

## **100.00 – Sheriff’s Office Directives; Generally**

### **Refer:**

- 105.00 – Policy and Procedure Manual
- 110.00 – Standard Operating Procedure
- 115.00 – Special Order
- 120.00 – Personnel Order
- 125.00 – Post Order
- 130.00 – Memorandum

### **Definitions:**

- Directive – An official instruction.
- Personnel Order – An order, announcing changes in a member’s shift, days off, job assignment, or job classification.
- Policy and Procedure Manual – The name the Multnomah County Sheriff’s Office has given to its collection of policies and procedures.
- Post Order – An order, instructing a member regarding specific job duties and tasks expected by a member assigned to a particular post during a particular shift.
- Sheriff’s Advisory Memorandum – A written communication from the Sheriff or their designee that transmits information that may be directive in nature.
- 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.
- Standard Operating Procedure (SOP) – A Unit or Division order, which gives members detailed direction for handling a specified matter or event.

### **Policy:**

1. Sheriff’s Office directives announce Agency policy and procedure regarding the purpose and activities of the Agency. Sheriff’s Office directives are contained in:
  - 1.1. The Policy and Procedure Manual.
  - 1.2. Standard Operating Procedures.
  - 1.3. Special Orders.
  - 1.4. Personnel Orders.
  - 1.5. Post Orders.
  - 1.6. Sheriff’s Advisory Memoranda.
2. A directive may be published by the Sheriff, Undersheriff, a Chief Deputy, or a Unit Manager.
3. Memoranda other than Sheriff’s Advisory Memoranda are not directives.

**History:**

- *Original Policy Enacted: 9/13/2021 (Comprehensive Stakeholder Review)*
- *Next Review Date: 9/13/2023 (Internal Review)*
- *Review By: Executive Office*