

## **110.00 - Standard Operating Procedure**

### **Refer:**

- 100.00 – Sheriff’s Office Directives; Generally
- 105.00 – Policy and Procedure Manual
- SOP Format Form

### **Definitions:**

- 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, which affect their area of command responsibility. It is appropriate for Unit Managers to develop standard operating procedures with input from impacted members. All standard operating procedures must be approved by the respective Division Chief Deputy.
2. A standard operating procedure 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 standard operating procedure must be derived from Multnomah County Sheriff’s Office policy and procedure 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 standard operating procedure in the Multnomah County Sheriff’s Office standard format, which may be downloaded from the intranet. Standard operating procedure format shall not be changed or altered without permission from the Sheriff.
  - 1.2. Standard operating procedures are to be stored electronically and made available to impacted members and the Training Unit, either electronically or in hard copy form. Unit Managers are responsible for ensuring impacted members have read and understand the new or revised standard operating procedure.
  - 1.3. Unit Managers are required to review standard operating procedures every two (2) years, revise standard operating procedures to ensure direction remains consistent with Multnomah County Sheriff’s Office policy and procedure and reflects current practice, or rescind standard operating procedures as necessary.
  - 1.4. All enacted versions will be permanently maintained within the respective Unit files (e.g. originating document and all approved updates thereafter). Standard operating procedure 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***