
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

**SOP # A-010
PAGE # 1**

SUBJECT: WRITTEN DIRECTIVES SYSTEM

INDEX AS: POLICIES: STANDARDS AND PROCEDURES

EFFECTIVE DATE: APRIL 13, 2005

- I. **PURPOSE:**
To establish a system of written directives to provide a consistent format for written policies, orders, rules and regulations and to provide for the proper preparation and distribution to all Law Enforcement personnel of new or revised policies and procedures.
- II. **Definitions:**
- A. Standard Operating Procedures:
Written directives in the form of Policies, Rules, or Regulations that are issued to personnel as the guidelines for operation of the Sheriff's Department.
- B. Special Orders:
Written directives that are supplements to Standard Operating Procedures. All special orders will be incorporated annually into revised Standard Operating Procedures.
- C. Memorandums:
Written directives of a temporary nature are issued by the Chief Deputy.

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III. POLICY:

- A. ALL PERSONNEL WILL HAVE AVAILABLE TO THEM A STANDARD OPERATING PROCEDURE MANUAL . MANUALS WILL BE LOCATED IN CENTRAL CONTROL, THE RECORDS DEPARTMENT, DEPUTIES DAY ROOM, THE CIVIL DIVISION/COURTHOUSE SECURITY OFFICE. MANUALS WILL BE ISSUED TO ALL CAPTAINS AND INTERNAL AFFAIRS.
- B. Revisions, deletions, or additions shall be distributed, as they become available, to all Captains and Internal Affairs for placement in their manuals. All other manuals will be updated by the Administrative Supervisor or other assigned personnel.
- C. It will be the responsibility of each Captain to review the updates and notify persons under his/her supervision about the updates.
- D. If there are any conflicts between these Policies and Procedures, or the County Code, the County Code will prevail.
- E. It shall be the duty of each member of the Law Enforcement Center to report violations of any rule, regulation or order of the Law Enforcement Center to his/her supervisor. Or when necessary, directly to the SHERIFF or CHIEF DEPUTY with a clear and truthful statement of facts. Such reports shall be made for the protection of others and for the good of the service and never with malicious or unfriendly intent.

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IV. ISSUING AUTHORITY

- A. A Standard Operating Procedure Manual shall be issued only on the approval of the **SHERIFF**. The Sheriff may designate this power to the CHIEF DEPUTY or other supervisors. Such delegation constitutes the Sheriff's approval.
- B. Memorandums of a temporary nature may be issued by the SHERIFF or the CHIEF DEPUTY. Any directive that is issued by a Department Supervisor that is binding upon personnel in another Division must be approved by the SHERIFF.
- C. Orders involving Personnel changes will be issued by the Sheriff or Major. Personnel changes or appointments will be noted on Law Enforcement Center Memorandums.

V. PROCEDURES FOR REVISING AND UPDATING DIRECTIVES:

- A. A request for revising, deletions or additions, to/of Standard Operating Procedures may be drafted at any level in the Law Enforcement Center and submitted through the chain of command for approval.
- B. Upon a request to revise, delete, add to or update any Standard Operating Procedure, the Sheriff may designate any supervisory officer to handle such matters. Such modification in Policy must be submitted to the SHERIFF for approval before being designated Policy.

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- C. The Sheriff has the authority to issue, modify, or approve written directives at any time and such approval shall be designated by the SHERIFF'S signature on the original policy.
- D. All proposed policies or revisions shall be reviewed by necessary supervisory personnel, as determined by the Sheriff, before they are implemented.

VI. WRITTEN DIRECTIVES FORMAT:

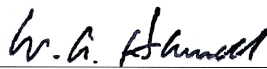
- A. The Original Standard Operating Procedures and all copies shall be issued a Policy Number. The original Procedure Manual will be maintained in the Administrative Supervisors Office. All copies of the Procedures will be bound into a manual and designated as:
"THE STANDARD OPERATING PROCEDURES OF THE LAURENS COUNTY LAW ENFORCEMENT CENTER".
- B. Manuals shall be divided into sections and shall contain a table of contents and a subject index to aid the reader in locating policy.
- C. Policies shall be listed with an appropriate subject heading and shall contain an index. All policies shall describe a purpose and a scope of the policy except in areas where purpose and scope are evident or where it is unnecessary.
- D. The manual shall be structured in outline form and shall include but is not limited to the headings, purpose, scope, definitions, policy, and other such appropriate headings.

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- E. All policies shall have a space at the bottom of the final page of each policy for the SHERIFF'S signature and date.



W. A. HARRELL

W. A. HARRELL, SHERIFF
LAURENS COUNTY, GEORGIA

4/20/2005
DATE