

115.00 – Special Order

Refer:

- Policy 100.00 – Sheriff’s Office Directives; Generally
- Policy 105.00 – Policy and Procedure Manual
- Policy 110.00 – Standard Operating Procedure
- Special Order Format Form

Definitions:

- **Special Order:** A Unit, Division, or Agency order, which gives members direction for handling events of short duration or a one-time event. A Special Order describes a procedure regarding a matter that is temporary or self-canceling.

Procedure:

1. Unit Manager Responsibilities:

- 1.1. A Unit Manager may create and implement a Special Order via the Multnomah County Sheriff’s Office Special Order Format Form, which may be downloaded from the intranet. The Special Order Format Form shall not be changed or altered without permission of the Sheriff.
- 1.2. A Special Order is to be stored electronically and made available to impacted members, either electronically or in hard copy form. Unit Managers are responsible for ensuring impacted members have read and understand the Special Order.
- 1.3. A Special Order shall be published with a cancellation date not to exceed one (1) year from date of publication. At or prior to the expiration date the Unit Manager shall review the Special Order to evaluate the need for ongoing direction and formalization in accordance with Policy 105.00, Policy and Procedure Manual, or Policy 110.00, Standard Operating Procedure.
- 1.4. All enacted versions will be permanently maintained within the respective Unit’s files (e.g. originating document and any revisions thereafter). Special Order versions/files may not be purged without the approval of the Sheriff’s Office and the County Attorney’s Office.

History:

- Originating Policy and Procedure: 9/27/2018
- Next Review: 9/27/2020
- Review By: Executive Office
- **Reviewed: 9/13/2021 (Comprehensive Stakeholder Review)**
- **Next Review: 9/13/2023 (Internal Review)**
- **Review By: Executive Office**