departmental operating budget and controls the expenditure of appropriations;
4. Advises and assists subordinates in highly complex criminal or other investigations; assumes direct command of subordinates in emergency situations or major law enforcement operations;
5. Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the

- Police Department are involved; participates in and attends meetings of county, regional, state and national law enforcement associations;
6. Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation of and responds to major citizen complaints;
 7. Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports;
 8. Performs related work as required or directed by the Commission.

In addition, the Chief of Police:

- a) Addition to Chief of Police, Coordinates grievance procedures for the Department

B. Lieutenant

1. Inspects the appearance of subordinate officers and Police Clerks; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts Town patrol and provides back-up to officers as necessary; checks employee performance in the field; gives advice to employees when necessary and evaluates and rates the performance of employees.
2. Assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances.
3. Reviews reports of subordinates and prepares reports for the Chief, the Commission, and other government agencies; responds to and takes command of major incidents or emergencies.
4. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative (to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
5. Serves as a training officer; patrols with recruits and instructs officers on police procedures; evaluates officers and communications personnel during the probationary period.
6. Performs patrol and other related work as required.

C. Sergeant

1. Inspects the appearance of subordinate officers and Police Clerks; assigns officers to patrol areas; relays and explains special orders and information; irregularly conducts Town patrol and. provides back-up to officers as necessary; checks employee performance in the field; gives advice to employees when necessary and evaluates and rates the performance of employees.
2. Assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances.

3. Reviews reports of subordinates and prepares reports for the Chief, the Commission, and other government agencies; responds to and takes command of major incidents or emergencies.
4. Supervises investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
5. Serves as a training supervisor; patrols with recruits and instructs officers on police procedures; evaluates officers and station personnel during the probationary period.
6. Performs patrol and other related work as required.

D. Corporal

1. Inspects the appearance of subordinate officers and Police Clerks; relays and explains special orders and information; conducts routine patrol and provides back-up to officers as necessary; checks employee performance in the field; gives advice to employees when necessary.
2. Performs and assists in the apprehension and arrest of law violators; questions suspects and interviews witnesses; makes court appearances and testifies as appropriate.
3. Reviews reports of subordinates and prepares reports for the Chief, the Commission, and other government agencies; responds to and takes command of major incidents or emergencies until relieved by higher authority.
4. Supervises and participates in investigations; reviews reports and makes investigative assignments as appropriate; provides advice and assistance relative to the conduct of investigations and preparation of cases for prosecution; reviews and approves written reports and case materials.
5. Serves as a training officer; patrols with recruits and instructs officers on police procedures; evaluates officers and communications personnel during the probationary period.
6. Performs patrol and other related work as required.

E. Police Officer First Class

1. Patrols a designated area of the Town in a patrol car, bicycle, other means of transportation, or on foot; prevents and discovers the commission of a crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to deterrence of law violations.
2. Answers radio calls and complaints involving automobile accidents, misdemeanors, and felonies; conducts accident investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers

- evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court.
3. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other police events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public.
 4. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public.
 5. On an assigned basis, serves as a police investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants, obtains subpoenas, and makes arrests; conducts surveillance; works undercover.
 6. On an assigned basis, serves as a juvenile and crime prevention officer; investigates offenses involving juveniles; works with runaway and abused children, parents, schools, churches, the county juvenile court, and other public and private agencies; completes initial and follow-up report; prepares and delivers talks to organized groups.

E. Police Officer

1. Patrols a designated area of the Town in a patrol car, bicycle, other means of transportation, or on foot; prevents and discovers the commission of a crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to deterrence of law violations.
2. Answers radio calls and complaints involving automobile accidents, misdemeanors, and felonies; conducts accident investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court.
3. Establishes traffic control and police protection at incidents which may attract crowds; performs police duties at parades, processions, and other police events in assigned area; checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public. The patrol officer must possess the psychomotor skills required to drive a patrol vehicle in normal and emergency situations; fire a weapon accurately under extreme, varied conditions; successfully qualify with the assigned weapon in accordance with the requirements established by the Maryland Police Training Commission; maintain agility, endurance, and strength; and show dexterity in self-defense and apprehension (e.g. safely taking a person into custody with a minimum of force).
4. Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public.

5. On an assigned basis, serves as a police investigator; conducts follow-up investigations; interviews witnesses, victims, and others and takes statements; interrogates suspects; examines records and collects evidence to be used for criminal prosecutions; testifies in court; prepares detailed investigative reports; serves warrants, obtains subpoenas, and makes arrests; conducts surveillance; works undercover.
6. On an assigned basis, serves as a juvenile and crime prevention officer; investigates offenses involving juveniles; works with runaway and abused children, parents, schools, churches, the county juvenile court, and other public and private agencies; completes initial and follow-up report; prepares and delivers talks to organized groups.

In addition to duties and responsibilities particular to their command, all Supervisors shall:

- Ensure maintenance of a current GO manual
- Ensure that subordinates are promptly issued current GOM's necessary to perform assignments
- Ensure a uniform standard of discipline
- Assign and monitor disciplinary investigations
- Conduct staff meetings
- Provide for frequent inspection of the facilities, equipment and personnel under their command and provide for prompt correction of deficiencies
- Ensure that all files and records are accurately maintained and that all Departmental property is maintained in conformity with written directives
- Assign personnel to most effectively meet workload requirements, noting variations in assignments in the daily administrative report
- Account for use of pool vehicle
- Control and direct subordinates through direct supervision and leadership
- Maintain flexible working hours to accomplish their duties and responsibilities
- Ensure the proper security, disbursement, and accountability of funds entrusted to their command
- Provide for quarterly accounting of all funds maintained at their command
- Maintain property storage locations within their command
- Maintain a current copy of the GOM available for reference by subordinates
- Provide individual copies of work schedules for personnel who work rotating shifts
- Conduct, at a minimum, monthly inspections of all property and equipment designated for use in unusual situations and not personally assigned to employees
- Review the monthly activity/statistical reports for components under their command