

Laurel Police Department - General Order  
Chapter 0, Section 100, Order 101 - General Order Manual  
August 11, 2013

**0 / 101.05 POLICY**

The General Order Manual is the official manual of the Laurel Police Department. All General Orders are established, revised, and approved by authority of the Chief of Police.

**0 / 101.10 PURPOSE**

The Department General Order Manual shall be comprised of all policies and procedures related to police operations, employee conduct and police services.

**0 / 101.15 DEFINITIONS**

Separability Clause      A clause commonly found in legislation which provides that in the event that one or more provisions are declared void the balance of the legislation remains in force

Listed acronyms are used throughout the General Order Manual and may be used in any inter-departmental correspondence.

AHB:	Administrative Hearing Board
ASO:	Auto Salvage Officer
AWOL:	Absent Without Leave
CAD:	Computer Aided Dispatch
CALEA:	Commission on Accreditation for Law Enforcement Agencies
CDS:	Controlled Dangerous Substance
CIM:	Criminal Investigation Manual
CIR:	Commander's Information Report
CIU:	Criminal Investigation Unit
C.O.:	Commanding Officer
DARE:	Drug Awareness Resistance Education
EEO:	Equal Employment Opportunity
ERT:	Emergency Response Team
FIR:	Field Incident Report
FTO:	Field Training Officer
GOM:	General Order Manual
GOMS	General Order Management System
ICO:	Investigative and Community Outreach
ITA:	Information, Technical & Administrative
LEOBR:	Law Enforcement Officers Bill of Rights
LPD:	Laurel Police Department
LWOP:	Leave Without Pay
MAARS:	Maryland Automated Accident Reporting System
MILES:	Maryland Inter-Agency Law Enforcement System
MPTC:	Maryland Police Training Commission
OIC:	Officer in Charge
PCS:	Police Communications Specialist

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SCU: Special Crimes Unit  
SOP: Standard Operating Procedure  
T/A: Trading As, Common reference for a business  
TDY: Temporary Duty Assignment  
UPD: Uniform Patrol Division

**0 / 101.20 PROCEDURES**

**A. FORMAT**

1. All written General Orders shall contain
  - a. Subject Heading
    - 1) Chapter Number
    - 2) Section Number
    - 3) Order Number
    - 4) Order Name
    - 5) Date of Issuance (Effective Date)
  - b. Policy
  - c. Purpose
  - d. Definitions
  - e. Procedures
  - f. Governing Legislation and References
  - g. Annex.
  - h. Page Number
2. A file copy of the order will contain the written approval from the Chief of Police
  - a. Directive approval form with the signature of the Chief of Police and/or
  - b. E-mail dated approval

**B. PREEMINENCE OF MANUAL [SEPARABILITY CLAUSE]**

1. Should an existing written memorandum conflict with the provisions of the GOM, the provisions of the GOM take precedence over such written directive.
2. Written directives or portions thereof not addressed within the GOM shall remain in effect where no conflict exists.
3. Where any part of the GOM is found to be illegal, incorrect, or inapplicable, such finding shall not affect the validity of the remaining portions of the GOM.

**C. APPLICABILITY**

1. The provisions of the GOM shall apply to on and off duty employees when taking any action or performing any duties governed by the provisions of the GOM.

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**D. DISTRIBUTION**

1. Issuance of the GOM shall be the responsibility of the Office of Compliance:
2. There shall be only three hard copies of the GOM issued
  - a. The following offices will receive one copy each:
    - 1) City Administrator;
    - 2) Office of the Chief of Police; and
    - 3) Office of Compliance

**E. MAINTENANCE**

1. Maintenance of the issued General Order Manuals shall be the responsibility of the Office of Compliance

**0 / 101.25 GOVERNING LEGISLATION AND REFERENCES**

Black's Law Dictionary, Fifth Edition, 1979  
CALEA Standard 12.2.1, 26.1.1

**0 / 101.30 ANNEX**

None