

Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Kitsap County Sheriff's Office is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this office. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

106.1.1 DISCLAIMER

The provisions contained in this Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Kitsap County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or employees. Violations of any provision of any policy contained within this manual shall only form the basis for departmental administrative action, training or discipline. The Kitsap County Sheriff's Office reserves the right to revise any policy content, in whole or in part. In the event that there is a conflict between a policy in this manual and a Collective Bargaining Agreement the Collective Bargaining Agreement language would supersede the policy.

106.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably available at the time of any incident.

106.2.1 DISCLAIMER

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106.2.2 EXECUTIVE STAFF

Executive Staff shall consist of the following:

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- Sheriff
- Undersheriff
- The Chief from each division

The executive staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

106.2.3 OTHER PERSONNEL

All Sheriff's Office employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to their Division Chief who will consider the recommendation and forward to staff.

106.3 AUTHORITY

The Sheriff shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Sheriff or the authorized designee is authorized to issue Sheriff's Office directives which shall modify those provisions of the manual to which they pertain. Sheriff's Office directives shall remain in effect until such time as they may be permanently incorporated into the manual.

106.3.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X".

106.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Administrative Assignment - An assignment of duties made by a rank of at least a Division Chief or Designee. This type of assignment may be made during the course of an administrative investigation process. The assigned duties may be different than the normally assigned duties of the employee, but the duties will be of the type within the employee's job classification. The Division Chief, at his/her discretion, may assign an employee on administrative assignment to his/her home.

Administrative Investigation - An investigation dealing with policy and procedural issues

Adult - Any person 18 years of age or older

Agency - The Kitsap County Sheriff's Office

Bargaining Units - An employee labor organization

CAD - (Computer Aided Dispatch) A computerized tracking system that stores records of dispatch information between Central Communications and deputies

CenCom - Kitsap County Central Communications, which is the countywide dispatch center for all emergency services

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CFR - Code of Federal Regulations

Citizens on Patrol (COP) - Limited commission volunteer with the Kitsap County Sheriff's Office

Civil Service Commission - Governing body for Kitsap County Sheriff's Office employees

Civil Service Rules - Personnel rules promulgated by the Civil Service Commission

Civilian/Nonsworn - Employees and volunteers who are not sworn peace officers

CJTC - The Criminal Justice Training Commission

Command Staff - Agency employees assigned the rank of lieutenant and above

Concurrent Jurisdiction - A range of territory where two groups have equal enforcement rights

Corrections Officer - Employee commissioned by the Sheriff to work in the Corrections Division

County - The County of Kitsap County

County Code - Includes all laws of Kitsap County which are of a general and permanent nature or impose any fine, penalty or forfeiture

Court Security Officer - An employee of Kitsap County Department of Administrative Services who has been granted a limited commission by the Sheriff and assigned to provide security to the courts. A Court Security Officer shall fall under the Supervision of the Kitsap County Sheriff's Office and is expected to follow the rules of this manual

Department - The Kitsap County Sheriff's Office

Deputy - Fully commissioned law enforcement officer with the Kitsap County Sheriff's Office

DOL - The Department of Licensing

Directive - Kitsap County Sheriff's Office policy or procedure that involves specific Divisions or segments of the agency. The Sheriff, Undersheriff, or Division Chiefs may issue directives.

Division - A Division is the primary subdivision of the Sheriff's Office with the responsibility for providing specific functions. A Division is commanded by a Division Chief.

Division Chief - A member of the executive staff that commands a specific division

Division Operations Manual/Divisional Manual - A manual developed by a Division Chief outlining specific policy and procedures for that particular division

Employee/Personnel - Any person employed by the Department

Executive Staff - Exempt senior management positions appointed by the Sheriff

Guild - A bargaining unit

Incident Commander - Person in charge of an incident

Investigating Officer/Deputy - An officer/deputy of any rank, assigned as the investigator of a reported incident or administrative investigation

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IOC- (Interoffice Communication) - A written communication within the Sheriff's Office

Juvenile - Any person under the age of 18 years

KCSO - The Kitsap County Sheriff's Office

Manual - The Kitsap County Sheriff's Office Policy Manual

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Kitsap County Sheriff's Office including full time sworn commissioned deputies, corrections officers, court security officers, reserve deputies, civilian non-sworn employees and volunteers.

Office - The Kitsap County Sheriff's Office

Officer in Charge (OIC) - Among officers who are present, the officer who has been assigned, or when no assignment has been made, the officer who has seniority over other officers of equal rank.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Off-duty - Off duty is time spent where Kitsap County has no financial obligations and the member is not engaged in on-duty activities.

On-Scene Commander - The person who is in charge of an incident scene. An officer of any rank may fill this position.

OPS - The Office of Professional Standards

Order - A written or verbal instruction issued by a superior.

Overtime - Any time that the non-exempt employees work outside their normally assigned scheduled shift.

Rank - The job classification held by an officer or deputy.

Ranking Officer - The officer of the highest rank on duty or at an incident scene regardless of time in grade.

RCW - Revised Code of Washington

Reserve Deputy - Reserve Deputies are specially commissioned and trained volunteers that augment the staffing of the office

Retired Employee - The termination of employment for service or disability pursuant to applicable retirement laws

Shall or will - Indicates a mandatory action

Sheriff's Office - The Kitsap County Sheriff's Office

Shift - The time period an employee is scheduled to work

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform

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Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment

The term "supervisor" may also include any person (e.g., officer/deputy-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation

When there is only one office member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor

Training Bulletins - Training Bulletins disseminate information on new or revised procedures that will assist employees in properly carrying out their duties. They may refer to certain policies and clarify certain duties, expectations or improve employee safety.

Union - Bargaining Unit

USC - United States Code

WAC - The Washington Administrative Code

WSP - The Washington State Patrol

106.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Sheriff or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

106.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Division Chief will ensure that members under his/her command are aware of any Policy Manual revision.

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All office members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Chiefs, who will consider the recommendations and forward them to the command staff as appropriate.