



# The Aberdeen Police Department Policies & Procedures Manual Chapter Content



## Chapter 01 The Manual System (Click on Section)

Section 01 Implementation and Effect of Department Policies

Section 02 Manual Format

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# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 01 The Manual System

GO 23-006, 04/27/2023

Section 01 Implementation and Effect of Department Policies

Supersedes GO 19-040

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## A. Policy (12.2.1h)

1. The *Aberdeen Police Department Policies & Procedures Manual* (the *Manual*) is an official document of the Department; it is an on-the-job reference source of policies, procedures, duties, and activities for all Department personnel.
2. All Department Personnel are responsible for being familiar with and abide by its contents.

## B. Manual Policies and Procedures Limitations

1. The contents of the policies and procedures may be changed at any time.
2. The contents do not constitute the terms of a contract of employment.
3. Deviations from these policies and procedures may form the basis for APD administrative sanctions, a higher level of training, and/or new policy guidelines.
4. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

## C. Keeping Policies and Procedures Current

1. The Chapters and Sections in this *Manual* shall be revised or amended regularly as laws, activities, and procedures change. (12.2.1e)
2. Department personnel are encouraged to review policies and submit inconsistencies, changes in procedures, other amendments, and revisions to the Accreditation Manager.
3. The Accreditation Manager shall receive, review, and update policies and procedures, as required, to comply with accreditation standards, new laws, and procedural changes; and send recommended revisions to the Chief of Police and/or Command Staff to review and edit. (12.2.1i)
4. The Accreditation Manager shall maintain a system to review accreditation compliance and correct any noncompliance issues and policies and procedures appropriately, prior to an On-Site Assessment. (11.4.3)

## D. Access to Policies & Procedures

1. Policies & Procedures are kept electronically in:
  - a. PowerDMS;
  - b. SharePoint; and
  - c. P: Drive.
2. Employees may access the policies and print hard copies.
3. The Accreditation Manager shall ensure that all employees of the Department receive access to the *Policies & Procedures Manual*.
4. New employees shall acknowledge their electronic access to the *Policies & Procedures Manual* by signing Form #51.
  - a. A signed copy will be placed in the employee's personnel file, and
  - b. A copy will be given to the employee.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 01 The Manual System  
Section 02 Manual Format

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GO 19-032, 07/26/2019  
Supersedes 13-028

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## A. Policy

1. The policies and procedures in this *Manual* are formatted in outline style, usually with a Policy Statement at the beginning of each Section. (12.2.1f)

## B. Policies & Procedures Manual Format (12.2.1e)

1. Policies are grouped by Chapters with numbered Sections in each chapter.
2. The General Order (GO)<sup>1</sup> number and date is listed in the header on the right side under the CALEA logo.
  - a. The superseded previous policy or GO is below the new GO number and date.

## C. General Orders Format (12.2.1d)

1. General Orders (GO) announce changes in policy or procedures on City of Aberdeen letterhead, signed by the Chief of Police or designee.
2. GOs are numbered by year and sequence (for example:19-001).
3. An edited version of the policy is attached to the General Order.
  - a. New texts are highlighted in yellow; and
  - b. Deleted texts are crossed out in red.

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<sup>1</sup> See *Policies & Procedures Manual* Chapter 03 Internal Communications 02 General Orders



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 01 The Manual System  
Section 03 Definitions

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GO 23-007, 04/27/2023  
Supersedes GP 14-034

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**APD** – Aberdeen Police Department

**BlueTeam** – Web-based application to document and monitor pre-determined incidents to include, but not limited to citizen/external complaints, internal complaints, firearm discharges, use of force incidents, show of force incidents, vehicle pursuits and departmental collisions.

**CAD** – Computer Aided Dispatch

**CDS** – Controlled Dangerous Substance

**COA** – City of Aberdeen

**Department** – Aberdeen Police Department

**Employee** – Sworn or Non-sworn employee of the Aberdeen Police Department.

**Law Enforcement Agency** – A recognized law enforcement agency of any federal, county, or municipality of this state or other states

**May/Should** – The action to be taken is discretionary.

**METERS** – Maryland Telecommunications Enforcement Resources System

**NCIC** – National Crime Information Center

**NIBRS** – National Incident-Based Reporting System

**NLETS** – National Law Enforcement Telecommunication System

**Non-Sworn Employee** – Employee of the Aberdeen Police Department who is not commissioned as a law enforcement officer.

**Officer** – A sworn law enforcement employee of the Department commissioned as a law enforcement officer

**Shall/Will** - The action to be taken is mandatory.

**Sworn** – Commissioned as a law enforcement officer with authority to make full arrest.