

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-101
Manuals and Authority		
Effective Date: 03-01-21 Supersedes: 09-14-20	Approval: Sheriff	Number of Pages: 2
References: GOP-A-802	Reevaluation Date: Annually	Standards: CALEA LE 4.3.4, 12.2.1, 12.2.2, 33.7.1, 41.2.2, COM 2.1.5, 2.1.6, 4.3.10 ACA 2A-04, 7D-06, 7D-09

I. MANUALS

The Policies and Procedures set forth in this manual are for the guidance and direction of all Douglas County Sheriff's office members. Additional procedure manuals (Division SOPs and the Sheriff's Office GOPs) will supplement and augment this manual and will be specific to office responsibilities. These guidelines are not intended to create, nor should they be construed to create a contract between the Sheriff's Office and its employees / officials. Employment with the County and Sheriff's Office is at will. Employees may leave employment with Douglas County at any time and for any reason, and the Sheriff retains an identical right. <LE 12.2.1f><LE 12.2.1h><COM 2.1.5f><COM 2.1.5h>

II. POLICY

Policy consists of principles and values, which guide the performance of an Office activity. A policy is a statement of guiding principles which should be followed in activities that are directed toward the attainment of Office objectives. <LE 12.2.1f> <COM 2.1.5f>

III. PROCEDURE

A procedure is a method of performing an operation, or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policy and procedures are objective oriented; policy establishes limits of action, while procedures direct response within those limits. <LE 12.2.1h><COM 2.1.5h>

IV. GENERAL UNDERSTANDING

Members of this Office must understand that policies and procedures cannot cover every situation that may arise. Officers must utilize good judgment and discretion when performing their assigned duties and tasks. Members should make certain that they are well informed as to the policies and procedures of this agency and to the particular job to which they are assigned.

The Douglas County Sheriff's Office will continually develop and maintain formal written and computerized directives in order to meet statutory requirements to keep Sheriff's Office members informed and meet the established goals of the organization. The purpose of this policy is to establish a consistent format for written directives, and to provide for proper preparation, indexing and distribution so that all employees are kept informed of all policies and procedures. <LE 12.2.2a><COM 2.1.6a>

The Sheriff's Office Policies and Procedures shall be available to all personnel. It is the responsibility of each employee to read and comply with all Policies and Procedures and with all Operations Manuals and other written directives applicable or directed to him. Unless specified otherwise, Office members will review any documents assigned to them within 30 calendar days and complete their electronic signature in the PowerDMS policy management software. <LE 4.3.4>

V. OWNERSHIP / CARE

No members of this Office are required to maintain a paper copy of the office manuals; however, a member may do so if they wish. All written directives and forms will be available through the online policy management system. The Accreditation Unit will maintain backup copies of written directives and forms in the o: drive.<COM 2.1.6a> Changes in content of all guidelines, policies, and standard operating procedures may occur periodically and without notice. Every member of the office that is responsible for the content of the office manuals will be provided with a PowerDMS log-in. Once logged into PowerDMS, they will have full access to all office manuals, forms, memo's, standards, etc. <LE 4.3.4>< In addition, all members will have access to the Multi-Year Plan, which contains agency and divisional goals for the agency. <LE 12.2.1e><LE 12.2.2a><LE 12.2.2b> COM 2.1.6b>

All newly hired members will be also provided with a PowerDMS login. Once they log in, they will be required to review and acknowledge receipt of all agency policy manuals that pertain to them within 30 days. These agency policy manuals provide newly hired employees with the agency's role, purpose, policies, procedures, working conditions, regulations, responsibilities and rights of employees. Additionally, the agency's Multi-Year Plan, containing departmental and divisional goals and objectives, will be reviewed and signed for by the new employee through the PowerDMS program. <LE 4.3.4><LE 33.7.1a-c><COM 4.3.10a-c>

At least annually, division captains will ensure the written directives associated with their respective divisions are reviewed and updated as necessary. The Professional Standards Captain will ensure the Office's P&P manual and GOP manual are reviewed and updated as necessary. See [GOP-A-802 Office Manuals and Forms](#) for detailed procedures in reference to updating Office manuals. <LE 12.2.1i><LE 41.2.2I><2A-04><7D-06><7D-09>

When a new written directive or revision is approved, the Accreditation Unit will update the online policy management system and the backup file on the o: drive.

VI. COVER SHEET

Each Policy and Procedure revision cover page shall be formatted as follows:

- A. Policy Section Title, Subject and Number
- B. Effective date
- C. Approving authority
- D. Number of pages
- E. References
- F. Reevaluation date
- G. Standards affected <LE 12.2.1d>

By Order of the Sheriff