

Written Directive Standard Operating Procedures

222.1 PURPOSE AND SCOPE

The purpose of this Standard Operating Procedure (SOP) is to delineate the structure and application of the University of Maryland, Baltimore Police Department (UMBPD) written directive system and provide members with a better understanding of its importance, use, and applicability. The effective administration of the UMBPD relies on clear practices and procedures that ensure information flows through the chain of command, supporting informed management decisions and minimizing inefficiencies. Written directives, including policies, rules, regulations, procedures, and personnel orders, are essential for guiding and coordinating the department's activities and must be accessible and understood by all members to achieve organizational goals. While Policy 103 (Policy Manual) establishes the core principles of the department's manual system, this SOP details the procedures for its implementation.

222.2 POLICY

It shall be the policy of the UMBPD to establish a written directive system in order to inform members of what is expected of them in the performance of their duties, to provide guidance to them in performing such duties, to establish the basis for employee accountability, and the means to fairly evaluate members and unit performance. Refer to Policy 103 (Policy Manual) for additional information.

222.3 DEFINITIONS

Written Directives – Written directives are position statements by or authorized through the Chief of Police that guide or direct the actions and activities of members. Written directives encompass all means by which the UMBPD communicates instructions, orders, and duty requirements to its members, to include policies, procedures, rules, regulations, memoranda, and special orders.

Policies – Policies summarize the UMBPD position on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance for use by all members or by more than one operational unit.

Procedures – Procedures build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are more detailed instruction on means and methods for carrying out the policy directive and generally draw the boundaries of permissible member discretion in performing tasks or duties.

Rules – As opposed to procedure statements that often provide officer flexibility and discretion, rules are characterized by their inflexibility. Rules define situations where no deviation or exceptions to agency authorized actions are permitted.

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Regulations – Regulations apply to specific members such as a patrol officer, a supervisor, or a commander and usually apply to personal conduct, morality, integrity, general duties, and responsibilities and in all matters pertaining to the obedience of orders.

Memorandum – A memorandum is a written communication initiated at any level of the organization to provide useful, specific information, affecting specific behavior, for a specific event or period of time. Certain memorandums issued by the Chief of Police will establish policy and procedure and shall be considered a policy and procedure memorandum.

Special Order – A Special Order is meant to accomplish a particular objective and once the objective is accomplished, there will be no need for further instructions.

Personnel Order – A Personnel Order is defined as a numbered written directive that is issued by the Chief of Police and concerns the assignment of members from one component to another, from one squad to another, promotion, or demotion, etc.

Standard Operating Procedures (SOP) – An SOP is defined as a written directive that is narrowly focused and only affects a specific section or operation. SOPs may be self-canceling or may be canceled at the direction of the Chief of Police or designee.

Department Manual – The UMBPD Manual is a collection of written directives that ensure an understanding of organizational policies and procedures and is available for reference as required.

Indexing – Proper indexing is crucial to the written directive system. The UMBPD Manual contains a Table of Contents and an Index and includes a listing of key words or phrases that are used to identify the written directive.

Lexipol Policy Management System – Lexipol offers a comprehensive library of state-specific law enforcement policies that are regularly updated to reflect new laws and court decisions. Recognizing that many agencies lacked current and legally defensible policies, Lexipol was created to fill this gap by providing accessible, online policy manuals and daily training to ensure effective policy implementation.

222.4 RESPONSIBILITIES

Chief of Police – The Chief of Police is vested with the authority to issue, modify, and approve UMBPD written directives. Under the Education Article, Section 13-601 of the Annotated Code of Maryland, the University of Maryland, Baltimore is authorized to establish and maintain a Police Department. The Chief of Police will act under the supervision of the Board of Regents and the President of the University of Maryland, Baltimore (UMB) and enforce the laws of the State of Maryland. The Chief of Police shall maintain peace and good order within the jurisdiction of the UMB through their subordinates and shall be the authority for the final approval of all agency policy. The Chief of Police may at any time modify any UMBPD directive when it does not conflict with federal, state or local law.

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Professional Standards Bureau Commander – A Major that oversees the management, direction, and control of the Professional Standards Bureau (PSB). The PSB Commander is responsible for overseeing the written directive process.

Policy Analyst – The Policy Analyst (PA) is responsible for developing, maintaining, and updating the department's policies and procedures. Key tasks include reorganizing policies, creating new ones based on research, ensuring compliance with accreditation standards, and assisting in providing training to department members.

Bureau, Division, Section, and Unit Commanders – Commanders may issue directives through memoranda or special orders that have a bearing on the specific functions or operations of their area of responsibility. Such directives shall be consistent with the established policy and procedures of the UMBPD.

222.5 PROCEDURES

A. Formatting:

1. The UMBPD utilizes the Lexipol Policy Management System for its policy management needs. Lexipol's structured policy format is designed to be clear, consistent, and legally defensible, aligning with best practices and legal standards. Lexipol-issued policies will follow their established format. However, for policies or procedures developed by UMBPD, the following format is recommended to ensure consistency and uniformity:
 - (a) Purpose and Scope – This section describes the purpose and scope of the procedures, providing some background information regarding the topic.
 - (b) Policy – This section briefly delineates the department's policy on the topic and should include or refer to the respective policy.
 - (c) Definitions – This section delineates any respective definitions to explain certain words, phrases, or subjects.
 - (d) Responsibilities – This section delineates the responsibilities for each position in completing the respective process, task, or assignment.
 - (e) Procedures – This section delineates the step-by-step actions to complete the respective process, task, or assignment.

B. Revisions/Updates:

1. Lexipol – Public safety policies are vital for agency operations, but outdated or inadequate policies can expose agencies to significant risks. Lexipol offers expert-vetted, state-specific policies designed to improve compliance with federal regulations, align operations with state laws, and ensure agencies stay current with evolving case law and judicial trends. This proactive approach helps keep policies up to date. Lexipol regularly updates policies when new federal, state, or local laws are enacted or when accreditation standards change, ensuring alignment with the latest law enforcement practices. Therefore,

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Lexipol automatically disseminates these updates through the Lexipol Policy Management System, ensuring the latest best practices in law enforcement.

2. Chief of Police – The Chief of Police is responsible for ensuring policies, procedures, and other directives are regularly reviewed and updated as needed.
3. Commanders/Supervisors – It is the responsibility of command and supervisory personnel to ensure the policies, procedures, and other directives affecting their areas of responsibility reflect the best practices for accomplishment of organizational activities, duties, and responsibilities. To this end, command and supervisory personnel are responsible for ensuring that:
 - (a) Required updates, development, and refinements of all policies and procedures affecting their area of responsibility are identified and that these requirements are forwarded in a timely manner to the PA for review. Once reviewed for content regarding required policy and procedure changes, the draft revision will be sent to their respective Bureau Commander or Director for review, prior to sending it to the PSB Commander. After reviewing the draft for content, the PSB Commander will forward the draft to the PA, who will place it in the Lexipol policy format. The Chief of Police has final review and approval for inclusion into the policy manual.
 - (b) Written explanations and justifications for proposed and active directives are prepared and kept up to date. These justifications include the legal basis and requirements for the policy, adherence to professional standards and practices, alignment with UMBPD philosophies, and compliance with CALEA and IACLEA standards, as well as other relevant information that supports and substantiates the policy.
 - (c) All policies and procedures affecting their area of responsibility will be reviewed annually in January.
4. UMBPD Members – Any many of the department may recommend changes or revisions to the department's policies and procedures. They shall follow the below listed revision request process.

C. Revision Request:

1. Any member of the UMBPD may recommend a change or revision to a written directive. The recommended change shall be noted in writing, stating the requested changes and the reason for the change. The written document shall be submitted through the member's chain of command and forwarded to the PSB Commander.
2. Refinement of policies and procedures shall be coordinated by the PA. Drafts of such changes and revisions shall be posted for general comment to lieutenants and above and affected unit supervisors or subject matter experts for a period of seven days in PowerDMS. After they have been reviewed for seven days, they shall be forwarded to the PSB Commander for review.

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3. The PSB Commander will consider all comments and submit the draft policies and procedures along with supporting justification to the Chief of Police for review, approval, signature, or other action.
- D. Distribution:
1. All policies and procedures approved by the Chief of Police will be disseminated to UMBPD via the Lexipol Policy Management System. The Police Department Manual is accessible to all UMBPD members in an electronic format through the Lexipol Policy Management System's web-based system.
 2. When a new or updated policy or procedure is issued, the Lexipol Policy Management System will send an email notification to each member. Upon receiving the notification, members are required to review and acknowledge the new or updated policy or procedure within five business days. As outlined in Policy 103 (Policy Manual), members are required to check, review, and acknowledge revisions at least once per week when the member is scheduled to work.
 3. When the department distributes a new or updated policy or procedure, it is imperative for supervisors to conduct Roll Call Training to explain the directive. Completed Roll Call Training Forms must be submitted to the Education and Training Section for filing and retention.
- E. File Maintenance:
1. The UMBD Police Manual will be maintained using the Lexipol Policy Management System, which handles the indexing, filing, and purging of policies and procedures. Written directives held more than ten years will be purged from the Lexipol Policy Management System.