



## CLACKAMAS COUNTY SHERIFF'S OFFICE

**Policy # 3**

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

References: [ORS 206.210](#)

### WRITTEN DIRECTIVES

#### Promulgation

1. The Sheriff issues written directives for the management and administration of the office, which may prescribe minimum standards and duties performed by employees within the CCSO.

#### Definitions

2. The following definitions pertain to the CCSO:
  - a. **Certified or Sworn Employee.** Certified, as used throughout CCSO written directives, refers to an employee who receives certification from the Department of Public Safety Standards and Training (DPSST);
  - b. **Deputy.** A Sheriff's Deputy is a CCSO employee, regardless of rank, who is duly appointed by the Sheriff to perform specific duties within the CCSO and may be either certified or non-certified;
  - c. **Employee.** Employee, as used throughout CCSO written directives, refers to an individual who is a paid worker of the CCSO. May be used interchangeably with personnel or deputy;
  - d. **Non-Certified or Non-Sworn Employee.** Non-certified, as used throughout CCSO written directives, refers to an employee who does not require certification from the Department of Public Safety Standards and Training (DPSST);
  - e. **Policy.** A policy is a broad statement of the principles, values and identified issues which guide the performance of CCSO employees;
  - f. **Procedure.** A procedure provides detail on how CCSO policy is to be accomplished, describing the steps and/or responsibilities an employee or group takes to complete an action or practice;



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- g. **Rule.** A rule is a regulation governing conduct or action. For example, the Rules of Conduct are specific regulations to which all Sheriff's Office employees must adhere. A rule may specify either required or prohibited conduct and may be delineated in either policies or procedures;
- h. **Task.** A task is the individual step taken to complete a procedure;
- i. **Volunteer.** A citizen who provides support to the CCSO and is not normally paid for their services (e.g. Reserve Deputy, Cadet, Sheriff's Posse); however, all volunteers are expected to conform to applicable CCSO Policies and Procedures; and
- j. **Written Directive.** A written directive is a statement used to guide or affect the performance or conduct of Sheriff's Office personnel. The term written directive may refer to statements of policy, procedure, regulation, general orders, special orders, personnel action forms, memoranda or instructional materials.

### Words and Phrases – How Construed

- 3. Words and phrases shall be construed according to the common approved meaning given in the Concise Oxford American Dictionary, except that:
  - a. technical words and phrases, and words that have acquired a special meaning within the Law Enforcement Community, shall be construed according to their special meaning; and
  - b. words or phrases that are defined within CCSO policy shall be construed according to that definition.

### Singular and Plural Words:

- 4. Unless the contrary intention appears, words in the singular include the plural, and words in the plural include the singular.



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### **“MAY”, “SHALL” and “SHOULD”**

5. “may” shall be construed as being permissive and “shall” as being imperative; and “should” shall be construed as being informative only.

### **“PRACTICABLE” and “PRACTICAL”**

6. “practicable” shall be construed as “physically possible”; and “practical” shall be construed as “reasonable in the circumstances”.

### **Masculine – Feminine**

7. Unless the context otherwise requires or the authority otherwise making a regulation or order otherwise directs in respect of that written directive, words importing male persons include female persons, and words importing female persons include male persons.

### **Types of Written Directives.**

8. The following written directives address internal CCSO operations; additional guidance can be found within the Writing Style Guide:

- a. **Division Order.** A Division Order is a written directive, which can be of a permanent or temporary nature, designed to cover a special occurrence, event or situation within one or more Divisions. It is not intended to be used to modify policies or procedures. A Division Order is issued under the authority of the Undersheriff, Chief Deputy or Division Commander unless specified otherwise;
- b. **Division, Section and Unit Procedures.** Procedures are issued under the authority of the Undersheriff, Chief Deputy or Division Commander, which contain technical procedural information unique to their operation, but remain consistent with CCSO policies;
- c. **Electronic Communications.** Electronic communications are official communication channels within the Sheriff's Office and are assigned for employee use as authorized and governed by County policy and CCSO Policy and Procedures;



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- d. **General Order.** A General Order is a written directive, which can be of a permanent or temporary nature, designed to cover a special occurrence, event or situation affecting the CCSO;
- e. **Instructional Materials/Plans.** Instructional materials include field-training manuals, training bulletins, checklists, job aids, etc. Plans are documents that recommend a specific course of action. Both provide technical information that demonstrates the best way to perform a task. Generally used to clarify or inform, they may also contain rules or regulations; and
- f. **Memorandum.** Memoranda are written documents internal to CCSO used to clarify, inform or inquire.