

General Order 12.2 - Direction



PURPOSE: Define types of written directives and correspondence; define procedures for review of proposed policies; and outline procedures for dissemination of written directives. Cellular telephone guidelines

DATE OF APPROVAL: 8/21/14
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EFFECTIVE DATE: 12/4/14
REVIEW DATE: Annual
AMENDS: 12.2.2
THIS ORDER CANCELS: 12.2 Approved 5/8/12
ISSUED BY : Sheriff Jeffrey Easter
REVIEWED BY: Sheriff

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12.2.1 WRITTEN DIRECTIVES AND CORRESPONDENCE

- A. The Sedgwick County Sheriff's Office statements of policy and procedures, along with rules and regulations, are found in the Policy and Procedure Manual. The online manual is the official manual of the department. Any new general orders or revisions will be in effect once they are placed in the online manual.
- B. General Orders will be issued by the sheriff to establish policy and procedures, along with rules and regulations.
- C. Amended or cancelled General Orders will be reflected on the cover page of the General Order in the appropriate space.
 - 1. A new General Order that amends a previous General Order will be reflected in the box titled AMENDS on the cover sheet of the new General Order and also will indicate which General Order it is amending. All employees will be notified of amended General Orders placed on the online manual. The amended General Order

will be disseminated to all holders of hard copies of the Policy and Procedure Manual at regular intervals, with instructions to insert it into the manual.

2. A new General Order that cancels an old General Order will be reflected on the cover page of a General Order in the space titled THIS ORDER CANCELS, with the number of the General Order that is cancelled. Changes in General Orders will be changed in online manual within a reasonable time period. In regular intervals, copies of the new General Order will be disseminated to all holders of the Policy and Procedure Manual, with instructions to insert the new General Order in the manual and to discard the old order.

D. Special orders will be issued for one or more of the following purposes:

1. To establish policy or procedure to a specific circumstance of a self-cancelling, short-term nature.
2. To establish temporary policy or procedure below department level that applies only to a specific segment or activity of the department.
3. To announce promotions, appointments, assignments, transfers, demotions, suspensions, dismissals, restoration to duty, commendations, and awards.

E. Special orders will be issued as follows

1. Special orders are issued on authority of the sheriff.
2. Special orders may be issued and signed by the undersheriff/chief deputy.
3. Special orders may be issued and signed by a commander of a bureau/division when the order applies within that specific bureau/division.
4. A section commander may issue a special order subject to approval of the appropriate commander.

F. Special orders will be written in the format specified:

SEDGWICK COUNTY SHERIFF'S OFFICE

DATE:

SEDGWICK COUNTY, KANSAS

SPECIAL ORDER:

OFFICE OF: COMMANDER

DIVISION

EFFECTIVE:

EXPIRES:

1. An approval block below and to the left of the signature block will appear on all special orders issued by section commanders.
2. A distribution block will be placed to the left and below the signature block of the issuing authority. Distribution will be as follows:

- a. Special order from the office of the sheriff;
 - One (1) for each sheriff department employee (if applicable);
 - One (1) for the personnel file of each deputy involved;
 - One (1) for the Personnel Department, Sedgwick County;
 - One (1) for each bureau, division, and section file; and
 - One (1) for the sheriff's office.
- b. Special orders from the undersheriff/chief deputy;
 - One (1) for each sheriff department employee (if applicable);
 - One (1) for the personnel file of each deputy involved;
 - One (1) for the Personnel Department, Sedgwick County;
 - One (1) for each bureau, division, and section file; and
 - One (1) for the sheriff's office.
- c. Special orders from bureau/division commanders;
 - One (1) for each bureau/division file;
 - One (1) for the personnel file of each deputy involved; and
 - One (1) for the sheriff's office.
- d. Special orders from section commanders;
 - One (1) for the bureau commander;
 - One (1) for the division commander
 - One (1) for the undersheriff; and
 - One (1) for the sheriff's office.
- 3. Commanders authorized to issue directives will maintain a master file of directives issued by their commands as well as all directives issued by higher levels of command. An index of issued directives also will be maintained.
- I. The authority of the issuing command to rescind directives is restricted to those directives it is authorized to issue.
- G. Even though a component supervisor has the authority to issue a special order, the sheriff has the authority to issue, modify, improve, approve, or disapprove any special order.
- H. No supervisor or other employee will create or establish an individual policy or "watch" policy that is contrary to the policies contained in department directives.
 - 1. Departmental correspondence will be written on official Sedgwick County Sheriff's Office stationery.

2. The signature of the signatory will be located immediately below a signature block of the sheriff.
 3. Section commanders and above may sign and/or authorize letters on departmental stationery.
- I. Deputy's reports and e-mail messages may be used for correspondence between deputies and personnel within the department. E-mail may be used where approved by policy, to convey informal duty related information, make requests between individuals or units, and other appropriate applications. Deputy's reports may be used to submit a resignation, make a request for transfer and convey formal information, when directed by a supervisor and other appropriate application as required by policy. All correspondence whether in the form of an e-mail or a deputy's report shall be forwarded through the chain of command, if required. The format for such reports will be as follows:

Deputy's Report Date Employee's Name and ID

Attention: (Employee concerned)

Subject: (Appropriate subject title)

The employee's signature block, to include name, rank, I.D. number, date and time, will appear at the end of the report.

- II. The Sedgwick County Sheriff's Office strives to provide a Policy and Procedure Manual that meets nationally accepted professional standards. All employees are asked and encouraged to provide input to the process of updating and modifying the policies and procedures.
1. Input for the policies and procedures should be in written form, directed to the professional standards unit.
 - B. The information provided will be taken into account during the periodic reviews of the policies and procedures.
 - C. Input can include, but is not limited to:
 - a. Inaccuracies;
 - b. Contradictory sections;
 - c. Outdated policies and procedures; and
 - d. New policies and procedures.
- III. The professional standards unit shall keep track of all additions, deletions, and modifications made to Sheriff's Office policies.
1. At regular intervals the professional standards unit will update the online manual of any additions, revisions, or deletions. Since the online manual is the official general order site, once the changes have been made and posted online, the general order will be in effect.

- a. The home page of the online manual will state the latest revised date.
 - b. All personnel will be notified of changes when they occur. A list of the changes will be sent through e-mail notification, a notification of the changes will be posted on the Sheriff's Office intranet web site in the Announcements Section, and a notification will also be posted on the Interwatch.
 - c. Divisional lieutenants and sergeants will notify their subordinates of the changes. In accordance with 26.1 Appendix A, VI 23, all personnel are required to familiarize themselves with the changes. Any questions about the changes or requests for clarification may be forwarded through their chain-of-command.
 - d. The Patrol Division will be supplied with a disk containing the changes to update MCT's.
 - e. Updates for hard copy manuals will be the responsibility of the owner/user of these manuals.
2. This update notification will include:
- a. The date the policy update was issued, and;
 - b. Each General Order and/or section that has been modified, added, or deleted.

IV. General Orders and applicable appendices shall undergo annual review as follows: a copy of the General Order, as designated in 5 below, shall be sent out on the review date. A routing slip (review version) shall be attached to the copy, along with a notation that the copy is due back in forty-five (45) days.

- 1. The routing slip will indicate:
 - a. No recommendations for change;
 - b. Recommend changes; and
 - c. The date of review.
- 2. A notification of each review routing will be sent to all staff members, captain and above.
 - a. The notification includes a comment that any staff member having recommendations for the routed General Order should contact the designated person.
- 2. Return of review: If no recommendations for change are indicated, the review slip is returned to the professional standards unit for filing.
- 3. Recommendations for changes will be routed through the chain of command for approval.

4. The responsibility of review is as follows:

**General Orders/ Routed To:
Section**

1. Undersheriff
2. Sheriff
4. Undersheriff
5. Investigations Division commander
11. Sheriff
12. Sheriff
13. Undersheriff
14. Sheriff (professional standards unit)
16. Undersheriff
17. Sheriff (chief deputy)
21. Undersheriff
22. Undersheriff
25. Sheriff
26. Undersheriff
31. Support Division Commander (training section)
32. Sheriff (undersheriff)
33. Support Division commander (training section)
34. Sheriff
35. Undersheriff (bureau commanders)
41. Patrol Division commander
42. Investigations Division commander

43. Investigations Division commander

44. Investigations Division commander

45. Patrol Division commander (crime prevention/ community liaison)

46. Patrol Division commander

47. Patrol Division commander

51. Investigations Division commander

52. Sheriff (professional standards unit)

53. Sheriff (professional standards unit)

54.1 Investigations Division commander

54.2 Patrol Division commander (crime prevention/community liaison)

54.3 Undersheriff

55. Investigations Division commander

56. Chief Deputy

61. Patrol Division commander

62. Patrol Division commander

63. Patrol Division commander

64. Patrol Division commander

65. Patrol Division commander

66. Patrol Division commander

71. Judicial Division commander

73. Judicial Division commander

74. Judicial Division commander

74.6 Patrol Division commander

81. Undersheriff

82. Support Division commander

83. Investigations Division commander

84.1 Investigations Division commander

84.2 Support Division commander (training section)

101. Detention Support Division commander

12.2.2 REVIEW OF PROPOSED POLICIES

- A. When new policies are written, they shall first be reviewed by the division commander they most directly affect.
- B. Each division commander shall have an opportunity to read and comment on the proposed policy.
- C. At the discretion of the sheriff, the proposed policy shall also be reviewed by the legal advisor.
- D. **(R)** The standards review committee shall consist of a representative number of employees from across the Sheriff's Office as directed by the sheriff.
 - 1. **(R)** The standards review committee will be chaired by the Professional Standards Unit lieutenant.
- E. The review committee shall also review the proposed policy to ensure compliance with accepted national standards of professional conduct.

12.2.3 DISSEMINATION OF WRITTEN DIRECTIVES

- A. Each employee will have reasonable access on duty to the online Policy and Procedure Manual.
 - 1. All personnel can access the online policies via the internet.
- B. The online Policy and Procedure Manual is the "official" repository of policy, procedure, rules, and regulations of the Sedgwick County Sheriff's Office.

12.2.4 TECHNOLOGY POLICY AND USAGE AGREEMENT

The Sheriff's Office has adopted the technology usage policy published in the county policy section of the Sedgwick County e-line. This includes internet access electronic and voice message systems, facsimile devices, mobile computer terminals (MCT) or any other type of computer; personal or mainframe. Those employees needing to sign or obtain the acceptable use agreement for information technology may do so by accessing the e-line site and print a copy. All signed agreements will be filed in the employees division file.

12.2.5 DISSEMINATION OF DEPARTMENTAL POLICIES AND PROCEDURES

Dissemination of departmental policies and procedures is strictly prohibited. This includes giving

the Internet address, User ID and password information to anyone other than sheriff department employees. Any requests for access to the e-line policies and procedures or physical copies of the policy manuals must be approved by a Bureau Commander, the Professional Standards Unit, Undersheriff or Sheriff.

12.2.6 GUIDELINES FOR CELLULAR TECHNOLOGY AND PERSONAL ALLOWANCES

Purpose: The sheriff's Office realizes that communication between individuals is a necessary component of efficient operation. Cell phones are a viable method of providing much of that communication. This policy sets forth departmental guidelines for such use.

- I. Positions Identified
 - A. The department identifies key positions for which cell phones are necessary for departmental business.
 - B. Individuals assigned to those key positions are expected to maintain a cell phone for the purpose of placing and receiving business related calls.
 - C. Most phones may, at the option of the employee, be either a department issued phone or a personally owned phone. Some positions however, may mandate the use of an issued phone.
 - D. The use of and other issues pertaining to cell phones shall conform to the guidelines of this policy.
- II. Personally Owned Phones
 - A. Authorized employees who maintain a personal phone may receive allowance from the department to offset a portion of the cost of the phone.
 - 1. The amount of allowance will be set by county policy.
 - 2. Allowance will be paid bi-weekly
 - 3. Employees choosing allowance must complete a request for allowance form, which will be maintained in Administration. Administration must be notified any time the status of a personal phone account changes significantly
 - 4. Allowance will be for the set amount only, regardless of the amount of phone use.
 - B. The cost of the phone, any related equipment, calling plan, etc. is the exclusive responsibility of the employee.
 - C. Since the phone is privately owned, monthly bills and calling records are personal records and not subject to disclosure under the Kansas Open Records Act. Also, there are no restrictions as to the amount, length or types of calls

made.

- D. The department is not responsible for the loss of or damage to a personal phone.
- E. The phones service area should cover a substantial portion of Sedgwick County. Providers with limited service areas are not acceptable.

III. Department owned/issued phones

- A. The use of department issued phones is subject to these policies as well as Sedgwick County's Acceptable Use Agreement for Information Technology.
- B. Department issued phones will be used only for legitimate business purposes.
- C. Employees should not exceed the maximum airtime set by the service plan selected by the department.
- D. Detailed call logs will be reviewed by Administration.
- E. Since these phones are department owned, bills and call records may be subject to disclosure under the Kansas Open Records Act.

I. IV. General Provisions For All Phones

- A. Employees will provide their phone numbers to the department so they are readily available.
- B. Phones will be kept available for use while the employee is on duty.