

115.00 – Special Order

Stakeholder Review: 04/22/26-05/22/26

Refer:

- MCSO Agency Policy 100.00 – Sheriff's Office Directives; Generally
- MCSO Agency Policy 105.00 – Policy and Procedure Manual
- MCSO Special Order Template
- NWA 1.4.3 Chain of Command

Definitions:

- PowerDMS – A web-based application that centralizes MCSO Agency and Division policy and procedure.
- Special Order (SO) – 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.

Policy:

1. The Sheriff or designee, Division Chiefs, and Exempt Managers (i.e., Captains, Civilian Unit Managers, and Lieutenants) may create and implement a Special Order, ***within their area of command responsibility***.
2. Special Orders may be utilized to:
 - 2.1. Introduce temporary operational changes.
 - 2.2. Announce a policy and/or procedure change to the Agency Manual, Division Manuals, or Unit Manuals; instructing members to review and acknowledge the change via PowerDMS.
 - 2.3. Delegate temporary authority during an absence of the Sheriff, Division Chief, or Exempt Manager; to inform all members of the order of command authority and to ensure continuity of leadership and command.
3. Uses for Special Orders are not limited to those listed in Section 2. of this policy.

Procedure:

1. Special Order Format:
 - 1.1. A template for Special Orders is accessible on Sheriffnet/Forms/Agency Correspondence. The template shall not be changed or altered without permission from the Sheriff.
2. Publication, Distribution, and Review of Special Orders:
 - 2.1. Special Orders shall be published with a cancellation date not to exceed one (1) year from the date of publication.
 - 2.2. Special Orders shall be distributed to all impacted members electronically.

- 2.3. Prior to the expiration date, Special Orders shall be reviewed to evaluate the need for ongoing direction and formalization in accordance with Policy 105.00 Policy and Procedure Manual or Policy 110.00 Standard Operating Procedure.
3. Storage and Maintenance of Special Orders:
 - 3.1. Special Orders shall be stored electronically in PowerDMS; it is the individual's responsibility that publishes the Special Order to ensure that it is uploaded in a timely manner to PowerDMS.
 - 3.2. All Special Orders shall be maintained within PowerDMS (e.g., originating document and any revisions thereafter).
 - 3.3. Special Order versions/files may not be purged without the approval of the Sheriff's Office and the County Attorney's Office.

History:

- Originating Policy and Procedure: 9/27/2018
- Next Review: 9/27/2020
- Review By: Executive Office
- Reviewed: 9/13/2021 (Comprehensive Stakeholder Review)
- Next Review: 9/13/2023 (Internal Review)
- Review By: Executive Office
- Reviewed: 03/19/2024 (Internal Review)
- Next Review: 03/19/2026 (Comprehensive Review)
- Review By: Executive Office
- **Reviewed:**
- **Next Review:**
- **Review By: Executive Office**

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