

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject DEVELOPMENT OF WRITTEN ORDERS	Policy Number GA-1 Effective Date 11-09-23
Related Information GA-3, <i>Operations Manual Format</i> GC-7, <i>Transfer of Personnel</i> GD-6, <i>Standardized Memorandum Format</i> GD-9, <i>Litigation Initiation, Document Preservation, and Document Production Notices</i> GG-1, <i>Peace Officer Training Administration</i> GG-2, <i>Detention/Civilian Training Administration</i>	Supersedes GA-1 (01-12-22)	

PURPOSE

The purpose of this Office Policy is to establish uniform guidelines and procedures of the Maricopa County Sheriff's Office (MCSO) for the development, distribution, and availability of Office Policy, *The Briefing Board*, MCSO Administrative Broadcasts, and written orders.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to give direction and set limits within which employees of the Office shall operate in the performance of their duties. Office Policy is not designed to formulate a rule for every situation. In all cases, common sense shall prevail. Statements in policy found to be unlawful, incorrect, or inapplicable shall not affect the validity of the remaining content. **It shall be the responsibility of all employees to become familiar with the sections of the policy that apply to their respective duties.**

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

MCSO Administrative Broadcast: An official informational publication produced by the Policy Development Section, that provides correspondence to employees regarding matters not involving Office Policy revisions or updates. These publications include, but are not limited to, legal updates, directives, critical information, procedural clarifications and updates, and announcements and reminders for events such as Promotional and Awards Ceremonies.

Office Policy: A written statement of principles that guides and determines Office activities, general goals, and acceptable performance. It may also provide specific direction for carrying out an activity.

The Briefing Board: An official publication produced by the Policy Development Section, which provides information regarding Office Policy. Prior to some policies being revised, time-sensitive changes are often announced in *The Briefing Board* until the entire Office Policy can be revised and finalized. The information in a *Briefing Board* has the same force and effect of Office Policy.

TheHUB: The learning management system by which employees, reserve deputies, and posse members are provided access to all Office Policies; and where the acknowledgment of all Office Policy updates and revisions, indicating that they have been reviewed and understood by the viewer, are recorded. TheHUB shall also be used by employees, reserve deputies, and posse members to complete training requirements, and to register for in-person courses.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

PROCEDURES

1. **Development and Basis of Office Policy:** Office Policies are developed at the direction of the Sheriff or designee, to conform to constitutional and statutory mandates for the operation of the Office. Office Policy shall be consistent with any relevant court order or judgment, current law, and professional standards.
2. **Policy Format:** A standardized alphanumeric system shall be used for all chapters of Office Policy.
 - A. Chapters within Office Policy are designated by consecutive letters of the alphabet.
 1. “C” policies are designated as Critical Policies. These policies are a set of principles or course of action, the knowledge of which is absolutely necessary to an Office employee’s respective assignment, and which are crucial to governing day-to-day conduct.
 2. The following chapters contain those policies employees are to know, understand, and abide by that affect their duties based upon their current assignment.
 - a. “D” policies are designated as Detention Policies.
 - b. “E” policies are designated as Enforcement Policies.
 - c. “G” policies are designated as General Policies.
 - B. Each chapter shall be divided into a series designated by a second letter. Each series in the chapter’s shall be defined in the Table of Contents. Each policy within the series shall have a unique number assigned to it. New policies shall be assigned to available numbers in the appropriate series.
 - C. Office Policies shall be identified by their alphanumeric designation and their effective date.
3. **Grammatical Rules:** The content of Office Policy shall be interpreted in accordance with the grammatical rules outlined as follows:
 - A. The acronym “MCSO” and the word “Office” are synonymous and indicate the Maricopa County Sheriff’s Office.
 - B. The present tense shall include the past and future tense.
 - C. The masculine gender shall include the feminine.
 - D. The singular shall include the plural, unless the content suggests otherwise.
 - E. “Shall” and “will” impose absolute requirements on employee actions.
 - F. “May” and “should” are used to convey the Office’s desire for employee’s reasonable discretion.

4. **Master Policy Maintenance:** The Master Policy shall be maintained on the Office's shared drive by the Policy Development Section.
5. **Location and Availability of Policy:** Each employee shall have access to the current C, D, E, and G policies on the Office's shared drive and TheHUB. Members of the public may view Office Policies online at www.mcso.org with the exception of restricted policies. Office Policies uploaded to the website for public view are maintained by the Policy Development Section.
6. **Restricted Office Policies:** Employees, reserve deputies, and posse members shall not release Office Policies directly to inmates or members of the public. Some Office Policies may contain sensitive information and therefore are restricted. All requests for Office Policies from inmates and members of the public shall be processed by the Legal Liaison Section (LLS), as specified in Office Policy GD-9, *Litigation Initiation, Document Preservation, and Document Production Notices*.
7. **Policy Review:**
 - A. The Policy Development Section shall conduct an annual policy review of all Critical Policies, and the specific policies related to relevant court orders or judgments. The purpose of this annual review is to ensure the policies provide effective direction to Office personnel and remain consistent with any court order or judgment, current law, and professional standards. The annual review shall be documented in writing.
 - B. All other Office Policies shall be reviewed within 10 years of publication, at a minimum.
 - C. Office Policies may also be opened for review and revised when deemed necessary by command staff.
 1. It is the responsibility of all division commanders to ensure policies affecting their area of responsibility reflect best practices for the accomplishment of division activities, duties, and responsibilities.
 2. Division commanders are responsible for ensuring required developments and updates of Office Policies affecting their area are identified and these requirements are forwarded through their chain of command in a timely manner to the Policy Development Section for revision.
 3. Other reasons for review and revision include, but are not limited to:
 - a. Major procedural changes;
 - b. Changes in law or statute; and
 - c. Changes in best practices.
 - D. Office Policies opened for review which determined no changes are required, may be finalized as either a Statement of Annual Review (SOAR) or as a Statement of Review (SOR), satisfying the designated review requirement. Office Policies determined as either a SOAR or SOR are replaced in the Office's shared drive and mcso.org website with a version indicating only the details of the recent review while maintaining the last publication effective date.
8. **Policy Development and Revisions:** New and revised Office Policies and policy rescissions shall be developed and published by the Policy Development Section through announcements of *The Briefing Board* publications, distributed through TheHUB. Time-sensitive policy revisions are often announced in *The*

Briefing Board as an immediate policy change until the entire Office Policy can be revised and finalized. The information contained in a *Briefing Board* has the same force and effect of Office Policy.

- A. All Office Policies shall be revised, as necessary, by the Policy Development Section.
- B. Office Policies shall define terms clearly, comply with applicable law, and be written in accordance with current professional standards.
- C. Office Policies shall be revised as necessary upon notice of a policy deficiency during audits or reviews. The Office shall revise any deficient Office Policy as soon as practicable.
- D. Bureau chiefs and division commanders who wish to establish, revise, or rescind an Office Policy shall notify the Policy Development Section to begin this process and complete the project in a cooperative effort.
- E. Employees who discover errors or inconsistencies or wish to make recommendations concerning Office Policy shall forward a memorandum through their chain of command to the Policy Development Section.
 - 1. The memorandum shall include an explanation and justification of the proposed policy recommendation.
 - 2. Justification may include the legal basis and requirements for the policy; reference to and adherence to professional standards and practices; compliance with agency philosophies, standards, and protocols; and related information that supports, explains, and substantiates the policy position.
- F. When requested to do so, bureau chiefs shall review all proposed, new, or revised Office Policies prior to final approval. All proposed, new, or revised Office Policies distributed to Office command for review during the Advance review period shall require a bureau chiefs' approval in order for the policy to be moved to the final approval phase. At minimum, the bureau chief most responsible to the affected area of the proposed, new, or revised Office Policy should normally determine the approval.
- G. All new and revised Office Policies shall require the review and approval of all Executive Chiefs.
- H. All new Office Policies, revisions, rescissions, SOARs, and SORs, shall require final approval by the Chief Deputy or designee, prior to either publication or replacement in the Office's shared drive and mcso.org website.
- I. Office Policies shall remain in effect from the date specified until they are superseded or rescinded.

9. Policy Distribution:

- A. When Office Policy is revised to include immediate policy change updates or a new Office Policy is issued, employees and reserve deputies shall be notified by *The Briefing Board*. Posse members shall be notified of revised, immediate policy change updates, or new Office Policy by the Enforcement Support Division.
- B. Employees shall be required to log into TheHUB, review the relevant Office Policy, and acknowledge an understanding of that Office Policy. If that policy is a Critical Policy or a policy designated by the Chief Deputy or designee for further review, TheHUB requirement shall also include the need to correctly answer test questions regarding the revised or new Office Policy content.

1. TheHUB is a web-based training platform accessed through the SharePoint Portal Links or may be accessed at <https://maricopa.csod.com/client/maricopa/default.aspx>.
 2. Login information is provided by the Training Division.
- C. Within 50 days of the policy being distributed on TheHUB, all relevant employees shall read, complete any post-work course material, and acknowledge their understanding of their responsibilities pursuant to the Office Policy.
1. TheHUB records acknowledgments of Office Policies and are available through TheHUB Dashboard which provides individual compliance reports. Division commanders or their designees shall review the reports, as specified in Office Policy GB-2, *Command Responsibility*.
 2. Division commanders or their designees shall ensure compliance with review timelines within their division by utilizing the TheHUB Dashboard purview, as specified in Office Policies GG-1, *Peace Officer Training Administration* and GG-2, *Detention-Civilian Training Administration*.
- D. When a new Office Policy, revision, or rescission is distributed, the Policy Development Section shall amend the Table of Contents and the Subject Index on the Office's shared drive.
10. **Researching Policy and the Chain of Command:** When researching policy issues, Policy Development Section personnel may deal directly with command staff and others outside their normal chain of command.
11. **Retention and Dissemination of Historical Policies:** The Policy Development Section shall be responsible for archiving and disseminating superseded versions of Office Policies. All superseded Office Policies shall be permanently retained for historical record purposes. The Policy Development Section may provide these superseded versions upon request.
12. **MCSO Administrative Broadcast:** When deemed necessary, Office announcements to include, but not limited to, written directives, critical information, and procedural clarifications and updates, should be submitted by the originating division to the Policy Development Section for publication through the chain of command, with the approval of the affected bureau chief. Announcements for specialized assignments shall be submitted to the Pre-Employment Services Division, as specified in Office Policy GC-7, *Transfer of Personnel*.