

Agency Directives

201.1 PURPOSE AND SCOPE

Agency Directives establish intradepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure, in accordance with the current collective bargaining agreement or other employment agreement. Agency Directives will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 AGENCY DIRECTIVE PROTOCOL

Agency Directives will be incorporated into the manual, as required, upon approval by the Sheriff or the authorized designee. Agency Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Agency Directives have now been incorporated in the updated Policy Manual as of the revision date shown.

Any Agency Directive issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01." For example, 12-01 signifies the first Agency Directive for the year 2012.

Temporary Agency Directives that become inoperative with the passing of the incident or period for which they are written, and are not intended for nor will be included in the manual, should be tracked and acknowledged similar to policy revisions.

201.2 RESPONSIBILITIES

201.2.1 SHERIFF OR THE AUTHORIZED DESIGNEE

The Sheriff or the authorized designee shall issue all Agency Directives that are in writing.

The Sheriff or the authorized designee shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by an Agency Directive.

201.3 ACCEPTANCE OF AGENCY DIRECTIVE

All employees are required to read and obtain necessary clarification of all Agency Directives. Agency Directives will be assigned to all employees through the Learning Management System (LMS) for distribution.