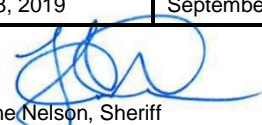




DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Directive System	Effective Date: June 28, 2016	Policy Number: 2.01	
Accreditation Reference: 1.1.4, 1.4.6	Review Date: June 28, 2019	Supercedes: September 8, 2015	Pages: 3
Attachments:	 L. Shane Nelson, Sheriff		

PURPOSE

The purpose of this policy is to provide both members of the Deschutes County Sheriff's Office and those outside of this agency with an explanation of the directive system for this policy manual.

II. POLICY

Most organizations require some form of written documentation that provides guidelines to its members about the proper execution of the organization's functions and their duties within. It is the policy of the Sheriff's Office to utilize this Policy Manual as the means to codify these directives. Policies are neither absolute nor static. They serve only as a mechanism to provide necessary guidance to members in their day-to-day activities. Policies are subject to change, to discontinuance, and to creation as the needs of the agency and the community dictate.

III. INTRODUCTION

Policy statements of this agency within this manual shall be considered official documents of the Sheriff's Office. Sheriff's Office members, who choose to have a printed manual, shall be responsible for maintaining their own policy manual and shall return or shred the manual and its contents upon separation from the Sheriff's Office.

All policies are maintained as electronic files on the Sheriff's Office PowerDMS policy and procedure website. Members can access policies electronically from any Sheriff's Office computer via the PowerDMS website at any time.

Policy revisions and updates shall be distributed and made available to members via their PowerDMS inboxes. Members shall electronically sign for and acknowledge receipt and understanding of policy updates as they are made available through their PowerDMS inbox.

Information contained in the policy manual will be included in promotional examinations for all ranks.

All documents within this manual shall be written as policies, and [indexed](#) according to topical subjects.

IV. DEFINITIONS

DCSEA is the Deschutes County Sheriff Employees Association.

Policy refers to the Sheriff's Office policy manual and is written in such a format as to provide the purpose of the document, a broad policy statement, and followed by the techniques or methodologies to be utilized in conducting certain administrative and operational activities.

Policy is formulated by analyzing objectives and determining through research those principles which will best guide the agency in achieving its objectives. Policy is based upon sound law enforcement practices and techniques, peace officer ethics and experience, the desires of the community, the mandate of the law, and the needs of the Sheriff's Office.

Policy is articulated to inform the public and members of the principles, practices, and standards of conduct which will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist members in the necessary exercise of discretion in discharging their responsibilities.

Special Order is a temporary directive issued by the Sheriff implementing an agency policy change. Special Orders shall remain in effect for one year from the date of issuance, unless an earlier date is specified or the policy change is incorporated into the Sheriff's Office policy manual prior to the expiration of the Special Order.

Division Procedures are policies, procedures, or rules implemented on a division level and affecting only members of that division. Division procedures shall be in writing and may be compiled into a Division Operating Manual. Division Procedures shall not conflict with the policies in this manual or with Special Orders.

Operational Orders refers to specific information and directives issued by any supervisor relating to a specific incident or event, or the use of specific equipment. These orders may include assignments, reporting times and places, hours, tactics and operational plans. The scope of these orders is limited to the specific incident or event and the members assigned, or the use and application of the specific equipment referenced.

Training Bulletins are bulletins will be issued by the training unit whenever deemed appropriate. While training bulletins may communicate policy reminders, they do not establish Sheriff's Office policy.

Memoranda are written communications issued by the Sheriff or Division Commanders from time to time distributing information to members. Memoranda may inform members about current issues or events, forward information from other agencies or departments, announce changes in assignment, or other announcements. Memoranda do not establish policy.

V. DIRECTIVE FORMAT

All written policies in this manual will have a header at the top of the page with the subject of the policy; its number, the effective date, and an accreditation reference indicating which standards are referenced by that particular policy.

Each will begin with a purpose statement, a policy statement, and then be followed with the directive information of that subject detailing the techniques or methodologies to be utilized in conducting certain administrative and operational activities.

VI. REQUESTS AND AUTHORITY TO ISSUE

Any member may request that a policy be issued, or a current policy be changed or updated, or an outdated or invalid policy be purged by submitting a written justification of need through the chain of command. The Division Captains, the DCSEA President, and the Sheriff's Office Legal Counsel will be responsible for reviewing each policy at least every three years to confirm the accuracy of the policy and any needed or appropriate changes. Policies may be reviewed and modified at any time during the three year period due to operational needs or statutory requirements.

Final authority to issue or change one of the directives will reside with the Sheriff.

VII. REVIEW PROCEDURES

All written directives, while still in draft format, will be provided to all supervisors and above in the Sheriff's Office as well as those members being affected by the directive. A copy of the draft will also be provided to an executive board representative of the collective bargaining unit as per the labor agreement. Those individuals will be allowed to review and comment or propose changes as are deemed appropriate. All comments and proposed changes will be forwarded to the Division Captains, the DCSEA President and Sheriff's Office Legal Counsel. The policy will be finalized by the Accreditation Manager and the Sheriff and then distributed to all members.

VIII. RECEIPT AND DISSEMINATION OF POLICY MANUAL DIRECTIVES

All members shall be issued a complete copy of the Policy Manual at the time of their hire in electronic format on a CD. Finalized changes to any directive will be communicated to all members, including non-paid, where the directive affects an area where they are involved or responsible, by means of a hard copy, electronic mail with the receipt attached, or through PowerDMS inbox email notifications.

Sheriff's Office Human Resources and the Patrol Administrative Lieutenant will ensure that all members have received the directive and all acknowledgements are archived and retained within PowerDMS. The Patrol Administrative Lieutenant will be responsible for the maintenance and upkeep of a master copy of the policy manual.

IX. SPECIAL ORDERS

Special Orders will be issued under the authority of the Sheriff and shall carry the same authority as policies in this manual. Special Orders shall be issued and disseminated in the same manner as this manual with return receipts required, and will conform to the format established for this manual.

Special Orders shall be numbered consecutively and hard copies will be kept by the Accreditation Manager, in a binder and shared drive, sorted by date issued. A log will be kept at the front of the binder stating the number, the date, and a brief description of the content of each order.

Special Orders will sunset and become void in accordance with a date specified in the Order or after a period of one year, unless the directive is incorporated into this manual prior to that date.