

7.1 Written Directive System

In order to achieve the most efficient possible operation, and to maintain discipline and professionalism, the Sheriff herein establishes a system for issuance of clearly defined written directives.

7.1.1 Authority to Issue Written Directives

Authority to issue, modify, or approve written directives shall rest solely with the Sheriff. The Chief Deputy or a designee may issue written directives as authorized by the Sheriff.

7.1.2 Written Directives Defined

Any and all printed and/or electronically-disseminated orders, procedures, instructions, and memoranda shall come under the general heading of *written directives*. Written directives are permanent intra-office records which facilitate, direct, or guide organizational activities. Such material is to be considered Office-issued equipment and will be maintained as such.

7.1.3 Types of Written Directives

The Office recognizes five (5) distinct types of written directives.

General Orders are broad in nature and apply to all employees regardless of assignment. These directives require the performance of certain duties, outline the way those duties are to be performed, and prohibit specific behavior. Examples of General Orders would be Disciplinary Procedure, Uniform Policy, Weapons and Use of Force, and Vehicle Policy. These directives will be maintained in the General Orders Manual.

Standard Operating Procedures (SOPs) contain specific procedures unique to a particular operational unit. Standard Operating Procedures ensure consistent and effective operation of the Office, and are used as guidelines in handling a wide range of tasks and expected methods of operation. Standard Operating Procedures should be detailed, but flexible enough to allow for unusual or unique circumstances. Bureau Commanders are required to maintain up-to-date manuals of SOPs for their respective Bureau. Modifications to Bureau-level

Standard Operating Procedures require the approval of the next higher level of command. Examples of SOPs could be Procedures for Warrant Service, or Civil Process, or Courthouse Security, or Warrant Control. These directives are assigned only to those individuals assigned to the affected unit, activity, or function, and will be returned to the Bureau Commander upon reassignment.

Special Orders are specific instructions and/or guidelines for handling tasks or situations not covered by a General Order or SOP. Special Orders are usually temporary in nature. For example, Special Orders would be issued when the Office is tasked to participate in unusual events such as a large demonstration, an unusually high risk trial, or protecting a witness. A Special Order which addresses an ongoing issue will normally be converted into a General Order or Standard Operating Procedure.

Personnel Orders are instructions dealing with particular individual employees. A Personnel Order is an appropriate delivery mechanism for transfers, promotions, demotions, awards, commendations, and similar actions. Several employees may receive direction on the same order. These directives will be maintained in the employee's personnel record and in the supervisor's F&I file. The Human Resources Coordinator will maintain a master file of issued Personnel Orders.

Memoranda provide a means of relaying information Office-wide. It is the most basic form of official, written interoffice communication. Memoranda allow information to flow laterally and vertically throughout the organization. They may also be utilized for interim implementation of policy and procedural changes; when used as such, they will remain in effect until they are incorporated into an Office directive or canceled via another memorandum.

7.1.4 Format of Written Directives

All written directives will have an effective date on each page. General Orders will be numbered according to the chapter which most closely covers the material being promulgated, and then a subsequent sub-chapter number is added (e.g., 12.5 is the fifth General Order which falls into the purview of chapter twelve).

The numbering and internal divisions of SOPs will be left to the discretion of the promulgating authority, with the only requirement that internal consistency be maintained within the document.

Special Orders will be numbered according to the General Order and sub-chapter referred to in the Special Order and will have an effective start date.

7.1.5 Development of Written Directives

While all written directives are issued under the authority of the Sheriff, most are researched and drafted by commanders and supervisors. Suggested changes or the addition of new material to General Orders, SOPs and Special Orders may be submitted by any employee in writing via chain-of-command. Drafts of any changes will be staffed out before being finalized.

The Training Administrator is responsible for developing and maintaining all training materials. Suggestions for changes or the addition of new material must be submitted to the Training Administrator via chain-of-command. No training materials will be used in Office-sanctioned training unless approved by the Training Administrator.

7.1.6 Distribution

All employees, sworn and civilian, will have access to written directives that apply to them. It shall be the responsibility of employees to keep abreast of all written directives issued to them and to conduct their activities accordingly. General Orders and some types of written directives shall be accessed on-line.

7.1.7 Maintenance of Written Directives

All employees shall be required to acknowledge receipt of certain written directives when issued. When employees are required to provide written and/or electronic acknowledgment of a directive, the acknowledgment of receipt will be forwarded to and maintained in the custody of the Chief Deputy or a designee.

The General Orders Manual will contain a "Table of Contents" and an "Index." A current Table of Contents and Index will be maintained to account for additions or deletions.

New or revised Orders will be issued periodically. During interim periods, Orders will be modified via temporary interoffice memoranda or Special Orders.

7.1.8 Periodic Review

The Chief Deputy is responsible for overseeing periodic review of all General Orders to determine if they still reflect current policies and procedures, and to ensure continued compliance with law enforcement and legal standards.

Commanders will periodically review all SOPs and Special Orders pertaining to their bureau, and forward any changes or corrections to the Chief Deputy, or his/her designee. No changes to standing written directives will be implemented without prior approval of the Sheriff or the Chief Deputy.