



Sheridan Police Department

Policies and Procedures

1.4 Replaces 102.2

Chapter 1 – Department Manual and Written Directives

Section 4 – Other Directives/Communication

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Signature:

Some directives and other forms of written communications regarding department operation are not appropriate for inclusion in the manual because of their temporary nature or specific application.

1.4.1 Non-Manual Directives

A. Special Orders

Special orders are issued to announce policy or procedures concerning a specific circumstance or event, or policy or procedure which is temporary or self-canceling. The following are examples of proper subjects of special orders:

1. Specific instructions to accomplish a particular objective which, once accomplished, will need no continuing instructions. Examples:
 - a. Assignment of police vehicles;
 - b. Assignment of working hours for a special detail.
2. Temporary procedures that relate to a special occurrence or event which is of a temporary or short-term nature. Examples:
 - a. Instructions for the deployment of man power to a particular public gathering (such as a parade); including the assignment of individual duties;
 - b. Assignment of and special instructions for personnel in training programs, firearms qualifications, etc.

B. Training Bulletins/Legal Bulletins

This category includes specific instructional and training material including:

1. Training Bulletins. Training bulletins are directives that are periodically issued to guide and instruct all or some members of the department on matters of importance.
2. Legal Bulletins. Legal bulletins are directives that are periodically issued to inform and instruct all or some members regarding laws, court decisions and matters of importance to the police department.

C. Memoranda

Memoranda may be issued for the following purposes:

1. To disseminate information or instructions which do not merit a formal order;
2. To direct the actions of subordinates in specific situations or circumstances. Such directions shall not deviate from or conflict with established directives as issued by higher authority;
3. To explain or re-emphasize portions of previously issued orders; or,
4. To disseminate any other information regarding matters of interest to members of the department.

1.4.2 Issuing Authorities

- A. Special orders are issued by the chief of police, captain or the lieutenants, with prior approval of the chief of police.
- B. Training bulletins, legal bulletins and other instructional materials are issued by the chief of police, captain, lieutenants or shift supervisors, with approval from the chief of police through the chain of command. Nothing in this provision prohibits employees sharing instructional or educational materials through informal means such as e-mail or handouts.
- C. Memoranda can be prepared in any appropriate manner and need not follow a specific format. They may be issued by any department member.

1.4.3 Maintenance and Storage

- A. Special orders will follow the same format as the policy manual and will be numbered consecutively with the first two digits indicating the last two digits of the year it was issued and the next three indicating the number. Example: 11-026 where “11” indicates the order was issued in 2011 and it was the 26th order of the year. Special orders will be numbered and maintained by the senior administrative assistant to the chief of police.
- B. Training and legal bulletins will be forwarded to the senior administrative assistant to the chief of police who is responsible to upload the materials in Power DMS for workflow assignments, or maintain an archive file of the material issued if in a format that may not be downloaded.
- C. Memoranda shall be stored by and at the discretion of the issuer.