**MULTNOMAH COUNTY
SHERIFF'S OFFICE**
Sheriff Nicole Morrisey O'Donnell

Multnomah Building
501 SE Hawthorne Blvd., Suite 350
Portland, Oregon 97214
503-988-4300
www.mcso.us

110.00 - Standard Operating Procedure (SOP)

Refer:
- 100.00 – Sheriff's Office Directives; Generally
- 105.00 – Policy and Procedure Manual
- 115.00 – Special Order
- Standard Operating Procedure (SOP) Template

Definitions:
- PowerDMS – A web-based application that centralizes MCSO Agency and Division policy and procedure.

- Standard Operating Procedure (SOP) – A Unit or Division order, which gives members detailed direction for handling a specified matter or event.

Policy:
1. Unit Managers may draft Standard Operating Procedures (SOPs), which affect their area of command responsibility. It is appropriate for Unit Managers to develop SOPs with input from impacted members. All SOPs must be approved by the respective Division Chief.

2. A SOP may be established for contingency planning, information purposes, to outline procedures for routine matters, or provide guidance relating to emergency occurrences, among other reasoning.

3. A SOP must be derived from Multnomah County Sheriff's Office policy and/or command guidance yet be more detailed in content and application.

Procedure:
1. Unit Manager Responsibilities:
    1.1. A Unit Manager may create and implement a SOP in the Multnomah County Sheriff's Office standard format (see SOP Template), which may be downloaded from the intranet. SOP format shall not be changed or altered without permission from the Sheriff. While consistency in formatting across the Agency is important, it is recognized that some units may benefit from alternative formats. Requests for alternative unit SOP formats may be submitted to the Sheriff via the chain of command.

    1.2. Standard operating procedures are to be stored electronically in PowerDMS and made available to impacted members and the Training

Unit.

1.3. The majority of Standard Operating Procedures will fall within the confines of a Division or Unit Manual, with updates and or changes made directly to the manual, and announced via a Special Order, instructing members to login to PowerDMS to acknowledge the change in content.

1.4. Standard Operating Procedures that do not fall under the purview of a Division or Unit Manual shall be saved under the Unit's SOP or Procedure Folder in PowerDMS. Managers that need assistance creating such a folder may contact MCSO's CJIS Unit and/or MCSO's Policy Advisor.

1.5. Unit Managers are responsible for ensuring impacted members have read and understand the new or revised SOP.

1.6. Unit Managers are required to review SOPs, at a minimum, every two (2) years, revise SOPs to ensure direction remains consistent with Multnomah County Sheriff's Office policy and reflects current practice or rescind Standard Operating Procedures as necessary.

1.7. All enacted versions will be permanently maintained within the respective Division or Unit files (e.g. originating document and all approved updates thereafter). SOP versions/files may not be purged without the approval of the Sheriff's Office and the County Attorney's Office.

History:
- Originating Policy/Procedure: 5/15/2017
- Next Review Date: 5/15/2019
- Review By: Executive Office
- Reviewed: 9/11/2019
    o No edits, deletions or additions made to originating policy and procedure.
- Next Review Date: 9/11/2021
- Review By: Executive Office
- Reviewed: 9/13/2021 (Comprehensive Stakeholder Review)
- Next Review: 9/13/2023 (Internal Review)
- Review By: Executive Office
- ***Reviewed: 04/16/2024 (Internal Review)***
- ***Next Review: 04/16/2026 (Comprehensive Review)***
- ***Review By: Executive Office***