


<p><b>RABUN COUNTY SHERIFF'S</b></p>  <p><b>GENERAL ORDER NUMBER: 1.06</b></p>	<p><b>Date of Issue</b></p> <p><b>2/26/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/26/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: <b>WRITTEN DIRECTIVE SYSTEM</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: General Order, Personnel Order, Special Order, Supervisory Order, and Written Directives</p>	<p>State Certification Standards: 2.1</p>		

**PURPOSE**

To establish a system of written communication for the Rabun County Sheriff's Office and define the associated terms.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office to establish all policies, procedures, practices, orders, and rules and regulations in the form of written directives that will be issued in a manner that will be available to all personnel within the Sheriff's Office.

**DISCUSSION**

All directives will be written in a clear and concise manner and all personnel of the Rabun County Sheriff's Office are responsible for knowing and adhering to the provisions of all orders. Anyone who does not understand or comprehend the directive, or any part thereof, shall be responsible for notifying his or her immediate supervisor for immediate clarification.

**DEFINITIONS**

**GENERAL ORDER** — A written directive issued by the Sheriff, which establishes a policy or procedure concerning a given subject.

**SPECIAL ORDER** — A written directive issued by the Sheriff or the Chief Deputy which establishes temporary principles, policies or procedures on any given subject, usually for a specific stated length of time.

**PERSONNEL ORDER** — A written directive issued by the Sheriff, Chief Deputy, or a Division Commander, which changes the status of personnel, such as new appointments or promotions.

**POLICY** — A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations.

**PROCEDURE** — A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should," or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

**RULES AND REGULATIONS** — A set of specific guidelines to which all employees must adhere.

**SUPERVISORY ORDER** — A written or verbal directive issued by a supervisor for the purpose of directing subordinates' activities.

**MEMORANDUM** — An informal, written document used to clarify, inform or inquire.

## **I. WRITTEN DIRECTIVES**

- A. The Sheriff has the responsibility to issue, modify, or approve written directives and to delegate this authority to the specific individuals indicated in this General Order
- B. General Orders

General Orders are issued only by the Sheriff and establish a policy or procedures concerning a given subject, require the Sheriff's signature for validation, and are in effect until revoked by a subsequent General Order or Special Order.

### **1. Sheriff's Office**

- a. General Orders from the Sheriff's Office apply to all agency personnel and will be incorporated into the Rabun County Sheriff's Office Policy and Procedures Manual.
- b. General orders are numbered according to the section of the Policy and Procedure Manual within which they fall. The sections are as follows:
  - (i) Chapter 1 — Introduction (1.01, 1.02, 1.03, etc.)
  - (ii) Chapter 2 — Personnel Process (2.01, 2.02, 2.03, etc.)
  - (iii) Chapter 3 — Leave Program (3.01, 3.02, 3.03, etc.)
  - (iv) Chapter 4 — General Policies and Procedures (4.01, 4.02, 4.03, etc.)
  - (v) Chapter 5 — Criminal Procedure (5.01, 5.02, 5.03, etc.)
  - (vi) Chapter 6 — Uniform Patrol Division (6.01, 6.02, 6.03, etc.)
  - (vii) Chapter 7 — Criminal Investigation Division (7.01, 7.02, 7.03, etc.)
  - (viii) Chapter 8 — Court Services Division (8.01, 8.02, 8.03, etc.)
  - (ix) Chapter 9 — Detention Center Division (9.01, 9.02, 9.03, etc.)

- (x) Chapter 10 — Office of Professional Standards (10.01, 10.02, 10.03, etc.)
  - (xi) Chapter 11 — Records (11.01, 11.02, 11.03, etc.)
  - (xii) Chapter 12 — Training (12.01, 12.02, 12.03, etc.)
  - (xiii) Chapter 13 — Special Teams & Units (13.01, 13.02, 13.03, etc.) and
  - (xiv) Chapter 14 — Mandatory Forms (2.01, 2.02, 2.03, etc.).
- c. The Office of Professional Standards will maintain a filing system of hard copies of all Sheriff's Office General Orders and Receipts of Acknowledgement and may, if practicable, maintain electronic copies as well.
2. Detention Center
- a. General Orders from the Jail Division apply to Detention Center personnel **only**, and will be incorporated into the Rabun County Detention Center Policy and Procedures Manual.
  - b. The RCDC will maintain a filing system for all RCDC General Orders and Receipts of Acknowledgement.
3. If a new General Order supersedes an existing order in the manual, it is to be placed in the part of the manual it has replaced. If it is a new policy or procedure, it will be maintained in this manual following the sequence of the General Order Number and date. All General Orders prior to the adoption of this manual shall remain in effect unless otherwise superseded.
4. All General Orders will be written and issued on the approved General Order Form and will contain the following information:
- a. Subject;
  - b. Date of Issue;
  - c. Effective Date (this date should generally be seven (7) days from the issue date to allow for dissemination);
  - d. Revision Date;
  - e. Special Instructions (may refer to a Federal or State law, County ordinances, Civil Service procedures, or standards set by the State of Georgia);
  - f. Amends (information as to previous directives that are amended by this order);
  - g. Rescinds (information as to previous directives that are rescinded by this order);
5. General Orders will be cited in the following format:
- PURPOSE  
STATEMENT OF POLICY

DISCUSSION (if applicable)

DEFINITIONS (if applicable)

I. Topic

A. Section

1. Subsection

a. Paragraph

(i) Subparagraph

6. Dissemination Procedures

- a. Sheriff's Office General Orders shall be disseminated to all personnel.
- b. Detention Center General Orders shall be disseminated to RCDC personnel only.
- c. All General Orders will be incorporated into their respective Policy and Procedures Manuals as instructed upon dissemination.
- d. The Accreditation/Certification Manager shall have the overall responsibility for the dissemination of all General Orders.
- e. The member having supervisory responsibility for a particular component shall be responsible for ensuring that members under his supervision receive issued General Orders.
- f. The supervisor shall have the employee initial/sign beside his/her name on the Receipt of Acknowledgement Form to indicate that the order has been received. This will also indicate that he/she accepts responsibility for knowledge of the contents of the order. Upon completion, Receipt of Acknowledgement Forms shall be returned to the Sheriff's Office.

7. Inspections

Supervisors shall periodically conduct inspections of employee Policy and Procedures Manuals to ensure that they have been kept up-to-date.

C. Special Orders

1. Special Orders are issued by the Sheriff or Chief Deputy and require the Sheriff's or Chief Deputy's signature for validation.
2. Special Orders will be written and issued on the approved Special Order form and will contain the following information:
  - a. Subject;
  - b. Date of Issue;
  - c. Effective Date (this date should generally be seven (7) days from the issue date to allow for dissemination);

- d. Number (numbered in sequence with the prefix of the year of issue shown first, followed by the number of the Special Order for that particular year); and
    - e. Special Instructions.
  3. Special Orders will be written in paragraph format.
  4. Special Orders may be applicable to the Sheriff's Office as a whole or to a specific component or unit, which will be specified within the order itself.
  5. When the effective period of a Special Order is not stated, it automatically becomes inoperative with the passing of the incident or situation that caused its issuance.
  6. The Office of Professional Standards will maintain a filing system of hard copies of all Sheriff's Office Special Orders and, if practicable, maintain electronic copies as well.
  7. Dissemination Procedures
    - a. The Sheriff, Chief Deputy or Division Commanders shall have the overall responsibility for the dissemination of Special Orders.
    - b. The member having supervisory responsibility for a particular division or component shall be responsible for ensuring that members under his/her supervision receive issued Special Orders.
    - c. Special Orders shall be posted in visible locations throughout the divisions of the department.
- D. Personnel Orders
  1. Personnel Orders are issued by the Sheriff, Chief Deputy and/or Division Commanders.
  2. Personnel Orders shall be written and issued on the approved Personnel Order form and will contain the following information:
    - a. Subject;
    - b. Date of Issue;
    - c. Effective Date (this date should generally be seven (7) days from the issue date to allow for dissemination);
    - d. Number (numbered in sequence with the prefix of the year of issue shown first, followed by the number of the Personnel Order for that particular year);
    - e. Special Instructions.
  3. Personnel Orders will be written in paragraph format
  4. The Office of the Sheriff will maintain a filing system of hard copies for all Sheriff's Office Personnel Orders and, if practicable, maintain electronic copies as well.
  5. Dissemination Procedures

- a. The Sheriff, Chief Deputy or Division Commander shall have the overall responsibility for the dissemination of Personnel Orders.
- b. The member having supervisory responsibility for a particular component shall be responsible for ensuring that members under his/her supervision receive issued Personnel Orders.
- c. Personnel Orders shall be posted in visible locations through the divisions of the Sheriff's Office.

#### E. Supervisory Orders

1. Supervisory Orders can only be issued by personnel of the rank of Sergeant or above. They shall not change, rescind or conflict with any existing General Order, Special Order or Personnel Order.
2. Supervisory Orders shall be written and issued on the approved Supervisor Order form and will contain the following information:
  - a. Subject;
  - b. Date of Issue;
  - c. Effective Date (this date should generally be seven (7) days from the issue date to allow for dissemination);
  - d. Number (numbered in sequence with the prefix of the year of issue shown first, followed by the number of the Personnel Order for that particular year);
  - e. Special Instructions.
3. Supervisor Orders will be written in paragraph format
4. Copies of all Supervisory Orders shall be forwarded to the Division Commander, who will review the order to ensure it does not conflict with any existing General Order, Special Order, or Personnel Order.
5. It shall be the responsibility of the issuing supervisor to ensure that Supervisory Orders are disseminated to all affected personnel.
6. The Office of Professional Standards will maintain a filing system of hard copies of all Sheriff's Office Supervisor Orders and, if practicable, maintain electronic copies as well.

#### F. Memorandums

1. A Memorandum can be issued by any member of the Sheriff's Office and is validated by the member's initials.
2. Memorandums are the basic means of written communication within the Sheriff's Office and provide documentation of clarifications, inquiries and information dissemination. They are informal and do not contain orders. Memorandums are to be used for information dissemination within the components of the Rabun County Sheriff's Office.
3. Memorandums may be used for communications with other departments of county government. As such, they will be routed through the Sheriff's Office.

4. Memorandums are not to be used for communication outside county government. Any outside communications should be written in a letter format.
5. It shall be the responsibility of the member issuing the Memorandum to ensure that it is disseminated to all affected personnel.

## II. IMPLEMENTATION

### A. Issuance of Policy and Procedures Manual

Upon employment and/or upon initial dissemination of the Rabun County Sheriff's Office Policy and Procedures Manual, all employees of the Rabun County Sheriff's Office shall be issued a compact disk containing a complete copy of the Policy and Procedures Manual, comprised of General Orders, for which they will sign a receipt of acknowledgement. All revisions, deletions or additions will be completed by the Office of Professional Standards and reissued on a new compact disc on a yearly basis. Additionally, a complete printed copy of the Policy and Procedures Manual will be maintained in the Squad-room, Detention Center, CID, Courthouse, and in the Office of Professional Standards.

### B. Revision/Deletion/Additions to SOP

Any revision, deletion or addition to the manual shall be distributed to all Division Commanders. It is so ordered that each employee review all revisions or additions. All employees are required to sign an acknowledgement receipt of revisions, deletions or additions to the manual. A 3-ring binder will be maintained and updated as it is the responsibility of the shift commanders and supervisors to instruct their subordinates in any changes mandated by the issuance of a policy. The 3-ring binders will be made available with all changes located in a central location of each division.

### C. Employee Responsibility for Policy and Procedure Manuals

Upon receipt of a general order, the affected employee shall be responsible for reading, comprehending and adhering to the specified policy. All employees will be issued a new Compact Disc yearly which will contain all new additions, deletions, and revisions from the previous year.

### D. Staff Review

Prior to the promulgation of a general order, the Certification Manager will provide each Division Commander with a copy of the proposed policy for their review. Once the initial review is complete and corrections/revisions/changes have been addressed, the Certification Manager will submit a draft of the policy to the Chief Deputy. The Chief Deputy will review the draft policy for corrections/revisions/changes. Once all corrections/revisions/changes have been made, a final draft will be submitted to the Sheriff for his consideration. Once the Sheriff has approved and signed the General Order, it is the responsibility of the Certification Manager to disseminate the policy.

## III. UPDATES, REVISIONS OR CANCELLATIONS

- A. Each division, section and unit, along with the Office of the Sheriff will ensure that all policy directives are periodically (at least annually) reviewed in order to determine whether each directive is current and still in effect.

B. If it is determined that a directive is out of date, no longer in effect or in need of change or revision, the division Commander will immediately address the policy with the Sheriff and the Office of Professional Standards.

C. The Sheriff may designate any supervisor to draft or revise new or existing directives. A draft copy of the new or revised directive shall be submitted through the chain of command for review by the accreditation manager and to the Sheriff for approval prior to issuance.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County