

100.00 – Sheriff’s Office Directives; Generally
Stakeholder Review: 04/22/26-05/22/26

Refer:

- 105.00 – Policy and Procedure Manual
- 110.00 – Standard Operating Procedure
- 115.00 – Special Order
- 120.00 – Personnel Order
- 125.00 – Post Order
- 130.00 – Memorandum
- NWAA 1.4.6

Definitions:

- Agency Policy Manual – The name the Multnomah County Sheriff’s Office has given to its collection of policies.
- Directive – An official instruction.
- Memorandum – A written communication, typically **delivered as an attachment to** an email, that transmits information that may be directive in nature. Memoranda are generally brief and less formal than Special Orders.
- Personnel Order – An order announcing changes in a member’s shift, days off, job assignment, or job classification.
- Post Order – An order instructing a member regarding specific job duties and tasks expected by a member assigned to a particular post during a particular shift.
- Special Order – A Unit, Division, or Agency order, which gives members direction for handling events of short duration or a one-time event. A Special Order describes a procedure regarding a matter that is temporary or self-canceling.
- Standard Operating Procedure (SOP) – A Unit or Division order, which gives members detailed direction for handling a specified matter or event.

Policy:

1. ***The Sheriff’s Office prioritizes organized, consistent and accessible direction for members. The below procedure provides an overarching framework distinguishing where directives are located and who may publish them.***

Procedure:

1. Sheriff’s Office directives announce policy and procedure regarding the purpose and activities of the agency. Sheriff’s Office directives are contained in:
 - 1.1. The Agency Policy Manual.

- 1.2. Division/Unit Procedure Manuals and/or Standard Operating Procedures (SOPs).
 - 1.3. Special Orders.
 - 1.4. Personnel Orders.
 - 1.5. Post Orders.
 - 1.6. Memoranda.
2. A written directive, including any type of memoranda (i.e., directive or non-directive), may be published by the Sheriff, Undersheriff, a Division Chief, or a Unit Manager.

History:

- Original Policy Enacted: 9/13/2021 (Comprehensive Stakeholder Review)
- Next Review Date: 9/13/2023 (Internal Review)
- Review By: Executive Office
- Reviewed: 03/19/24 (Internal Review)
- Next Review: 03/19/26 (Comprehensive Review)
- Review By: Executive Office
- **Reviewed:**
- **Next Review:**
- **Review By: Executive Office**

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