

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Directives Development	NUMBER: RR 1-1A
EFFECTIVE DATE: January 10, 2019	REVIEW DATE: October 17, 2018
AMENDS/SUPERSEDES: RR 1-1A March 1, 2003	APPROVED:  Sheriff
VLEPSC: ADM.09.01, ADM.09.02	

1 **INDEX WORDS**

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- 3 Directives
- 4 General Orders
- 5 Policy committee
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- 7

8 **POLICY**

9

10 To achieve agency objectives, the Sheriff must develop sound written directives that govern all

11 activities accordingly. These directives include all written guidance issued by any appropriate

12 authority. Written directives help Sheriff's Office employees perform their jobs with the

13 confidence that they are meeting management's expectations. Through consistently applied and

14 regularly revised policy, management promotes high standards of performance while reducing

15 employee's doubts, confusion, anxiety, and distrust. This policy describes the formal process by

16 which directives are devised and evaluated.

17

18 **PURPOSE**

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20 The purpose of this directive is to outline the process of drafting and evaluating written directives.

21

22 **DEFINITIONS**

23

24 **Directive**

- 25 • Any written rule and regulation, general order, or other official order.
- 26

27 **PROCEDURES**

28

- 29 • The Sheriff may at his discretion issue or modify an agency written directive.
- 30 • The Sheriff is the final approving authority for Sheriff's Office directives.
- 31 • He shall regularly consult with senior managers and supervisors to devise, review, and
- 32 evaluate directives.
- 33 • Sheriff's Office directives are embodied within general orders and rules and regulations.
- 34 • The Sheriff shall appoint an accreditation manager, normally the Administrative Services
- 35 Division Commander, who is responsible for managing the policy making process.

- 36 ○ The Administrative Services Division Commander is primarily responsible for
37 reviewing, updating and drafting directives or assigning drafts to be written by subject
38 matter experts within the Sheriff's Office.
39
- 40 ● A policy committee shall review new and recommend revisions to directives as needed.
41 ○ The policy committee operates according to the following guidelines:
42 ▪ The policy committee shall consist of the Sheriff, Chief Deputy and the command
43 staff.
44 ▪ The policy committee shall meet, as needed, in person or on-line to review old and
45 new general orders, and rules and regulations.
46 ▪ The Chief Deputy shall serve as the chairperson of the policy committee.
47 ▪ The policy committee shall make appropriate recommendations to the Sheriff about
48 retaining, revising, or developing written directives.
49
- 50 ● Only the Sheriff shall approve agency written directives.
51 ○ It is the responsibility of all supervisors to ensure that agency directives are adhered to
52 and carried out during all agency activities.
53
- 54 ● Following a critical incident, the policy committee shall conduct an audit to analyze and
55 review how Sheriff's Office directives helped or hindered the resolution of the incident, and
56 recommend any changes to the existing directives.
57 ○ The audit shall include an examination of how the directives are enforced through
58 training and supervision.
59
- 60 ● Upon drafting a new or revised rule or order, the Administrative Services Division
61 Commander shall afford Sheriff's Office members an opportunity to review and comment
62 by a given deadline.
63 ○ Comments shall be made using the discussion tab in Power DMS during the review
64 process or in writing within ten (10) days of draft publication.
65
- 66 ● The following are exempt from Policy Committee and Sheriff's Office member review:
67 ○ Changes in policy format.
68 ○ Corrections for spelling or grammatical errors.
69 ○ Changes due to new or changed accreditation standards.
70 ○ Changes to or removal of hyperlinks that are no longer valid.
71 ○ Changes due to an amendment in Virginia Code.
72 ○ Changes made due to a Court Ordered action.
73
- 74 ● General Orders and Rules and Regulations shall be drafted with the following
75 considerations:
76 ○ Determine the employee's objective in performing tasks or activities covered by the
77 order.
78 ○ Identify the problems the employee is likely to encounter when making decisions to
79 reach the objective.

- 80 ○ Ensure that the directive is positive, definitive, clear, and readily understood by all
81 employees.
82 ○ Aim for permanency while promoting flexibility.
83 ○ Endeavor to address all reasonably foreseeable conditions.
84 ○ Ensure that orders are founded upon facts and sound judgment.
85 ○ Ensure that orders are compatible with the public interest and conforms to the law.
86 ○ Ensure that employees understand that all directives provide a guide to action in
87 recurring situations. Directives cannot possibly address every circumstance.
88 ○ Ensure that the components of a written directive (policy statements, rules, procedures)
89 follow the definitions given under [RR 1-1, Manual Organization](#), particularly in
90 outlining the limits of a deputy's discretion.
91
92 • Approval of Written Policy (General Orders and Rules and Regulations)
93 ○ Upon approval of a new general order or rule and regulation by the Sheriff, the new
94 directive shall be distributed to each affected employee through Power DMS.
95 ○ It is the responsibility of each supervisor to ensure that:
96 ▪ Training is conducted on the new directive. This may take place during roll call,
97 meetings or during the shift. The training may be conducted individually,
98 collectively as a shift or division, or in some cases during Sheriff's Office scheduled
99 training.
100 ▪ Deputies sign off, through Power DMS, on new policies or policies that have been
101 amended which are published through Power DMS.
102
103 • New and amended directives shall be published and maintained electronically in Power
104 DMS.