



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER WRITTEN DIRECTIVES



DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	REVISION DATE	PAGE
05/01/05	5/1/05	15-01	07/20/15	1 of 6

DATE ISSUED

**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS
DISTRIBUTION – ALL DEPUTY SHERIFFS
& OFFICE PERSONNEL**

PURPOSE: The purpose of this General Order is to establish a system for the development and announcement of written policies, procedures, and rules and regulations.

POLICY: The accurate flow of information within the Sheriff's Office helps to ensure effective and efficient administrative practices. Management decisions are based on the best available information. In addition, coordinated administrative activities reduces the possibility of duplication, overlap, gaps, and wasted efforts. Accordingly, all Deputy Sheriffs and Office Personnel must be aware of the general administrative practices and procedures of this Office.

I. DEFINITIONS.

- A. **GENERAL ORDERS.** General Orders are issued to announce adoption or revision of new procedures. The following are proper subjects of General Orders:
 1. Institution of permanent procedures, rules, policies and manuals related thereto,
 2. Permanent changes in the organization,
 3. Installation of permanent programs which affect more than one unit/division,
 4. Permanent employee policy and procedures including recruiting, hiring, training, promotion policies but not including changes in status, such as transfers or promotions of individuals.

- B. **SPECIAL ORDERS.** Special Orders are issued to announce policies or specific procedures concerning a specific circumstance or event, or policy and procedure which is of temporary or self canceling nature, or involving only specific segments of activities. The following are subject matter for Special Orders:
 1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions.
 2. Temporary procedures designated to cover a special occurrence, detail, post or event which is of temporary or short termed nature.
 3. Directives to a specific unit or units which do not influence the operation of other units and no organizational change is needed.

- C. **PERSONNEL ORDERS.** Personnel Orders announce the following:
 1. The appointment of new employees.
 2. The assignment or transfer of employees from one unit to another.

3. The change in employee's long term or permanent times to report for regular duty (twenty-one day notice as per collective agreement).
4. The promotion or demotion of an employee.
5. Suspension, dismissal and restoration to duty.
6. Termination by resignation or retirement.
7. Assignment of and special instructions for employees in training programs.

D. **MEMORANDA:** Memoranda may be issued for the following purposes:

1. To disseminate information or instructions which directly affects the Office but does not warrant a formal order.
2. To direct the actions of employees in specific situations or circumstances under a level of command not authorized to issue General Orders. Such directions shall not deviate from, or conflict with, established policies and procedures.
3. To explain or emphasize portions of previously issued orders or bulletins.
4. To inform members of actions or policies of other Departments or agencies.
5. Deputies may be required to produce memoranda as per a supervisory order.

E. **RULES & REGULATIONS.** A set of specific guidelines to which all employees must adhere.

F. **CODE OF ETHICS.** A specific code of conduct to which all employees must adhere.

II. **ISSUING AUTHORITIES.**

A. **GENERAL ORDERS.** General Orders are issued only by the following levels of Command:

1. General Orders are issued by the Sheriff to announce organizational wide policies and procedures.
2. General Orders may be issued, when necessary during the absence of the Sheriff, by the Undersheriff.

B. **SPECIAL ORDERS.** Special Orders may be issued by the Sheriff, Undersheriff, or a person of competent authority. Division or unit heads may issue Special Orders only when pertaining to employees of their command. It is their responsibility to ensure that their orders do not conflict with those of a higher level of command.

C. **PERSONNEL ORDERS.** Personnel Orders are prepared as directed by the Sheriff or the Undersheriff.

D. **MEMORANDA.** Memoranda may be issued by any Supervisory personnel.

III. PREPARATION OF WRITTEN ORDERS.

- A. All orders and memoranda issued at any level of command shall not conflict with established policy or procedure as directed by higher authority.
- B. All orders and memoranda will be written in concise and accurate grammar.
- C. Whenever applicable, all orders and memorandums shall carry notations directing attention to other published documents which are related. If the order or memoranda rescinds or supersedes other orders, it will carry identifying notations necessary to connect them.
- D. Orders and Memorandums shall be numbered consecutively with a prefix consisting of the last two digits of the year and the order number.

General Order #05-01
 Special Order #05-02
 Personnel Order #05-04
 Revision # 08-01

- E. All orders and Memorandums shall conform to the format of this order as clearly as possible, indicating the following:

1. Agency name at top center of the first page.
2. Directive type and number.
3. Title of directive.
4. Date of Issue or Revision (e.g. Revised 5/1/05)
5. Personnel it is to be distributed to.
6. Purpose of directive.
7. Outline form as follows:

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- F. Upon completion of the drafting of a new General Order, copies will be given to the supervisory personnel affected by the General Order so that they can have the opportunity to review and comment on the directive before the final review by the Sheriff or Undersheriff.
- G. Before distribution of any written directives, the policy numbering book shall be checked to ensure that a proper policy number is issued.

IV. DISTRIBUTION AND RETENTION OF WRITTEN ORDERS.

- A. General Orders will be issued to all employees through roll call, stipend training and/or the Office email system. Employees will acknowledge receipt that they have had the opportunity to review and discuss the order with their supervisory officer. Any written receipt for orders will be submitted to the Administrative Division through the chain of command.
 - 1. Electronic Receipt: General Orders are issued to all personnel through the Office email system. Personnel may choose to print the order out.
 - 2. Personnel are required to open email communiqués that announce a new or revised General Order. Once opened, personnel shall read the order or revision in its entirety. By opening and reviewing the written order, the Deputy or Staff Member is acknowledging that they have read and understand the contents. If the contents of the order are not understood, personnel are to notify their shift supervisor for any clarification.
- B. Personnel will have access to all General Orders .These orders can be found on the P Drive in the POLICY & PROCEDURE Folder. Personnel shall meet with their immediate supervisor for any clarification on any orders or changes. All personnel will be held responsible for knowledge of and compliance with the contents of such orders and memorandums. Orders and directives may be printed from any terminal.
- C. Special Orders, Personnel Orders and Memoranda shall be distributed to Units, Divisions and all personnel affected. Copies of such written orders or memoranda will be sent to the Accreditation Manager to ensure compliance with accreditation standards and for filing in a master file.
- D. Special Orders, Personnel Orders and Memoranda after they have served their purpose, need not be retained by the individual employee, Division or unit heads who have authorized the orders or memoranda will maintain a copy in their master file.
- E. Manuals of written orders will be placed in the Squad Room (COG) and in Administration for quick reference in the event that the Computer System P Drive goes out of service.

V. EFFECTIVE DATE.

- A. All orders must have an effective date within a reasonable time of the issuance of such order.
- B. Revised General Orders shall have a Revision Number and the effective date of such revision.

VI. MAINTENANCE.

A. All General Orders, Special Orders, Post Orders and Memoranda which are not self canceling shall be reviewed once a year after original date of issuance to ensure that all provisions of each directive:

1. Are still applicable and should continue in their present form,
2. Are in compliance with accreditation standards,
3. Do not need any type of revisions, additions, deletions or cancellation,
4. Are evaluated to determine if a review in roll call training is necessary to ensure employee understanding of the directive.

B. The duties of maintaining the General Orders shall be the responsibility of the Accreditation Manager. These duties will include:

1. Maintenance of a master file of all written directives.
2. Directing a periodic review of all orders to ensure that all provisions of each directive are being carried out:
3. Evaluation of suggestions and recommendations for the system's improvement.
4. Maintain all applicable standard folders to demonstrate that the standards are being successfully complied with throughout the accreditation period.
5. Completing the annual compliance survey for the Accreditation Council.

VII. REVISIONS.

- A. Due to changes in laws, and certain operating procedures General Orders shall be periodically reviewed by administrative staff for any necessary revisions and updates.
- B. Supervisory staff should make appropriate suggestions or recommendations on policy revisions. Such recommendations shall be made through the chain of command.
- C. A Revision notice shall be distributed to Office members. This notice shall announce the General Order(s) that have been effected by such revision. This notice shall indicate the year and the number of the notice. i.e. Revision #08-01
- D. Revised policies shall be distributed to Office members. They should be reviewed at roll call and/or stipend training. Revisions will be disseminated through the Office email distribution system.
- E. In order to keep Revision notices and revised General Orders understandable and comprehensive, any revised policy shall have such revisions/updates highlighted in yellow. This will be for training purposes only.

- F. The actual revised General Order shall be placed in the Policy and Procedure folder that is on the P Drive.

- G. The policy that has undergone the revision shall be archived.
 - 1. Archived General Orders shall be maintained by the Sheriff, the Program Manager and the Office of Professional Standards and Compliance.
 - 2. The Program Manager shall ensure that copies of current General Orders, General Orders that have been revised and General Orders that have been archived are supplied to the Orange County Department of Law.

NYS ACCREDITATION STANDARD- 2.3
CALEA – 12.2.1