



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

WRITTEN DIRECTIVES

EFFECTIVE DATE: 07/16/09
 AMENDS/SUPERCEDES: 7.5
 STANDARD NUMBER: 12.2.1

REVIEW DATE: 07/16/09
 REVISION DATE: 07/16/09

APPROVED: _____
 Sheriff Signature

7.5.1 Purpose

To put forth a system whereby written directives are presented, approved, distributed and reviewed for current application on a yearly basis.

7.5.2 Rationale

An agency realizes its strength is through direction and thereby gaining acceptance of procedures. Therefore, it is essential to have in place, and easily accessible, not only the process, but the written directives that originate, not only from the Sheriff, but from those that have some command or supervisory responsibility.

7.5.3 Discussion

A complete, well written, directives system is an important component of the modern law enforcement agency. Directives are communication tools which inform all personnel of their responsibilities and standards of behavior. Directives establish the lines of authority and accountability within the Office, as well as the course of action the Office undertakes in order to achieve stated goals and objectives. Directives also explain Office values, mission statement and philosophy and define the individual's limits of discretion under defined circumstances (Refer to Office member handbook and Chapter One of Sheriff's Office Policy for Code of Conduct, Code of Ethics and Mission Statement).

7.5.3 Policy

- A. Pursuant to authority granted to the Sheriff, this policy manual is hereby established for the operations of the Weber County Sheriff's Office.
- B. Responsibility for revision, updating, or purging of these policies rests with the Professional Standards Section as directed by the Sheriff.

- C. The Sheriff has the authority to issue, modify, and/or approve any Office written directives.
- D. This manual supersedes all of the previous general policy and procedures manuals.
- E. The written directives system must encompass a range of publications from permanent to temporary policy, and from mandatory instructions to informational memoranda. Effort is to be exerted to minimize the number and complexity of publications while providing centralized information and direction toward common organizational objectives. To provide a framework for the development of written bureau publications, certain general guidelines have been adopted
 - 1. Publications shall not conflict with established rules, regulations, or policies of the Sheriff's Office and the County or with administrative regulations and statutory law imposed by higher authority.
 - 2. All publications will be stated in precise and positive terms with grammatical accuracy and simplified language.
 - 3. When applicable, cross references will be made to other related and published documents. Publications that cancel or supercede other issued documents will reference affected documents.
 - 4. All bureau publications will be reviewed by the Sheriff prior to issuance. The Sheriff may also require that certain publications be reviewed by command staff prior to issuance.
 - 5. Policy adopted by the Weber County Sheriff's Office will be issued in official form when signed by the Sheriff.
 - 6. When a standard or directive is issued, it is to be considered by all Office personnel to be in full force and effective as of the date noted. All personnel shall be expected to comply with the policy contained herein.
 - 7. Publications other than provided for in this policy are not official documents of the Weber County Sheriff's Office.
 - 8. Upon issuance of directives in the form of policy, procedures and revisions, all employees will sign a receipt of such materials, agreeing to the following:

- a. To maintain an up-to-date manual or electronic policy CD, if applicable.
 - b. To read and study the manual/CD.
 - c. To abide by and follow written directives.
 - d. To provide constructive critique of directives.
 9. Policies and procedures which will be incorporated into the Office manual may be in the form of general orders, special orders, personnel orders, or operational orders.
 10. Bureau publications will be restricted to the following:
 - a. General Orders
 - b. Special Orders
 - c. Personnel Orders
 - d. Procedural Orders
 - e. Bureau Memoranda
 - f. Bulletins
 - g. General Information Newsletter
 - h. Training Bulletins
- F. **General Orders** are issued to advise or establish policies or direct the use of specific procedures for the indefinite future.
1. General orders are to be issued by the Sheriff using the guidelines listed below.
 2. General orders will be numbered with the last two digits of the calendar year, followed by the sequential number.
 3. General orders will be issued for:
 - a. Implementation of permanent procedures, policies, and manuals related thereto.
 - b. Permanent changes in the organization.
 - c. Installation of permanent programs affecting more than one section.
 - d. Permanent personnel policies and procedures not including changes in personnel status.
 - e. Authorization of the use of Sheriff's Office facilities, equipment and expenditure of funds.

- f. Relationships with citizens and other agencies.
- G. **Special Orders** are issued to announce policies or specific procedures concerning a circumstance or event of a one-time or temporary nature.
 - 1. Special orders may be issued by the Sheriff, Undersheriff, Chief Deputy, Captains, or Lieutenants.
 - 2. Special orders will be numbered with the last two digits of the calendar year, followed by the sequential number.
 - 3. Special Orders can be issued for events such as:
 - a. Assignment to special events.
 - b. Annual budget preparation.
- H **Personnel Orders** are issued to direct a personnel status change.
 - 1. Personnel Orders will be prepared by the Sheriff or his/her designee. Personnel orders will be numbered with the last two digits of the calendar year, followed by the sequential number.
 - 2. Personnel Orders can be issued for changes such as:
 - a. Appointment or assignment of new personnel.
 - b. Promotions or demotions.
 - c. Transfer between Office Bureaus/Sections.
 - d. Change in work assignment either temporary or permanent.
 - e. Training assignments.
 - f. Appointment to specialized Office duty assignments.
- I. **Procedural Orders**, are issued to reflect the field implementation of new procedures, shift changes, uniform changes, and other related matters.
 - 1. Procedural Orders will be prepared by the Sheriff, Undersheriff, Chief Deputies, Captains, or Lieutenants. Procedural Orders will be numbered with the last two digits of the calendar year, followed by the sequential number.
- J. **Memoranda** are issued to disseminate information, instructional material or data of general interest to bureau personnel. Below bureau level, memoranda may be issued to establish written procedures and instructions for accomplishing assigned tasks of a temporary nature.

1. Bureau Commanders and Section Lieutenants are authorized to issue Bureau memoranda. Bureau memoranda are restricted to that information or direction which affects only assigned personnel and internal operations of the bureau. Such publications must conform with established policies and procedures.
 2. Shift supervisors may issue memoranda pertaining to operating procedures, practices and work assignments related to the internal direction and functioning of the unit or shift. Memoranda must conform with established policies and procedures. Subjects of bureau memoranda would include
 - a. Announcements of bureaus, community, civic, or social events.
 - b. Information on actions, policies, and events of other agencies.
 - c. Instructions and information concerning academic or instructional programs of general interest.
 - d. Explanation or clarification of previously issued orders.
 3. Memoranda will be prepared using the standard bureau memo format. Memoranda are not formally numbered and are maintained by subject and date. Memoranda distribution will be indicated in the memo stating who is to be the recipient.
- K. **Written interpersonal communications** and inquiries are not to be confused with memoranda. Unlike a memoranda, an interpersonal communication or inquiry is not a bureau publication and therefore need not conform to the restrictions established for memoranda.
- L. **Bulletins** are issued to convey information of specific interest pertinent to performance of law enforcement tasks and other bureau responsibilities.
1. Bulletins will be issued as a bureau publication. Bulletins will be issued under the authority of the Sheriff. Bulletin headings will indicate the major subject (Crime Analysis, Traffic Analysis, etc.), the issue date, and the bureau or agency to contact for clarification or additional information
 2. The body of the bulletin may be designed as required to best depict the information presented. This may vary from narrative, to formats using tabs, to illustrations or any combination of the above. Since the objective is to impart information, the only rule for content is that it be of maximum clarity, accuracy and simplicity.

3. Bulletins would be appropriate for:
 - a. Daily bulletin information.
 - b. A periodic publication of crime analysis.
 - c. Investigative bulletins
 - d. Information and descriptions of wanted criminals.
- M. **Training Briefs** serve as instruction and to inform members in simple narrative style of policies, procedures, rules and regulations. Though subordinate to policy, a training brief is non-the-less a form of a directive.
- N. The Office policy on distribution of the policy manuals, which contain all policies, procedures, rules and regulations, and directives, is: to provide manuals to all Divisions, Bureaus, all deputies and administrative staff, all civilian staff, the County Human Resource Department and the County Attorney. Manuals will not be issued to persons not specified above, unless authorized by the Sheriff. This will require that employees read and acknowledge receipt of the manual, if applicable or acknowledge receipt of directives regarding the manual available via the Office intra net access policy site.
 1. Currently the preferred method of distribution for this Office is via the Office Intra-Net access Policy Site and all personnel will have access to the Policy Site via desk top or lap top computer. Individual manuals may be provided to personnel in CD-Rom disk format or hard copy manual format at the discretion of the Sheriff; and a hard copy of the manual will be maintained in the Operations Bureau, the Sheriff's Office Executive Secretary's Files and in the Professional Standards Section.
 2. It is required that each policy manual be maintained in usable condition and be continually updated, when applicable, by the insertion of the new policy and removal of the rescinded or outdated policy. This includes annotation of the index through insertion of new order references or the cancellation of those rescinded. Manuals in CD-Rom disk format will be updated via memo notification and will be re-distributed periodically with the necessary revisions
 3. Bureau supervisors are responsible for the condition and currentness of the manuals issued. Employees who are issued manuals individually will be responsible for the condition and currentness of the manuals issued for personal reference.
 - a. The Professional Standards Section will maintain a master file of all bureau publications. Bureau commanders will maintain a reference file for publications issued at their respective levels.

- b. As new or revised general orders are distributed in the form of policy/procedures, they will be accompanied by a unit roster upon which recipient personnel will verify receipt and understanding by their signature. Signed rosters will be returned to the Professional Standards Section.
- 4. Policy manuals in hard copy format will be inspected periodically at a frequency determined by the Bureau commander affected. Inspections will be conducted by the Bureau commander or designees. Inspections will normally involve the physical examination of the policy manual to determine:
 - a. All current policies are filed in the appropriate manual section.
 - b. Canceled or rescinded policies have been removed.
 - c. Each current policy has a certification of understanding signed and dated.
 - d. The index has been updated with entries of new orders and deletion of those rescinded.
- 5. The content of policies occasionally require an amendment to comply with legal changes, to update operational procedures or to conform to revised policies. Amendments are expedited to assure maximum currency of reference materials.
 - a. Where amendment is relatively minor and involves restatement or replacement of existing information, without change to pages or length, a revision page(s) may be issued. The revised page(s) will be inserted in proper order in the place of the former page(s). Amended pages will contain the revision date on the inside lower corner. Removed pages will be disposed of in the same manner as any confidential document.
 - b. Where the amendment or revision is of sufficient size and length to require major restructuring of the policy, a complete new policy chapter or section will be issued. The new policy will replace the entire old order which may then be disposed of in the same manner as any confidential document. The "revised date" of the replacement policy will be noted as above.
- 6. When it is necessary to cancel or rescind a policy, the cancellation will be issued in the general order format. Canceled policies will contain the date, statement of cancellation, and will require proper

disposal of the previous policy. The cancellation order will be filed in the appropriate order sequence in the manual and proper notation of this cancellation made in the index.

O. Terminology and Meaning:

No provision or item is to be construed to mean something other than the plain meaning of the language used.

1. No provision or item is to be construed as to defeat its obvious intent.
2. "Policy" includes policies, procedures, rules, regulations, and directives.
3. "Shall" and "will" are mandatory.
4. "May" is permissive.
5. "Should" is used where it is intended that while a procedure is not mandatory, it would probably be in the best interest of the Sheriff's Office if it were followed.
6. Any statement in the manual found to be illegal, incorrect, or inapplicable, shall not affect the validity of the remaining contents.

P. Staff Review

All policies and procedures will be subject to staff review before final publication.

1. The person(s) designated to develop a policy/procedure or set of policies/procedures will submit a typed draft to the designated supervisor or division commander, by a stipulated date.
2. The draft policy/procedure or set of policies/procedures should be reviewed by command staff within five (5) working days. It/They may then be forwarded to supervisors and/or other employees for review and comment for an additional five (5) working days.
3. Upon completion of the review/comment phase, a final draft will be completed by the assigned person(s), forwarded through the chain of command, and signed by the Sheriff for distribution.