

Departmental Directive

204.1 PURPOSE AND SCOPE

There is establish an interdepartmental communication that may be used to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. and will immediately modify or change and supersede sections of this manual to which they pertain.

204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of Staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

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

Any Departmental Directives 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, 10-01 signifies the first Departmental Directive for the year 2010.

204.2 RESPONSIBILITIES

It is the responsibility of all members of this agency to familiarize themselves with the directives of this department, understand and follow the directives, rules and procedures set forth by the Sheriff and the Sheriff's staff. No member of this department will circumvent or disregard current issued directives after the issuance by the Sheriff.

204.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a Departmental Directive.

204.2.2 SHERIFF

The Sheriff may issue and or designate the Under-sheriff to issue Departmental Directives with his/her approval.

204.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Sergeant.