

# Memorandums

## 201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Memorandums.

## 201.2 POLICY

Memorandums will be used to modify policies of the University of Maryland, Baltimore Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a Memorandum is issued.

## 201.3 PROTOCOL

Memorandums will be incorporated into the Policy Manual, as required, upon approval. Memorandums will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Support Services Bureau Commander or the authorized designee should ensure that all Memorandums are disseminated appropriately. Memorandums should be numbered consecutively and incorporate the year of issue. All members will be notified when a Memorandum is rescinded or has been formally adopted into the Policy Manual.

## 201.4 RESPONSIBILITIES

### 201.4.1 COMMAND STAFF

Command staff shall periodically review Memorandums to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

### 201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Memorandums.

## 201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Memorandums. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Memorandums. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.