GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 100

GENERAL ORDERS

WRITTEN DIRECTIVES

PURPOSE: Written directives are classified as General Orders, Special Orders, Personnel Orders, and Memoranda. As the Chief Executive Officer, the Sheriff issues, modifies, or directs the issuance of any written directive. Sheriff's Office policy and procedures are available in an electronic format.

GENERAL ORDERS: Define policy and procedure.

Signed by the Sheriff and pertain to the agency as a whole.

Supersede any previous policy statements either oral or written when updated or modified.

Exist as operating standards with penalties for non-compliance.

Examples:

- Permanent procedures, rules, policies, and manuals.
- Permanent changes in organization.
- Installation of permanent programs affecting more than one Division.
- Relationships with other agencies.

SPECIAL ORDERS: Define policy and direct procedure for special situations or events.

Issued by Sheriff, Chief Deputy, Majors or Division Commanders.

Examples:

- Specific instructions for a specific purpose.
- Deployment of manpower.
- Authorization to change from summer to winter uniform.
- Assignment of personnel to training.
- Directives to a specific Division/Unit.

PERSONNEL ORDERS: Issued periodically by the Sheriff for:

- Assignment of new personnel.
- Assignment or transfer of personnel.
- Promotion or demotion of personnel.
- Supervision, dismissal, and restoration to duty.
- Termination, resignation, or retirement.

MEMORANDA:

Issued by Sheriff Office or its Divisions.

Designed to inform and direct without deviation from or in conflict with established policies and procedures.

Provides information or instructions not requiring a formal order.

Examples:

- Notification of available training.
- Announcement of promotion.
- Explanation or clarification of existing orders.
- Inform personnel of other agency actions and policies.

OPERATIONAL PROCEDURES:

Explain how to perform a specific task or clarify a procedure. Operational procedures can be issued by the Sheriff and/or Division Commanders.

Examples:

- Flow of victim/witness forms
- Life without parole prosecution

Operational Procedure Memorandums will be reviewed annually for inclusion into the General Orders.

WRITTEN DIRECTIVE MAINTENANCE:

Indexing – Indexing is conducted automatically and manually with Adobe Acrobat.

Updating –The Sheriff and Command Staff serving as policymaking staff make changes to written directives as necessary.

Purging – The Accreditation Manager maintains a master file of written directives. General and Special orders include subject titles and a consecutive numbering system. The Policy Coordinator will maintain an archive of original versions of updated or purged policies within PowerDMS.

Draft Review – Formulation or revision of policies, procedures, rules and regulations occurs as necessary when changes in state laws, county ordinances, or professional standards apply. Affected units receive drafts of new policy or changes to obtain supervisor and subordinate input. The Sheriff and Command Staff review changes prior to issuing new orders to ensure they do not contradict other existing directives or applicable laws.

Accountability – Recruits and new personnel are given access to PowerDMS that contain the General, Special Orders, and Rules & Regulations. All personnel has access to existing, new, or revised General, Special Orders, and Rules & Regulations via the Sheriff's Office PowerDMS system. All personnel receive PowerDMS notification of changes to the General, Special Orders, Rules & Regulations, and Memorandums and are required to electronically sign the document(s) within fourteen days. Supervisors periodically question subordinates to determine their familiarity with established procedures. The Professional Compliance Office maintains a copy of General, Special Orders, and Rules and Regulations that is accessible to employees in the event the PowerDMS system is not in-service.

DISTRIBUTION:

All employees electronically sign a receipt for General, Special Orders, Rules and Regulations, and Memorandums – when applicable. PowerDMS maintains a receipt record system. Supervisors are to periodically run reports on PowerDMS to ensure their assigned personnel are up to date on signing receipt of written directives. It is the responsibility of all personnel to read new and revised orders.

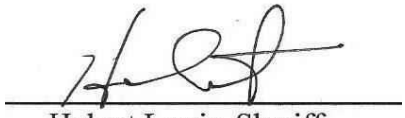
FORMAT:

General Orders include: chapter titles, section titles, subject titles, effective dates, revision dates, sequential identifying numbers, and applicable statute numbers or ordinance numbers.

Special and Personnel Orders include: effective dates, revision dates, sequential identifying numbers, and distribution/communication codes.

Distribution/communication codes:

A – All personnel.
B – Administration
C – CID
D – Community Services
E – Wellness Program
F – Selective Enforcement
G – SID
H – Support
I – Uniform Patrol
J – Personnel Changes



Hobart Lewis, Sheriff