

	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>PREFACE</b> <b>002</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: ADM .09.01 ADM .09.02
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
		<b>By Authority of:</b> <hr/> William E Sales, Sheriff
<b>Subject: General Order, Special Orders</b>		

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
09-09-16	IV	Changed "Chief Deputy" to "Major".	EAS	LRT
09-09-16	V B	Changed "Chief Deputy" to "Major".	EAS	LRT
09-09-16	V C	Changed "Chief Deputy" to "Major".	EAS	LRT
10-31-23	V C	Removed "issue, modify, and	MRA	WES
10-31-23	VI B	Replaced "issued memory card", with ""City Sheriff's Department" Shared Network Folder" Removed "there will be"	MRA	WES
10-31-23	VIII C	Replaced "memory sticks. Each Deputy will be assigned a complete set of general orders on a memory stick upon hiring." with "the shared network folder"	MRA	WES
10-31-23	VIII E 2	Replaced "i" with "e"	MRA	WES

### I. PURPOSE

The purpose of this order is to establish a format and definitions for written orders and memorandum and to provide for proper preparation, indexing, and distribution so all personnel concerned are kept informed of new and revised policies and procedures.

### II. POLICY

It is essential that all employees be fully informed of all policies and procedures of the Sheriff's Office. It is also essential the policies and procedures be reviewed on a continuous basis, at least annually, and formalized in written form so employees may understand what is expected of them. All employees have access to the Winchester City Sheriff's Office's General Orders and they shall receive all updated information as it is issued.

### III. DEFINITIONS

- A. GENERAL ORDERS - directives that are issued to announce adoption or revision of policies or procedures affecting the employees of more than one subordinate unit or which will be in effect for an indefinite period of time.

B. **SPECIAL ORDERS** - directives affecting only a specific segment of time or specific event that is a self-canceling nature. The following are examples of proper subject matter for special orders:

1. Specific instructions to accomplish a particular objective. Once accomplished, there will be no need for continuing instructions (i.e., to announce a specific training school and assign officers, to announce personnel reassignments, etc.).
2. Temporary procedures designed to cover a special occurrence (i.e., instructions for assignments to special events such as parades, sporting events, etc.).

#### **IV. ISSUING AUTHORITY**

General Orders can be issued only on approval of the Sheriff or Major. The Sheriff or Major may issue special Orders.

#### **V. PREPARATION OF WRITTEN DIRECTIVES**

- A. General and Special Orders may be drafted at any level of the organization by any appointee and submitted through the chain-of-command for consideration.
- B. Final review drafts of General Orders will be prepared at the direction of the Sheriff or Major and distributed for examination.
- C. The Sheriff or Major shall approve all General Orders.

#### **VI. DISTRIBUTION OF ORDERS**

- A. The Office of the Sheriff, Major, or his designee, shall distribute all General and Special Orders.
- B. All personnel shall have access to the General Orders via the "City Sheriff's Department" Shared Network Folder plus there will be a notebook containing the General Orders in the briefing room for reference. All personnel will be held responsible for knowledge of, and compliance to, the contents of the General Orders. Employees will be advised of the location of the General Orders when they are issued their password for the system and sign an acknowledgment form.
- C. Special Orders shall be distributed only to employees affected by the directive(s). The distributions shall be placed in the affected employee's mailbox.
- D. The affected supervisor will also receive a copy of the special order.
- E. All General Orders shall be permanently maintained as prescribed later in this order. The General Orders remain property of the Sheriff's Office and must be returned upon the appointee's termination or resignation.

#### **VII. INDEXING**

A. General Orders:

1. General Order Number - This number lists each order consecutively as the order is issued. This number will be found in the heading on the first page of the form. The index provides a chronological listing of all general orders issued.

B. The File Index System provides for all General Orders to be classified and filed according to a major functional category and then consecutively within that category. The functional classification is:

**Preface 000**  
**Administration 100**  
**Personnel 200**  
**Operations 300**  
**Training 400**

**VIII. GENERAL ORDER MANUAL**

A. All General Orders will remain in effect until revised or retracted. All appointees, therefore, are required to regularly review all General Orders provided by the Sheriff's Office.

B. Special Orders are not required to be maintained permanently.

C. General Orders will be maintained electronically on the shared network folder. Electronically maintained General Orders allows the Sheriff's Office to keep the General Orders current regarding changing case law, Virginia Code, and policy review.

D. Manual Format:

1. General Orders should be filed relating to the function (Administration, Operations, etc.);
2. The General Orders will be indexed by the subject matter and the file index system;

E. Responsibility:

1. All appointees are advised of the location of the General Orders in the Sheriff's Office Deputies room.. It is their responsibility to continuously review and adhere to the General Orders. Employees may download the General Orders to a disk with the understanding that the disk may become outdated at a later time.
2. Supervisors are responsible for conducting periodic General Order reviews to ensure compliance with the orders.
3. The Sheriff/Major shall be notified, in writing, of any discrepancies discovered in such reviews.

4. All appointees are responsible for knowing, understanding, and conforming to the contents of all orders issued. Any questions regarding these orders should be brought to the attention of the appointee's supervisor.
5. Previous General Orders will be maintained for a period of five years after they have been superseded, then they will be destroyed.

