



**MULTNOMAH COUNTY
SHERIFF'S OFFICE**
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105.00 – Policy and Procedure

Refer:

- ORS 181A.445 Best practices for interacting with persons who have experienced trauma; rules
- MCSO Agency Policy 100.00 Sheriff's Office Directives; Generally
- MCSO Agency Policy 110.00 Standard Operation Procedure (SOP)
- MCSO Agency Policy 115.00 Special Order (SO)
- MCSO Agency Policy Initiation Form
- MCSO Equity and Empowerment Lens for Policy Review Tool
- NWAA 1.1.4, 1.4.6

Definitions:

- Agency Policy Manual – The name the Multnomah County Sheriff's Office has given to its collection of policies.
- Corrections Operational Procedures Manual (i.e., Corrections Division Manual) - The name the Multnomah County Sheriff's Office has given to its collection of Corrections Division procedures.
- Law Enforcement Operational Procedures Manual (i.e., LE Division Manual) – The name the Multnomah County Sheriff's Office has given to its collection of Law Enforcement Division 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.
- PowerDMS – A web-based application that centralizes MCSO Agency and Division policy and 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.
- Special Order (SO) – A Unit, Division, or Agency Order, which gives members direction for handling events of short duration or a one-time event. A SO

describes a procedure regarding a matter that is temporary or self-canceling.

- Standard Operating Procedure (SOP) – A Unit or Division order, which gives members detailed direction for handling a specified matter, event, or process for consistency, reduction of errors, and communication.
- Stakeholders – An individual or group that makes a difference or that can affect or be affected by the achievement of MCSO’s objectives, including but not limited to MCSO members, community members, criminal justice partners, social service providers, political advocates, medical professionals, legal experts, academia, professional affiliations, business representatives, and union representation.
- Subject Matter Experts (SMEs) – Individuals with advanced knowledge in a particular area or topic; for MCSO this often includes MCSO members and the County attorney.

Policy:

1. Purpose and Accountability.

- 1.1. Multnomah County Sheriff’s Office (MCSO) 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.
- 1.2. Member action is directed by the Multnomah County Sheriff’s Office Agency Policy Manual, Division and Unit Procedure Manuals / Standard Operating Procedures (SOPs), Special Orders, Post Orders, and Memoranda.
- 1.3. All directives must comply with any applicable laws, existing labor or other contracts, the Oregon Jail Standards, the Northwest Accreditation Alliance (NWAA) Standards, and MCSO’s organizational mission and values.
- 1.4. Each member shall know and conform to the rules, regulations, directives, and procedures of the MCSO. A member who does not understand an official directive or procedure shall seek the advice of the member’s supervisor.
- 1.5. Policy and procedure serve as the foundation for all MCSO operations and services. No collection of policy and procedure can anticipate every situation members will encounter. Policy and procedure are intended to provide members specific guidance for as many situations as practical. This also gives general direction that will help members identify the best

course of action to follow in other circumstances. Policy and procedure provide 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.

2. Supremacy of Agency Manual, Directives of Sheriff.
 - 2.1. Division and unit directives must be consistent with, and must not conflict with, the provisions of the Agency Manual or a directive issued by the Sheriff.
 - 2.2. If any provision of a division or unit directive conflicts with a provision of the Agency Manual or directive issued by the Sheriff, the provision of the Agency Manual shall prevail, unless a more recent directive is issued by the Sheriff.
3. Access to Policy and Procedure.
 - 3.1. All members shall have access to the current edition of the Agency Policy Manual, as well as the Corrections Division Manual and LE Division Manual via PowerDMS, the agency's policy software management system.
 - 3.2. All units are encouraged to utilize PowerDMS to manage SOPs or internal controls that don't fall under the purview of the Corrections Operational Procedures Manual or the LE Operational Procedures Manual.
 - 3.2.1 Unit Managers may reach out to MCSO's Policy Advisor if they have questions surrounding access and folder setup via PowerDMS.
 - 3.3. Policy in MCSO's Agency Manual shall be available to the community via PowerDMS, by visiting [MCSO.us/About MCSO/Policy](https://mcsoco.us/About/MCSO/Policy).
4. Writing Format and Style.
 - 4.1. The Sheriff shall approve a standard policy and procedure writing format and style for the Agency Manual, Corrections Division Manual and LE Division Manual. Templates shall be made available to members on MCSO's Intranet/Forms/Policy.
 - 4.2. Writing format and style will focus on accessibility, following best practices for font size and type.
5. Forms.

- 5.1 MCSO forms provide documentation for members or the community to allow for the uniform collection of data in a consistent manner.
 - 5.2 Members shall utilize appropriate forms when directed by policy and procedure.
 - 5.3 Forms shall be updated when there is a change or update to the form according to policy or procedural changes. During the course of a policy or procedure review, forms within the written directive should be assessed for accuracy.
 - 5.4 When changes are made to a form, all associated forms will be assessed for accuracy.
 - 5.5 Newly revised forms shall be forwarded to MCSO Criminal Justice Information Services (CJIS) for updating on MCSO's Intranet/Forms page. All Forms shall contain dates of last revision.
6. Collaboration and Feedback.
 - 6.1. Because collaboration among many people is critical to successful MCSO outcomes, feedback on policy and procedure is necessary. First and foremost, the Agency believes all members should be involved in the development of policy and procedure.
 - 6.2. Secondly, the work of the Agency 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.
 - 6.3. Additionally, the Multnomah County Sheriff's Office prides itself in having active, engaged, and informed residents who provide valuable insight. Therefore, the Agency seeks to involve the public in the development of policy and procedure.
7. Commitment to Trauma Informed and Culturally Responsive Policy and Procedure.
 - 7.1. MCSO recognizes that trauma is a pervasive issue affecting individuals, communities and organizations and it is the responsibility of the MCSO to train all members in trauma informed best practices to aid colleagues and community members.
 - 7.2. MCSO shall incorporate the principles of safety; trustworthiness and transparency; peer support; collaboration and mutuality; empowerment, voice, and choice; and culture, history, and gender in the creation,

review and implementation of policy and procedure. Strategies to incorporate these principles include:

- 7.2.1. Examining how people, place, process, and power impact and/or are impacted by a policy, procedure (i.e., the positive and negative impacts on staff and/or community members that may result from a policy, the number of voices involved in the decision-making process, availability of resources and support, defining and measuring success to ensure accountability).
- 7.2.2. Providing continued education to members on issues such as power, position, identity, cultural stereotypes and biases, equity, racial and social justice, and trauma-informed care.

Procedure:

- 1. Agency Policy.
 - 1.1. Policy Initiation.
 - 1.1.1. 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, revise an existing policy, or rescind a policy (see Agency Policy Initiation Form).
 - 1.1.2. Policy initiatives generally tie to an administrative, legislative, or legal rationale and are grouped into these categories.
 - 1.1.2.1. 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.
 - 1.1.2.2. 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.
 - 1.1.2.3. 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.
 - 1.2. Drafting and/or Review of Policy.
 - 1.2.1. Upon approval by the Sheriff or executive designee of a member's initiation request, the Policy Advisor will initiate a policy review.
 - 1.2.2. The Policy Advisor will compile relevant documentation for review and identify internal subject matter expert(s) to create a recommended policy 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.

- 1.2.3. Stakeholder Review.
 - 1.2.3.1. 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. Working with internal subject matter expert(s), the Policy Advisor will identify substantive gaps in the recommended draft that cannot be addressed internally and will seek input and expertise from interested stakeholders on the recommended draft to ensure the comprehensiveness of the final policy.
 - 1.2.3.2. During comprehensive reviews MCSO's Equity Committee will have fifteen (15) days to review and provide comment on policy drafts, before drafts go to the Policy Development Team for a preliminary review prior to the Community Stakeholder Review.
 - 1.2.3.3. Community Stakeholder Review drafts will be posted on the Multnomah County Sheriff's Office website for thirty (30) days of public review and comment.
 - 1.2.3.4. Working with internal subject matter expert(s) and the County Attorney's Office, the Policy Advisor will document this process and update the recommended draft for presentation to the Policy Development Team.
- 1.2.4. Policy Development Team Reconciliation.
 - 1.2.4.1. The Policy Advisor will conduct a review of the recommended draft with the Sheriff, Chiefs, Equity and Inclusion Manager, and the Professional Standards Manager.
 - 1.2.4.2. The goal of the Policy Development Team is to create a final, recommended draft that reflects Multnomah County Sheriff's Office operations, is clearly written and easy to understand and is consistent with organizational philosophy, legal requirements, and application of best practice.
- 1.2.5. Labor Relations and Review.
 - 1.2.5.1. Each labor association recognized by the Multnomah County Sheriff's Office, will:
 - 1.2.5.1.1. Receive notice when a policy is posted for Stakeholder Review.

- 1.2.5.1.2. 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 the Policy Development Team Reconciliation, but before Enactment. Union representatives will submit comments to the Policy Advisor for the Policy Development Team to review and discuss.
 - 1.2.5.1.3. Receive notice when a policy is posted as enacted.
- 1.3. Enactment.
 - 1.3.1. Upon the Sheriff's approval, the policy will be prepared for publication by the Policy Advisor.
- 1.4. Publication, Acknowledgement, and Next Review.
 - 1.4.1. Members shall be notified of the new or updated policy via a Special Order from the Sheriff.
 - 1.4.2. Members will have thirty (30) days to review the new or updated policy and ask questions, prior to acknowledging the policy in PowerDMS. All members must acknowledge the change in policy by the end of the thirty (30) days, unless the member is on leave, in which case the member shall acknowledge the policy promptly when the member returns.
 - 1.4.2.1. Members that need assistance with this should refer to the PowerDMS User Guide, available on Sheriffnet, and/or connect with their supervisor.
 - 1.4.3. All supervisors are responsible for ensuring their direct reports have electronically acknowledged the newly enacted policy and procedure. Supervisors may use the report function/signature summary in PowerDMS to verify that members have acknowledged policy and procedure.
 - 1.4.4. Each enacted policy 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.
 - 1.4.5. The Policy Advisor will coordinate further implementation needs with divisions/units as necessary (e.g., Training Unit, etc.).
- 1.5. Archive/Retention Schedule for Agency Policy.
 - 1.5.1. Agency policy must be retained for twenty (20) years after it is

superseded.

2. Division and Unit Operational Procedures.
 - 2.1. Each division shall prepare, issue, revise, and maintain operational procedures.
 - 2.2. Division Chiefs shall ensure operational procedures are reviewed a minimum of every two (2) years, and as law, legislative updates, accreditation standards, and changes in agency policy and procedure deem necessary.
 - 2.3. Division Manual additions and/or updates shall be announced by Special Order (SO) and shall clearly indicate the new or updated section and procedure. Further information pertaining to this process can be accessed via the Corrections Operational Procedures Manual and Law Enforcement (LE) Operational Procedures Manual.

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 (Comprehensive Stakeholder Review) (*Edits in bold italics*)
- Next Review Date: 06/23/2023 (Internal Review)
- Review By: Executive Office
- **Reviewed: 07/29/2024 (Internal Review)**
- **Next Review: 07/29/2026 (Comprehensive Review)**
- **Review By: Executive Office**