

## Salisbury University Police Department

### CHAPTER 12 – DIRECTION

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### CHAPTER 12 – DIRECTION

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*The Directives in this chapter relate to direction and supervision to include chain of command, Chief Executive Officer authority, designation of command in the absence of the Chief of Police, supervisory accountability and a written directive system.*

#### 12.1 Direction

##### 12.1.1 Authority and Responsibility of the Agency's Chief Executive Officer

Under Maryland Education Article 13-601, the University of Maryland Police Force is established and university police officers have the powers of arrest and may enforce the general criminal laws of this state. The University Police Department is commanded by a Chief of Police who is the department's Chief Executive Officer

- D. In normal day-to-day operations, division commanders and supervisors will be responsible for their functional areas described in Chapter 11.

### 12.1.3 Employees Obedience to Lawful Orders

- A. An order is a command or instruction, written or verbal, given by a higher ranking officer directly or relayed by an employee of the same or lesser rank as the employee receiving the order. All lawful orders shall be obeyed, carried out fully and in the prescribed manner.
- B. No member shall knowingly issue an order in violation of any law or department regulation. No member, sworn or civilian, may be required to obey an unlawful order. If the officer to whom the unlawful order was given knows of the unlawful order, then that member shall notify the ordering officer of the illegality of the order. Responsibility for refusing to obey rests with the officer to whom the order was given. The receiving officer shall be strictly required to justify their actions.
- C. Lawful orders, which appear to be unjust or improper, shall be carried out. When appropriate, the officer to whom the order was given may confer with the officer issuing the order so that the situation may be resolved. If the situation remains unresolved, the officer may file a written report to the Chief of Police via the chain of command. The report will indicate the reasons for questioning the order, along with a request for clarification of department policy.
- D. Should any order given by a ranking officer conflict with any previous departmental order, the employee to whom such order is given will call attention to the conflict when appropriate. If the ranking officer does not rescind or amend the order, the order will be obeyed as given. The employee obeying such order will not be held responsible for disobedience to the previous order. Should the conflict stand, it should later be reported to the Chief of Police, via the chain of command, for clarification.
- E. Department Written Directives are permanent written orders by the Chief of Police and are contained in this manual. A written directive may amend, supersede, or cancel any previous order which will remain in effect until amended, superseded or cancelled by the Chief of Police.

### 12.1.4 Communication, Coordination and Cooperation with Other Departmental Functions

- A. Effective communications, coordination and cooperation are essential to the administration and operations of the department in order that information, notifications, suggestions, problems and concerns are conveyed and addressed.
- B. All personnel will encourage, support and participate in the reasonable and prudent exchange of information between department personnel, units and functions. Mechanisms and processes used by this department to facilitate the exchange of information include:

1. Electronic mail d BT1 itt2il d BT1t(p)-4(ar) egg the onits an;.27 Tm(th)-6(e)4()-26245(o0 1 144.02 168.38 Tr

4. Special Event briefings – conducted with personnel assigned to the particular event for resource assignments and objectives;
  5. Written bulletins – notifications disseminated internally or received externally from other agencies;
  6. Professional organization memberships;
  7. Access to on-line records, reports, etc;
  8. Direct communication between employees;
  9. Commander or Supervisor meetings with employees as necessary.
- C. The Chief of Police maintains an “open door” policy for all employees as schedule permits. Employees who wish to meet with the Chief of Police shall make an appointment with the Administrative Assistant who will arrange an appointment time suitable for both the Chief of Police and the employee.

## 12.2 Written Directives

### 12.2.1 Written Directives System

Effective and efficient administrative practices and procedures in the University Police Department will ensure that appropriate information is exchanged when and where needed and that management decisions are sound based upon all available information. Additionally, coordinated administrative activities will reduce the possibility of duplication, gaps in service and wasted time and effort. As such, the Written Directive System of the University Police Department is the formal system designed to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties.

A Written Directive is any written document used to guide or affect the performance or conduct of department personnel. This term includes rules, regulations, policy, procedures, special orders, personnel orders, memoranda and training bulletins. In order to perform duties properly and effectively, all employees must be knowledgeable of the Written Directives and





