



## **General Order 12.2 - Direction**

**PURPOSE:** Define types of written directives and correspondence; define procedures for review of proposed policies; and outline procedures for dissemination of written directives. Cellular telephone guidelines.

DATE OF APPROVAL: 8/13/25

DATE OF ISSUE: 8/13/25

EFFECTIVE DATE: 8/13/25

REVIEW DATE: Annual

AMENDS: 12.2.1, 12.2.2, 12.2.3, 12.2.6

THIS ORDER CANCELS: 12.2 Approved 5/8/12, 8/21/14

ISSUED BY: Sheriff Jeffrey Easter

REVIEWED BY: Policy Review Committee



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### **12.2.1 WRITTEN DIRECTIVES AND CORRESPONDENCE**

- A. The Sedgwick County Sheriff's Office statements of policy and procedures, along with rules and regulations, are found in PowerDMS. PowerDMS is the official manual of the sheriff's office. Any new general orders or revisions will be in effect once they are published in PowerDMS.
- B. General orders will be issued by the sheriff to establish policy and procedures, along with rules and regulations.
- C. Amended or cancelled general orders will be reflected on the cover page of the general order in the appropriate space.

1. A new general order that amends a previous general order will be reflected in the box titled AMENDS on the cover sheet of the new general order and will indicate which general order it is amending. All employees will be notified of amended general orders placed on the online manual.
2. A new general order that cancels an old general order will be reflected on the cover page of a general order in the space titled THIS ORDER CANCELS, with the number of the general order that is cancelled. Changes in general orders will be changed in online manual within a reasonable time.

D. Special orders will be issued for one or more of the following purposes:

1. To establish policy or procedure to a specific circumstance of a self-cancelling, short-term nature.
2. To establish temporary policy or procedure below sheriff's office level that applies only to a specific segment or activity of the sheriff's office.
3. To announce promotions, appointments, assignments, transfers, demotions, suspensions, dismissals, restoration to duty, commendations, and awards.

E. Special orders will be issued as follows

1. Special orders are issued by authority of the sheriff.
2. Special orders may be issued and signed by the undersheriff.
3. Special orders may be issued and signed by a commander of a bureau/division when the order applies within that specific bureau/division.

F. Special orders will be written in the format specified:

SEDGWICK COUNTY SHERIFF'S OFFICE

DATE:

SEDGWICK COUNTY, KANSAS

SPECIAL ORDER:

OFFICE OF:

EFFECTIVE:

1. An approval block below and to the left of the signature block will appear on all special orders issued by section commanders.
2. A distribution block will be placed to the left and below the signature block of the issuing authority. Distribution will be as follows:
  - a. Special order from the office of the sheriff;
    - One (1) for each sheriff's office employee (if applicable);
    - One (1) for the personnel file of each deputy involved;
    - One (1) for the Personnel Department, Sedgwick County;

- One (1) for each bureau, division, and section file; and
  - One (1) for the sheriff's office.
- b. Special orders from the undersheriff;
- One (1) for each sheriff's office employee (if applicable);
  - One (1) for the personnel file of each deputy involved;
  - One (1) for the Personnel Department, Sedgwick County;
  - One (1) for each bureau, division, and section file; and
  - One (1) for the sheriff's office.
- c. Special orders from bureau/division commanders;
- One (1) for each bureau/division file;
  - One (1) for the personnel file of each deputy involved; and
  - One (1) for the sheriff's office.
- d. Special orders from section commanders;
- One (1) for the bureau commander;
  - One (1) for the division commander
  - One (1) for the undersheriff; and
  - One (1) for the sheriff's office.
3. Commanders authorized to issue directives will maintain a master file of directives issued by their commands as well as all directives issued by higher levels of command. An index of issued directives also will be maintained.
4. The authority of the issuing command to rescind directives is restricted to those directives it is authorized to issue.
- G. Even though a bureau/division commander has the authority to issue a special order, the sheriff has the authority to issue, modify, improve, approve, or disapprove any special order.
- H. No supervisor or other employee will create or establish an individual policy or "watch" policy that is contrary to the policies contained in sheriff's office directives.
1. The signature of the signatory will be located immediately below a signature block of the sheriff.
  2. Division commanders and above may sign and/or authorize letters on sheriff's office stationery.
- I. Deputy's reports and e-mail messages may be used for correspondence between deputies and personnel within the sheriff's office. E-mail may be used where approved by policy,

to convey informal duty related information, make requests between individuals or units, and other appropriate applications. Deputy's reports may be used to submit a resignation, make a request for transfer and convey formal information, when directed by a supervisor and other appropriate application as required by policy. All correspondence whether in the form of an e-mail or a deputy's report shall be forwarded through the chain of command, if required. The format for such reports will be as follows:

Deputy's Report                      Date                      Employee's Name and ID

Attention:    (Employee concerned)

Subject:    (Appropriate subject title)

The employee's signature block, to include name, rank, I.D. number, date and time, will appear at the end of the report.

- J. The Sedgwick County Sheriff's Office strives to provide a policy and procedure manual that meets nationally accepted professional standards. All employees are asked and encouraged to provide input to the process of updating and modifying the policies and procedures.
  1. Input for the policies and procedures should be in written form, directed to the professional standards unit.
  2. The information provided will be considered during periodic reviews of the policies and procedures.
  3. Input can include, but is not limited to:
    - a. Inaccuracies;
    - b. Contradictory sections;
    - c. Outdated policies and procedures; and
    - d. New policies and procedures.
- K. The Professional Standards Unit shall keep track of all additions, deletions, and modifications made to sheriff's office policies.
  1. At regular intervals, the professional standards unit will update the online manual of any additions, revisions, or deletions. Since the online manual is the official general order site, once the changes have been made and posted online, the general order will be in effect.
    - a. The home page of the online manual will state the latest revised date.
    - b. All personnel will be notified of changes when they occur.
    - c. In accordance with [26.1 Appendix A, VI 23](#), all personnel are required to familiarize themselves with the changes. Any questions about the changes or requests for clarification may be forwarded through their chain-of-command.

2. This update notification will include:
  - a. The date the policy update was issued, and;
  - b. Each general order and/or section that has been modified, added, or deleted.

L. General orders and applicable appendices shall undergo annual review as follows:

1. No recommendations for change;
2. Recommend changes; and
3. The date of review.

M. A notification of each review will be sent to all staff members, captain and above.

1. The notification includes a comment that any staff member having recommendations for the general order should contact the designated person.

#### **12.2.2 REVIEW OF PROPOSED POLICIES**

A. The policy review committee shall consist of a representative number of employees from across the sheriff's office as directed by the sheriff.

1. The policy review committee will be chaired by the Professional Standards Unit lieutenant.
2. The review committee shall also review the proposed policy to ensure compliance with accepted national standards of professional conduct.

#### **12.2.3 DISSEMINATION OF WRITTEN DIRECTIVES**

A. Each employee will have reasonable access on duty to PowerDMS.

1. All personnel can access PowerDMS via the internet.
2. PowerDMS is the "official" repository of policy, procedure, rules, and regulations of the Sedgwick County Sheriff's Office.

#### **12.2.4 TECHNOLOGY POLICY AND USAGE AGREEMENT**

The sheriff's office has adopted the technology usage policy published in the county policy section of the Sedgwick County e-line. This includes internet access electronic and voice message systems, facsimile devices, mobile computer terminals (MCT) or any other type of computer, personal or mainframe. Those employees needing to sign or obtain the acceptable use agreement for information technology may do so by accessing the e-line site and print a copy. All signed agreements will be filed in the employee's division file.

#### **12.2.5 DISSEMINATION OF SHERIFF'S OFFICE POLICIES AND PROCEDURES**

Dissemination of sheriff's office policies and procedures is strictly prohibited. This includes giving the internet address, User ID and password information to anyone other than sheriff's office employees. Any requests for access to the e-line policies and procedures or physical

copies of the policy manuals must be approved by a bureau commander, the Professional Standards Unit, undersheriff or sheriff.

### **12.2.6 GUIDELINES FOR CELLULAR TECHNOLOGY AND PERSONAL ALLOWANCES**

Purpose: The sheriff's office realizes that communication between individuals is a necessary component of efficient operation. Cell phones are a viable method of providing much of that communication. This policy sets forth sheriff's office guidelines for such use.

#### **A. Positions Identified**

1. The sheriff's office identifies key positions for which cell phones are necessary for official business.
2. Individuals assigned to those key positions are expected to maintain a cell phone for the purpose of placing and receiving business-related calls.
3. Most phones may, at the option of the employee, be either an issued sheriff's office phone or a personally-owned phone. Some positions, however, may mandate the use of an issued phone.
4. The use of and other issues pertaining to cell phones shall conform to the guidelines of this policy.

#### **B. Personally Owned Phones**

1. Authorized employees who maintain a personal phone may receive allowance from the sheriff's office to offset a portion of the cost of the phone.
  - a. The amount of allowance will be set by county policy.
  - b. Allowance will be paid bi-weekly
  - c. Employees choosing allowance must complete a request for allowance form, which will be maintained in administration. Administration must be notified any time the status of a personal phone account changes significantly
  - d. Allowance will be for the set amount only, regardless of the amount of phone use.
2. The cost of the phone, any related equipment, calling plan, etc. is the exclusive responsibility of the employee.
3. Personally owned phones are subject to disclosure under the Kansas Open Records Act.

4. The sheriff's office is not responsible for the loss of or damage to a personal phone.
5. The phones service area should cover a substantial portion of Sedgwick County. Providers with limited-service areas are not acceptable.

C. Sheriff's office owned/issued phones

1. The use of issued sheriff's office phones is subject to these policies as well as Sedgwick County's Acceptable Use Agreement for Information Technology.
2. Sheriff's office issued phones will be used only for legitimate business purposes.
3. Employees should not exceed the maximum airtime set by the service plan selected by the sheriff's office.
4. Detailed call logs will be reviewed by administration.
5. Since these phones are sheriff's office owned, bills and call records are subject to disclosure under the Kansas Open Records Act.

D. General Provisions for All Phones

1. Employees will provide their phone numbers to the sheriff's office, so they are readily available.
2. Phones will be kept available for use while the employee is on duty.