



## CLACKAMAS COUNTY SHERIFF'S OFFICE

**Policy # 9**

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

### **POLICY WRITING, DISTRIBUTION AND TRAINING**

#### **General**

1. CCSO Written Directives (policies and procedures) must comply with State and Federal Law, County Ordinances, existing labor or other contract agreements, and the Sheriff's Office mission and values.
2. Employees may suggest changes to policies and procedures at any time through the Chain of Command.
3. The Sheriff's Policy Analyst will involve selected Command Staff Team members or subject matter experts in developing either new or major revised policy drafts. If necessary, the Policy Analyst will facilitate discussion and timely approval of draft policies to meet the needs of the CCSO.
4. The Sheriff's Policy Analyst will ensure CCSO Policies and Procedures are reviewed on a regular basis, but particularly after any legislative action or major event/incident, to determine if they should be maintained in their present form, updated, or rescinded.
5. Legal Counsel will review all new policies and proposed major revisions prior to their approval.
6. CCSO Written Directives (policies and procedures) should utilize consistent formats in accordance with the CCSO *Writing and Communication Style Guide*.

#### **Approval and Distribution**

7. The Sheriff or Undersheriff must approve all new policies before taking effect. The Undersheriff or Chief Deputy must approve all procedures affecting more than one Division. Exceptions may be authorized and delegated when appropriate to a lieutenant/manager. The Policy Analyst may make minor changes and/or amendments when requested, to maintain requirements of accreditation, or correction in written directive composition/distribution. Distribution and access by CCSO employees will primarily be through the software program PowerDMS.



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8. Within the CCSO:
  - a. all employees will have access to CCSO and County written directives required to carry out their duties. Written directives are maintained electronically, which provides a methodology for development, review and approval;
  - b. all Division Commanders and managers are responsible for ensuring their personnel know how to access written directives applicable to the CCSO and their Division's operations; and
  - c. all employees are encouraged to participate in the development and review of written directives by submitting changes through their chain of command for evaluation.

### **Training**

9. Division Commanders and managers are responsible to ensure employees keep current on applicable directives, policies and procedures. Division Commanders or the Training Coordinator will organize training on selected policies or procedures.

### **Employee Responsibility for Review**

10. CCSO employees are responsible for reviewing and understanding CCSO policies and applicable procedures pertaining to their employment and/or duty, and seeking clarification from their supervisor of anything they do not understand.

11. New employees must have read and understood CCSO policies and applicable procedures within three (3) months of employment.

12. Changes to CCSO policies and procedures may be sent electronically; however, employees remain responsible for reading applicable written directives and seeking clarification where needed.



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### **Relation to other County Directives and Agreements**

13. CCSO employees are to read, seek clarification and follow other official County directives, which include the County's Personnel Ordinance and Employment Policies and Practices (EPP's). In instances where there is a conflict between CCSO directives and County policies, the County policies shall take precedence, unless CCSO directives explicitly address the conflict and provide direction to CCSO employees.

14. In instances where there is a conflict between either CCSO directives or County policies and a collective bargaining agreement, the specific provision of the collective bargaining agreement shall prevail.

### **Employee Expectation**

15. It is the responsibility of every employee to know, understand and follow CCSO policies and applicable procedures pertaining to their employment and/or duty. Failure to do so could subject the employee to corrective action and/or disciplinary action up to and including dismissal.

16. CCSO policies and procedures cannot cover every possible situation; however, all employees are expected to meet public safety professional standards - guided by their Oath of Office to uphold the public trust and to act in a manner that is a credit to the CCSO and themselves.