

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-103
Departmental Orders		
Effective Date: 12-30-10 Supersedes: 11-12-08	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually	Standards: CALEA LE 12.2.1, COM 2.1.5

I. ORDERS

An order may be either written or verbal and issued by a supervisor on a functional basis. Depending upon its scope, specificity, and duration, an order may or may not be reduced to writing.

II. GENERAL ORDERS

General orders are only issued by the Sheriff and establish a principle, policy or procedure concerning a given subject. They are effective until revoked by a subsequent order. If revised, general orders will include date of that revision. All general orders will be incorporated in the Office Policy and Procedure Manual. <LE 12.2.1b><COM 2.1.5b>

III. SPECIAL ORDERS

Special orders are directives issued by the Sheriff, undersheriff, chief deputies or division captains, which will establish temporary principles, policies, or procedures on a given subject, usually for a specific length of time. Special orders will be incorporated in the Policy and Procedure Manual within Chapter S. <LE 12.2.1b><LE 12.2.1c><COM 2.1.5b> <COM 2.1.5c>

IV. ADMINISTRATIVE INSTRUCTIONS

Administrative instructions are orders issued by a supervisory member that contain instruction of any sort and are reduced to a written form. They may be issued for a limited duration, for a particular division, section, unit, or individual, and call attention to an existing order or an existing operational procedure or administrative matter. Standard Operating Procedures are considered administrative instructions and will be maintained in both written and electronic format. Divisions will maintain their own SOP Manuals.
<LE 12.2.1c>

By Order of the Sheriff