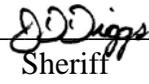


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| YORK-POQUOSON SHERIFF'S OFFICE | RULES AND REGULATIONS |
| SUBJECT: Manual Organization | NUMBER: RR 1-1 |
| EFFECTIVE DATE: March 1, 2003 | REVIEW DATE: October 17, 2018 |
| AMENDS/SUPERSEDES: RR 1-1, March 2000 | APPROVED:  Sheriff |
| VLEPSC: ADM.09.01 | |

1 **INDEX WORDS**

- 2
- 3 General order
- 4 Manual; organization of
- 5 Memorandum
- 6 Policy
- 7 Procedures
- 8 Rule
- 9 Rule and regulation

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11 **POLICY**

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13 The Sheriff is obligated to provide essential services to citizens to foster safe communities through
14 crime reduction and deterrence. Sheriff's Office managers are obligated to train, supervise, and
15 guide personnel in performing a variety of tasks, which help create safe communities within the
16 county. At the same time, managers seek to bolster employees' confidence and competence in
17 performing tasks while reducing vulnerability and liability. To meet these obligations, the Sheriff's
18 Office must manage its activities according to written rules/regulations and general orders. The
19 York-Poquoson Sheriff's Office Policy Manual is designed to guide the day-to-day legal and ethical
20 performance of its employees to the established standards for state accreditation as promulgated by
21 the Virginia Law Enforcement Professional Standards Commission (VLEPSC).

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23 **PURPOSE**

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25 This directive outlines the organization of the manual, its authority, and defines three kinds of
26 statements that appear in general orders and rules and regulations: policy, rule, and procedure.

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28 **DEFINITIONS**

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- 30 • Sheriff
- 31 ○ The term "Sheriff" shall mean the Sheriff of York County/City of Poquoson or his
- 32 appointed designee. Responsibilities of the Sheriff may be delegated to any level of
- 33 management at the discretion of the Sheriff. The term Sheriff shall be synonymous with
- 34 "Department Director" when used in the York County Personnel Policies and
- 35 Procedures Manual
- 36
- 37 • Department or agency

- 38 ○ The terms “department or agency” shall mean the York-Poquoson County Sheriff’s
39 Office. These terms shall be used synonymously with the term Sheriff’s Office.
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- 41 • Employee/Appointee
 - 42 ○ For the purpose of the Sheriff’s Office Policy and Procedures manual the term
43 “Employee” or “Appointee” shall be synonymous unless otherwise specified.
44
- 45 • Rule
 - 46 ○ A rule is a specific prohibition or requirement governing the behavior of employees.
47 ○ Rules permit very little if any deviation from their specified direction.
- 48 ○ Violations of rules normally result in disciplinary action.49 ○ Rules appear in both general orders and rules and regulations.50
- 51 • Procedure
 - 52 ○ Procedures define a method of performing an operation or a manner of proceeding on a
53 course of action.
- 54 ○ It directs employees' actions in performing specific tasks within the guidelines of policy.55 ○ Unlike rules, a failure to follow a procedure may result in disciplinary action.56 ○ Procedures constitute the agency-approved guide to performing tasks.57 ○ Employees may depart from procedures only when, in their professional judgment, the58 situation warrants.59 ○ Employees must be prepared to justify their actions.60 ○ Procedures appear mostly in general orders and to a lesser extent within rules and61 regulations.62
- 63 • Policy
 - 64 ○ A policy is a statement of the Sheriff’s philosophy on a given issue.
65 ○ Policy consists of principles and values, which guide the performance of Sheriff’s
- 66 Office employees.67 ○ Policy is based upon ethics, experience, the law, and the needs of the community.68 ○ Each rule and regulation or general order will begin with an agency policy statement.69
- 70 • Memorandum
 - 71 ○ A memorandum provides useful, specific information to employees not amounting to a
72 formal order or may constitute a directive affecting specific behavior for a specific event
- 73 or period of time, and can be self-canceling.74 ○ Memoranda are not part of this manual.75 ○ Memoranda may be issued by the Sheriff, staff, or by other personnel holding functional76 authority.77 ○ Memoranda may also be issued by other agencies, (e.g. regional jail, courts, court78 service unit, etc.).79
- 80 • Manual
 - 81 ○ A manual is a collection of rules and regulations and general orders of the Sheriff’s
82 Office.

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- Maintenance of the Manual
 - In consultation with the Sheriff, the accreditation manager shall annually determine the need for indexing, purging, updating, and revising directives.

ORGANIZATION OF THE MANUAL

- The manual is divided into two components:
 - Rules and regulations, and general orders.
 - A rule and regulation, abbreviated RR, which contains primarily rules, as defined above, is an administrative order governing organizational matters, e.g., leave policy, off-duty employment, and promotions.
 - Rules and regulations are approved and issued by the Sheriff.
 - Because they contain many rule statements, rules and regulations permit little if any deviation from their specified direction.
 - Violations of rules and regulations normally result in disciplinary action.
 - A general order, abbreviated GO, which contains primarily procedures, is an administrative order governing operational matters, e.g., use of force, transportation of prisoners, or searches and seizures.
 - General orders are approved and issued by the Sheriff.
 - Because they contain many procedural statements, general orders permit a window of discretion.
 - While violations of general orders may result in disciplinary action, the agency recognizes that an employee may depart from procedures **only if** the circumstances warrant, in the employee's professional opinion.
 - Employees must justify their actions accordingly.
 - Rules and regulations are numbered consecutively, preceded by "1-()". General orders are numbered consecutively "2-()". Individual pages are numbered consecutively within a given regulation or general order.
 - Example: 1-5.3 (1 signifies rule or regulation; 5 signifies regulation number 5, and 3 identifies page 3.)
 - No rule and regulation or general order is valid unless signed by the Sheriff.
 - Within the context of any directive, the use of the word "shall" denotes an action or behavior that is mandatory and unequivocal.
 - The words "may" or "can" denote an action or behavior that is discretionary.
 - Any member of the Sheriff's Office may recommend changes to the policy manual through the chain-of-command. The process for developing directives is outlined in [RR 1-1A, Directives Development](#), of this manual.