



STANDARD OPERATING PROCEDURES

FC No.: 1407
Date: 04-25-03

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract)

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I. Policy

It is the policy of this department to have Standard Operating Procedures (SOPs) for each functional and/or geographical unit identified in FC 220, "Department Organization and Command Structure." Unit commanders/directors will publish and make available these SOPs to each unit member. (CALEA 12.2.1, 12.2.2)

II. The SOP System

- A. The purpose of an SOP is to:
- 1. Ensure that all department directives requiring further unit-specific definition/guidance are implemented throughout the department.
 - 2. Increase efficiency and effectiveness of unit operations.
 - 3. Standardize those routine operations that are constantly conducted by unit members.
 - 4. Provide guidance to line personnel in areas where no department level policy or guidance exists.
 - 5. Identify unit tasks/responsibilities.
 - 6. Determine what policies/procedures found in department directives require further guidance from the unit commander (e.g., a directive that specifies that an action will take place, but does not identify the actual

person responsible for the action, nor the processing and filing of the results).

- B. Each unit identified in FC 220 is required to publish an SOP in the form of a unit manual or as an appendix to a larger unit's SOP (e.g., district traffic units or beat teams within a district). Questions regarding coverage interpretations may be directed to the director of the **Professional Compliance Section (PCS)**.

III. Format of SOPs

- A. Appendix A of this directive contains the SOP outline summary and the annex series representing functional chapters to the basic SOP.
- B. Supervisors and managers must keep in mind when developing a unit's SOP that when changes in work rules are considered, they may affect bargaining unit employees and therefore become negotiable.
- 1. "The Union **must be given no less than 15 business days notice of work rule changes. The Union shall have the opportunity during that 15 day period to bargain over any negotiable work rule change.**" (MCGEO, Article 39.1)
 - 2. "**Negotiable** changes to directives, rules and procedures not enumerated in this agreement, or the effects on employees of the exercise of a management right as enumerated in Article 42 § A, will be proposed by **either party** for bargaining. **Thereafter, and before implementation of any negotiable portion, bargaining and agreement shall occur. Failing agreement, the dispute will be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33 § 33-81(b) of the Montgomery County Code.**" (FOP, Article 61.B)
- C. All SOPs will contain, at a minimum, the annex series indicated in Appendix A. This list of subject areas within the series section is not to be considered all-inclusive and unit commanders should expand and cover any and

all areas deemed necessary by their operations or mandated by department directives. The selection of numbers for the annexes is reserved for the preparing unit commander, provided that they are consistent with the series descriptors (e.g., Annex 1.0 is Administration).

- D. A log will be maintained in the front of unit SOPs documenting all revisions and publications of the unit SOP. A format for this log may be locally developed and use of electronic storage for documenting changes (e.g., computer databases) is authorized, provided periodic printouts are made and inserted in the front of the unit copy of the SOP.
- E. All SOPs will reflect their relationship to Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards, as appropriate, by inserting a notation to that effect at the reference point [e.g., (CALEA 22.1.1)].
- F. SOPs will have full identification of the originating unit, effective or revision date, and page numbers.
- G. Where SOPs require forms support, unit commanders/directors should review **FC 1406**, "Department Forms Control," for guidance.
- H. Page or section revisions to existing SOPs will follow the above procedures. Page revision dates will be noted on page headers.

IV. SOP Approval

- A. Upon completion of an SOP/SOP section, unit commanders will forward it to the next higher command level for approval along with a copy on department standard (Microsoft Word) computer disc (to be returned with the approved copy of the SOP). This will facilitate modifications and thus speed up the approval process. In certain circumstances, approval will be required through bureau level (see bureau SOP for guidance).
- B. Once approved, a copy will be forwarded to the **Policy and Planning Division (PPD)** for directive and accreditation compliance review and comment. Any suggested corrections will

be discussed with the SOP originator and then a final copy will be forwarded to the next higher command level for approval. Once signoff has been obtained from these levels, the SOP will be considered approved and distribution should be effected.

- C. Copies of all final, approved SOPs/page revisions will be forwarded to the **PPD** within five days of publication.

V. Distribution and Filing of SOPs

- A. Every unit will maintain a paper copy and a computer disc copy of their SOP and any subordinate unit's SOP within their unit.
- B. Copies should be distributed within the unit so that adequate coverage and availability to all assigned personnel is ensured. Training should be conducted on each newly published or revised SOP.
- C. Each district/unit commander will conduct an annual review of their unit's SOP to ensure that the SOP reflects current policies and procedures and that it is not in conflict with current department directives or collective bargaining agreements.
- D. All personnel, newly assigned to a unit, will follow the in-processing procedures in that unit's SOP, to include reviewing that unit's SOP.
- E. Copies of the unit SOP will be forwarded to and retained by the next higher command level unit and the PCS.

VI. Proponent Unit: **Professional Compliance Section**

VII. Cancellation

This directive cancels Function Code 122, effective date 12-12-00.



William O'Toole
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Subject Area Outline for Standard Operating Procedures (SOPs)

Basic Standard Operating Procedure (at a minimum the following areas will be addressed)

- Unit Mission
- Unit functions
- Unit Command Relationships
(Organization Chart optional)
- Commander's Management Philosophy
(Optional)
- Unit Goals and Objectives for the current FY (Appendix A)

Annex 1.0 – Administration (at a minimum the following areas will be addressed)

- Requests for Training, Transfer, Temporary Assignment
- Time Sheet Preparation and Requests for Leave
- Awards and Commendations
- Correspondence Controls

Annex 2.0 - Operations (at a minimum the following areas will be addressed)

- Deployment (Personnel and hours)
- Holding Facilities (In addition to FC 810; if none are assigned to the unit, a copy of the servicing unit's Holding Facilities SOP should be inserted.)
- Prisoner Processing and Security
- Use of Interview Rooms (See FCs 810 and 811)
- Annual Goals and Objectives Submission (See FC 210)
- Overtime Management
- Evidence Room Procedures (See FC 721)

Annex 3.0 - Property & Maintenance (at a minimum the following areas will be addressed)

- Accountability and Maintenance of the following types of department property:
 - Personal issued equipment
 - Equipment assigned to the unit
 - Office equipment (Includes computers)

- Vehicles (PPV/Fleet Units)
 - Maintenance of Facility
 - Equipment Repair
 - Supply Requisition and Distribution
 - Annual Facility Maintenance and Upgrade Review (Included in department's annual budget preparation)

Annex 4.0 - Security (at a minimum the following areas will be addressed)

- Weapons Security
- Facility Security and Access Controls
(Security personnel stationed at county facilities must physically check individual identifications.)
- Annual Physical Security Review and Inspection
- Information Security (Computer access, programs, software, and document control)
- Personal Security of Employees

NOTE: The above areas are basic mandates and not all encompassing, unit commanders/directors should expand the SOP to cover all appropriate subject areas.