	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.01</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; February 28, 2018
<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 3.04 (Orders, Written Directives, Chain of Command), Other Division Manuals and Lane Code
<b>SUBJECT:</b> Sheriff's Office Manual and Relationship to Other Documents		Related Laws: Lane Code

**POLICY:** The Sheriff's Office Manual is written in a manner to be consistent with other documents that establish law, policy, rules, and procedure applicable to Sheriff's Office employees. The General Orders included in this manual should not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense with respect to third-party claims. Violation of these General Orders is intended to only form the basis for Sheriff's Office administrative review and accountability.

**RULE (s):**

1. Employees shall read and familiarize themselves with the policy, rules, and procedures of this Sheriff's Office.
2. The Sheriff's Office Manual shall be accessible on-line.
3. Employees are required to read and familiarize themselves with any policy updates.

**PROCEDURE:**

- I. Responsibility for Development, Revision, and Review of Sheriff's Office Manual
  - A. The complexity and variety of related and interrelated law enforcement and corrections duties necessitates a myriad of policies, rules, and procedures for employees to use as guidelines for completing their assigned duties and to understand and be familiar with how their job function may interrelate with and affect other employees and their job functions as employees of the Sheriff's Office.
  - B. It shall be the responsibility of each division commander and the duty of each supervisor to develop general orders instructing subordinate employees on how to perform their expected duties and procedures within the scope of their responsibility.
    1. General Order Format (Template-page six of this order)

- a. Chapter and sequential number of order (**bold**)
  - b. Issue Date (**bold**)
  - c. Revision Date (**bold**)
  - d. Related Policy
  - e. Related laws
  - f. Chapter Title
  - g. Subject of order (**bold**)
  - h. **POLICY:** Sheriff's Office policy statement
  - i. **DEFINITIONS:** Definition of terms, if any
  - j. **RULE:** Sheriff's Office rule or rules relevant to the order
  - k. **PROCEDURE:** Procedures relevant to the order
  - l. A left-handed footer will indicate page x of y and a right handed footer will indicate the general order number
  - m. General orders will be in outline format with the heading for the various parts of the order underlined
- C. Responsibility for review and revision of general orders whenever a discrepancy, need, or conflict is determined, particularly as procedures relate to changing conditions and new laws and case decisions, shall be with division command and supervisory personnel where the general order originated. Division command and supervisory personnel also have responsibility for developing new general orders as the circumstances require.
- D. When it is known that a new general order or change in procedure may affect an existing procedure of another division and/or section or that the new general order or procedure may require new procedures to be developed in another division or section, then it shall be the responsibility of the supervisor developing the procedure to consult with the division or section supervisor that may be affected by any proposed change and to review the procedures of the other division and/or section that may be affected by the proposed change. After consultation, it shall be the responsibility of each division and/or section to make agreed changes and/or develop new procedures as necessary.
- E. Draft General Orders shall be submitted to the Office of the Chief Deputy before issuance. It shall be the responsibility of the Chief Deputy to:
- 1. Review and ensure proper staffing of proposed general orders.
  - 2. Obtain legal review, if necessary
  - 3. Issue approved general orders.
  - 4. Update the Manual with every new or revised order issued.

F. Request for new order or revision to existing order.

1. Any employee may request a new order or revision to an existing order.
2. The employee initiating the change shall provide a copy of the revised G.O. in draft form, with deletions in strikeout font (~~This text is deleted~~) and new text in italics (*This is new text*) and forward the request to the Chief Deputy via the chain of command.
3. Supervisors will review all requests to ensure proper preparation and forward the package with their comments and recommendations to the division commander.
4. Division commanders will review requests, recommend action, and submit the package to the Office of the Chief Deputy who will process the request with the management team and executive managers.
5. If the Sheriff approves a new order or revision of an existing order, the Chief Deputy will publish a clean copy of the revised G.O. to the Sheriff's Office intranet website and also store the G.O. in a secure network location as a Word document (for future edits).
6. The Chief Deputy is responsible for the distribution of an email to every Sheriff's Office employee, notifying them of a revised G.O.

G. Archive for Amended and/or Superseded Orders

The Office of the Chief Deputy is responsible for establishing procedures for archiving amended and/or superseded orders.

H. Order of Contents of the Sheriff's Office Manual

1. Introduction
  - a. Mission, Values, Purpose, and Goal Statements
  - b. Sheriff's Management Philosophy
2. Key Word Index
3. Table of Contents


Chapter One – Sheriff's Office Role, Responsibility, and Authority  
Chapter Two – Relationships with Other Agencies  
Chapter Three - Organization, Management, and Administration  
Chapter Four – Employee Conduct  
Chapter Five – Fiscal Management and Agency-Owned Property

Chapter Six – Human Resources  
Chapter Seven – Patrol  
Chapter Eight – Criminal Investigations  
Chapter Nine – Traffic Operations  
Chapter Ten – Specialized Operations  
Chapter Eleven – Operations Support  
Chapter Twelve – Corrections

II. Other Documents

- A. The Sheriff's Office Manual contains specialized information that applies to all employees of the Sheriff's Office.
- B. Employees of this Sheriff's Office are, however, also subject to other Sheriff's Office Safety division orders and procedures, the provisions of the State and Federal laws and below listed Manuals and Codes.
- C. Every effort is made to keep the Sheriff's Office Manual consistent with these other documents but if an inconsistency is found, employees will bring the inconsistency to the attention of their supervisor for direction.
  - 1. LANE CODE - The Lane Code is the law of Lane County as adopted by the Board of County Commissioners and contains the Charter for Lane County as well as other laws and ordinances relating to the administration of Lane County in general, including licenses and permits, taxes, infractions, offenses, zoning, environment and health, building permits, etc.
  - 2. LANE MANUAL - The Lane Manual contains provisions intended to be a compilation of the standing orders, policies, and rules established by the Board of County Commissioners as they apply to County departments and members of the public. The intent is to include all policies of a permanent or standing nature or of general application.
  - 3. LANE COUNTY ADMINISTRATIVE PROCEDURES MANUAL - This manual contains applicable Lane County administrative procedures as they relate to general administration, fiscal administration, personnel administration, and the interrelations of these procedures to various County departments and County employees.
  - 4. LABOR CONTRACTS - Labor contracts are collective bargaining agreements entered into by and between the Lane County Board of Commissioners and the Lane County Sheriff with the appropriate designated bargaining unit representing specifically designated bargaining unit employees. Labor contracts supersede all other procedure manuals except where in specific conflict with current law.

5. LANE COUNTY DISASTER OPERATIONS PLAN MANUAL (BDOP)- This plan is intended to function in cooperation and coordination with the State of Oregon to provide an effective emergency operational capability to minimize the effects of a natural or man-caused disaster in Lane County.
6. LANE COUNTY SHERIFF'S OFFICE EMERGENCY OPERATIONS MANUAL - This manual provides general guidelines and a basic plan of action for implementation of emergency procedures regarding emergencies that could reasonably be expected to involve the Sheriff's Office and thus may involve any or all personnel.
7. ADULT CORRECTIONS EMERGENCY OPERATIONS PROCEDURES MANUAL - This manual contains procedures and general emergencies related to and that may occur at the Adult Corrections Facility and how those emergency procedures interrelate with other divisions and sections of the Sheriff's Office.
8. COMMUNICATIONS OPERATING PROCEDURES MANUAL - This manual is to formally set forth the general policies and detailed procedures of the Sheriff's Office communications center and sets forth procedures for the total Sheriff's Office communications operation as they affect each employee utilizing the Sheriff's Office's communications system.
9. REPORT WRITING MANUAL (REPORTING SYSTEMS MANUAL) - This reporting systems manual is to provide the employee with a set of guidelines and instructions for the preparation and standardization of the various report forms included in the reporting system of the Sheriff's Office and is to be utilized and followed by every employee initiating reports within this system.

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**POLICY:**

**RULE:**

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