I. DEFINITIONS:

A. General Order: Issued to advise or establish policies or to direct the use of specific procedures for the indefinite future. General Orders will be issued for:

1. Institution of permanent procedures, policies and manuals related thereto.
2. Permanent changes in the organization.
3. Installation of permanent programs affecting more than one section.
4. Permanent personnel policies and procedures not including changes in personnel status.
5. Authorization of the use of law enforcement facilities, equipment, and expenditures of funds.

B. Special Orders: Issued to announce policies or specific procedures concerning a circumstance or event of a one time or temporary nature such as:

1. Promotional process announcements and procedures.
2. Annual budget preparations and deadlines/purchasing requirements.

C. Personnel Orders: Issued to direct a personnel status change.

1. Appointment or assignment of new personnel.
2. Promotions or demotions.
3. Transfers between Agency Bureaus.
4. Suspension, dismissal, or restoration to duty.
5. Termination of personnel.
6. Appointment to specialized Agency duty assignments.
7. Extended leaves of absences.
D. Electronic Orders: Are general orders, special orders, personnel orders, issued via electronic mail (e-mail) to Agency employees. All WCSO employees shall check their WCSO email at least once per shift.

E. Memorandum: Issued to disseminate information, instructional material, or data of general interest to Agency personnel. Below Bureau level memoranda may be issued to establish written procedures and instructions for completing tasks. Bureau Commanders are authorized to issue Bureau memorandums only. Bureau memoranda are restricted to that information for direction that affects only assigned personnel internal operations of that Bureau. Such publications must conform to the policies and procedures established in Agency directives. Bureau Commanders, Division Commanders, Patrol Supervisors, Investigative Supervisors, and Administrative Supervisors may issue memoranda pertaining to operating procedures, practices, and work assignments related to the internal direction and functioning of their Bureau, Division, Section, and Unit. Memoranda must conform to policy and procedures established in Agency directives.

Subject of Agency Memoranda include, but are not limited to:

1. Announcement of Agency, community, civic or social events.
2. Information on actions, policies and events of other agencies.
3. Instructions and information concerning academic or instructional programs of general interest.
4. Explanation or clarification of previously issued others.
5. Written interpersonal communications and inquiries are not to be confused with memoranda. Unlike memoranda, interpersonal communications are not official Agency publications and therefore need not conform to the restrictions established for memoranda.

F. Bulletins: Issued to convey information of specific interest pertinent to performance of law enforcement tasks and other Agency responsibilities. Bulletins should be used for:

1. Daily bulletin information.
2. Periodic publication of crime analysis, data on specific crime patterns, possible suspect information and modus operandi data.
3. Information and descriptions of wanted criminals.
4. Training Bulletins.
G. Letter and Official Correspondence Requiring Approval of the Sheriff. Examples are available upon request to the Special Operations Bureau Commander or his designee.

1. Letters relating to budget, planning policy, and other administrative concerns of the Office of the Sheriff (to be signed by the Sheriff).

2. Letters to the Executive, County Administrator, County Auditor, County Council, and other County Departments.

3. Letters to the Governor, Attorney General, or other State or Federal Officials.

4. All other official correspondence that relays policy or makes a profound statement.

5. A copy of all outgoing correspondence originating within the Office of the Sheriff will be filed with the Special Operations Bureau Commander or his designee.

H. General Information Newsletter: An informal publication of the Agency disseminated internally containing unofficial information and other items of unofficial nature.

I. Written Directives: Written directives are position statements by or authorized by the Sheriff that guide or direct the actions and activities of Deputies. Directives encompass all means by which this Agency communicates instructions, orders and duty requirements to its members, to include policies, procedures, rules, regulations, general orders, special orders, memoranda, and instructional materials.

II. FORMAT OF PUBLICATIONS:

Agency publications shall remain consistent with the following format and indexing system:

A. General Order Format

General Orders shall be prepared in the format consistent with Agency Standards. Examples will be provided upon request. Care will be exercised to minimize the number of indexed references and still be consistent with a reasonable capability to access the contents.

B. Special Order Format

1. Special Orders will be prepared in the format consistent with Agency standards. Examples will be provided upon request. The numbering will consist of the last digits of the calendar year, followed by a sequential number for each order issued during that year.

2. Special orders may indicate either a date of termination for a specific period during which the order is valid, or will automatically terminate at the
completion of the specific assignment (if a termination date is not specified). Upon termination or completion of the effective period or assignment, the order is cancelled.

Examples are such:

a. Special orders for assignment to a July 4\textsuperscript{th} parade will indicate a termination date of July 5\textsuperscript{th}, or if not indicated, will terminate at the end of the parade.

b. Special orders requiring a change in traffic regulations because of road construction will indicate termination “upon completion or cancellation of mission.”

c. Special orders covering assignments and duties involving special operations may have termination indicated as “upon completion or cancellation of mission.”

C. Personnel Orders Format

1. Personnel orders shall be prepared using the format consistent with Agency Standards. Examples will be provided upon request.

2. Personnel orders will be numbered with the last two (2) digits of the calendar year, followed by the sequential number.

D. Memoranda Format

1. Memoranda are not formally numbered and are maintained by subject and date.

2. Memoranda coverage will be indicated in the “TO” section of the heading and the authority for issuance will clearly be indicated in the “FROM” section. Those with authority over a Bureau, Division, Section, or Unit may generate memoranda to their respective personnel.

E. Bulletin Format

1. Bulletins will be issued as an Agency publication. Since these bulletins are issued under the authority of the Sheriff, no specific authority entry is required. The bulletin will include headings designating the major subject, the issue date, and the person or division to contact for clarification or additional information.

2. The body of the Bulletin may be configured as required to best depict the information presented. This may vary from narrative to tabular form to illustrate any of the combination of the above. Since the objective of the
bulletin is to impart information, the content of the bulleting must be clear and simple.

F. Letters and Official Correspondence Format

1. All official correspondence will follow the format of:
   a. Date.
   b. Name and Address or addressee.
   c. Salutation.
   d. Content.
   e. Sincerely.
   f. Sheriff’s name and title.
   g. Wicomico County, Salisbury, Maryland.
   h. Employee’s typed name and signature above.
   i. Employee’s title and/or rank
   j. Initials of typist and copies sent to.

2. Any unofficial correspondence not requiring the Sheriff’s authorization will follow the format of:
   a. Date.
   b. Name and address of addressee.
   c. Salutation.
   d. Content.
   e. Sincerely.
   f. Employee’s typed name with signature above.
   g. Employee’s title and/or rank.
   h. Initials of typist if other than signer.