

105.00 – Policy and Procedure Manual

Refer:

- Policy and Procedure Manual Initiation Form

Definitions:

- Policy and Procedure Manual – The name the Multnomah County Sheriff's Office has given to its collection of policies and procedures.
- Policy – Direction or guidance from the Sheriff on how to conduct the business of the Sheriff's Office. Policy provides members with the objectives, limits and requirements that apply to their work for the public. Policy is usually more general and less detailed than procedure.
- Procedure – Detailed direction governing how a task is to be accomplished, often describing, among other things, the steps to be taken, the frequency and timing of the task, and persons responsible for the outcome.

Policy:

1. Multnomah County Sheriff's Office members are entrusted with great authority. With great authority comes immense responsibility and vast liability. As a result, the Multnomah County Sheriff's Office must demonstrate due regard in directing member action and hold members accountable to such direction.
2. Member action is directed by the policies and procedures published in the Multnomah County Sheriff's Office Policy and Procedure Manual. Policy and procedure serve as the foundation for all Multnomah County Sheriff's Office law enforcement operations, correctional operations, and business services. No collection of policy and procedure can anticipate every situation members will encounter. The Manual is intended to provide members specific guidance for as many situations as practical and general direction that will help members identify the best course of action to follow in other circumstances. The policy and procedure in this Manual provides staff with the guidance necessary to act decisively, consistently and legally, promoting confidence and professional contact among members and confidence among the public that members are good stewards of the public trust.
3. ***Each member shall know and conform to the rules, regulations, directives, and procedures of the Multnomah County Sheriff's Office. A member who does not understand an official directive or procedure shall seek the advice of his/her supervisor.***
4. Because collaboration among many people is critical to successful Multnomah County Sheriff's Office outcomes, feedback on policy and procedure is necessary. First and foremost, the Office believes all members should be involved in the development of policy and procedure. Secondly, the work of the Office could not be accomplished without intergovernmental collaboration, thus our criminal justice system stakeholders add value and their views should be considered in the development of policy and procedure. Additionally, the Multnomah County Sheriff's Office prides itself in having active, engaged, and informed

residents who provide valuable insight. Therefore, the Office seeks to involve the public in the development of policy and procedure.

Procedure:

1. Initiation:

- 1.1. Any member of the Multnomah County Sheriff's Office may make a written request, routed through the chain of command, to create a new policy and/or procedure, revise an existing policy and/or procedure, or rescind a policy and/or procedure (See Policy and Procedure Manual Initiation Form).
- 1.2. Policy and/or procedure initiatives generally tie to an administrative, legislative, or legal rationale and are grouped into these categories.
 - 1.2.1. Examples of administrative matters that may create a need to address a policy and/or procedure include, but are not limited to: organizational philosophy, division need, trend data, budget, audits, administrative rule, and more.
 - 1.2.2. Examples of legislative matters that may create a need to address a policy and/or procedure include proposed changes in county, state, or federal law.
 - 1.2.3. Examples of legal matters that may create a need to address a policy and/or procedure include the publication of a court holding or order, issued in a binding jurisdiction.

2. Drafting policy or procedure:

- 2.1. Upon approval by the Sheriff (or executive designee), of a member's initiation request, the Chief of Staff (**or designee**) will initiate this policy and procedure development process.
- 2.2. The Chief of Staff (**or designee**) will compile relevant documentation for review and identify internal subject matter expert(s) to create a recommended policy and/or procedure draft. Based on the complexity of the proposal and/or the impact to current operations, a timeline will be created for each of the subsequent steps in the adoption process.

3. Stakeholder Review:

- 3.1. The Multnomah County Sheriff's Office has an affirmative responsibility to engage stakeholder(s) with interest in a particular subject matter to hear their thoughts on a policy and/or procedure. Working with internal subject matter expert(s), the Chief of Staff (**or designee**) will identify substantive gaps in the recommended draft that cannot be addressed internally and will seek input and expertise from interested, multi-disciplined stakeholders on the recommended draft to ensure the comprehensiveness of the final policy and/or procedure version.
 - 3.1.1. Stakeholders may include, but are not limited to: members, Sheriff's Forum, criminal justice system stakeholders, social service providers, political advocates, medical professionals, legal experts, academia, professional affiliations, business representatives, and union representation.
- 3.2. Furthermore, because the Multnomah County Sheriff's Office has an affirmative responsibility to engage community stakeholders about a particular subject matter to gauge public opinion on a policy and/or procedure, recommended drafts will be posted on the Multnomah County Sheriff's Office website for thirty (30) days of public review and comment.

- 3.3. Working with internal subject matter expert(s) and the County Attorney's Office, the Chief of Staff (**or designee**) will document this process and update the recommended draft for presentation to the Executive Team.
4. Executive Team Reconciliation:
- 4.1. The Chief of Staff (**or designee**) will conduct a review of the recommended draft with the Chief of Business Services, the Chiefs of Corrections, and the Chief of Law Enforcement, as the Executive Team.
- 4.2. The goal of the executive team is to create a final, recommended draft that reflects Multnomah County Sheriff's Office operations, is clearly written and easy to understand and mirrors organizational philosophy, legal requirements, and application of best practice.
- 4.3. The Chief of Staff (**or designee**) will update the recommended draft for presentation to the Sheriff.
5. Labor Relations and Review:
- 5.1. Each labor association recognized by the Multnomah County Sheriff's Office, will:
- 5.1.1. Receive notice when a policy is posted for Stakeholder Review.
- 5.1.2. Be provided with an opportunity for Union Review; unions will receive notice and fifteen (15) days/three (3) weeks to review a policy and procedure once it is through Executive Reconciliation, but before Enactment. Union representatives will submit comments to the Chief of Staff (**or designee**) for Executive Team review and discussion.
- 5.1.3. Receive notice when a policy is posted as Enacted.
6. Enactment:
- 6.1. The Chief of Staff (**or designee**) will conduct a final review of the recommended draft policy with the Sheriff.
- 6.2. Upon the Sheriff's approval, the policy and/or procedure will be prepared for publication by the Chief of Staff (**or designee**).
7. Publication and Administration:
- 7.1. The Chief of Staff (**or designee**) will announce the new policy and/or procedure to members before posting the version on the Internet.
- 7.2. Each enacted policy and/or procedure will be assigned a 'Next Review Date' of two (2) years, **and will incorporate a comprehensive stakeholder review process every four (4) years**, unless an administrative, legislative, or legal rationale warrants review earlier. Revisions will be archived in accordance with legal mandates.
- 7.3. The Chief of Staff (**or designee**) will coordinate further implementation needs with internal divisions as necessary (e.g. Training Unit, Inspections Unit, etc.).

8. Acknowledgment:

8.1. All Multnomah County Sheriff's Office members are required to electronically sign a statement acknowledging they have received, read and had an opportunity to ask questions about a newly enacted policy and/or procedure within thirty (30) days of its release.

8.2. All supervisors are responsible for ensuring their direct reports have electronically acknowledged the newly enacted policy and/or procedure.

History:

- Originating Policy and Procedure: 04/24/17
- This Policy and Procedure supersedes all prior MCSO policy and procedure relating to policy development
- Next Review Date: 04/24/19
- Review By: Executive Office
- Reviewed: 09/11/19
- No edits, deletions or additions made to originating policy and procedure
- Next Review Date: 09/11/21
- Review By: Executive Office
- ***Reviewed: 06/23/2021***
- ***Edits in bold italics***
- ***Next Review Date: 06/23/2023***
- ***Review By: Executive Office***