

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER**

**CHAPTER 1 - ADMINISTRATION
GO-01-01
PAGE 1 of 5**

**DATE
August 21, 1998**

GENERAL ORDER MANUAL

POLICY

It is the policy of the Marin County Sheriff's Department to maintain a General Order Manual for all directives authorized by the Sheriff. All personnel shall be responsible for knowing, maintaining and adhering to all provisions of departmental orders. Each division commander is responsible for conducting periodic audits to assure that every assigned manual is currently maintained. The Custodian of Records is responsible for insuring that all orders meet format and indexing requirements.

PROCEDURE

MANUAL COMPOSITION

The Rules and Regulations Section of the Manual consists of seven chapters of standard operating rules and regulations governing the conduct of members and employees. These chapters are:

- Canons of Ethics
- Definitions
- Command and Supervision Responsibility and Authority
- Rules and Regulations for all Members and Employees
- Investigations - Arrests and Detentions
- Departmental Discipline
- Uniforms and Equipment

The General Order section consists of written directives issued at departmental level by the Sheriff.

General Orders remain in full force and effect until amended, superseded or canceled by the issuing authority. Departmental General Orders establish policy, procedure or regulations governing matters that affect the entire Department. They are the most authoritative directive issued in the Department, and may be used to amend, supersede or cancel any other rule, regulation or order.

General Orders are indexed numerically within designated chapter groups. These chapter groups are defined as:

- Chapter 1 - Administration
- Chapter 2 - Personnel
- Chapter 3 - Safety
- Chapter 4 - Weapons
- Chapter 5 - Operations

General Orders contained in each chapter group may be related to each other but no specific attempt has been made to group all related topics because many topics overlap into other areas.

The Policy and Procedures section consists of written orders issued by a commanding officer, establishing a principle, policy or procedure concerning a given subject of divisional interest and directed to the employees under the command of the authorizing officer. Policy and Procedures Orders shall remain in effect until amended, superseded or canceled, and may be used to make a Special Order permanent.

Policy and Procedure Orders are indexed numerically within designated divisional chapter groups. These divisional chapter groups are determined by the Divisional Commander and may vary due to the organizational mission of the unit.

Policy and Procedure Orders contained in each divisional chapter group may be related to each other but no specific attempt has been made to group all related topics because many topics overlap into other areas.

The major sub-topics will always include:

- Policy
- Procedure
- Related Standards
- Affected Divisions
- Date of Revisions

The Special Order section consists of written directives issued at departmental, bureau or divisional level by the Sheriff, Undersheriff or Bureau commander. These orders specify instructions governing particular situations not covered by General Orders or Policy and Procedure Orders. These orders are temporary in nature and are designed to cover emergency or unusual situations that may arise in the course of providing service to the community. Special Orders may affect the entire department but are only effective within the bureau or division in which they were issued. A copy of all Special Orders shall be forwarded to the Sheriff and the Administrative Lieutenant.

Special Orders may relate to specific topics within a bureau or division. Therefore, the orders in this section may vary depending on the assignment of the employee in the department.

Special Orders are indexed chronologically by their primary code number.

Special Orders will contain expiration terms.

DEPARTMENTAL ORDER EXECUTION

Initiation of General Orders, Policy and Procedures and Special Orders may be initiated by any member or employee by submitting the Order in draft form to the appropriate authority via the chain of command.

Authority to issue Orders.

General Orders shall be authorized only by the Sheriff and shall become effective upon his signature.

Policy and Procedures may be authorized by a commanding officer with the approval of the Sheriff. Policy and Procedures become effective upon the signature of the authorizing commander.

Special Orders may be authorized by a commander for directives within his command. They take effect upon his signature and contain terms of expiration.

Distribution of Departmental Orders.

All General and Policy and Procedures Orders shall be distributed through the Custodian of Records.

Special Orders may be distributed by the authorizing commander but a copy must be directed to the Administrative Lieutenant.

CUSTODIAN OF RECORDS

The Administrative Services Lieutenant is designated as the Custodian of Records for the General Orders Manual. He shall be responsible for:

- Maintaining the original copy for the General Order Manual.
- Assuring that the format of all Orders is consistent with this Order.
- Assigning index codes and maintaining the Manual Index.
- Printing and distributing of General Orders and Policy and Procedures.

DEPARTMENTAL ORDER FORMAT

Definitions

- ORDER - The term Order may be used to designate any or all types of Departmental Orders.
- TOPIC - Topic is synonymous with the term SUBJECT.
- SUBJECT - The subject is the main theme or topic of an Order.
- INDEX CODE - The index code is the alpha-numeric code assigned to each Order to facilitate retrieval.

All General, Policy and Procedure and Special Orders will conform to the format described in this Order. Indexing of Orders will conform to the system described in General Order GO-O1-02

The format of this General Order will be the example for the authorized format.

Heading

The heading is the information at the top of the first page describing the identifying information relating to the order.

First line - page centered - 1 inch from the top. MARIN COUNTY SHERIFF'S DEPARTMENT

Second line - page centered - The type of order in Capital letters i.e., GENERAL ORDER, POLICY AND PROCEDURES, SPECIAL ORDER.

Third Line - Double spaced from second line.

- The Chapter Number and title, beginning from the left margin.
- Date of last revision, typed to the end of the right margin.

Fourth line - single spaced from third line.

- Order number (Order/Division identifier - Chapter number - Section number), i.e., GO-O1-O1.

- Identifiers:

GO	-	General Order	PAT	-	Patrol
ADM	-	Administration/Training	CUS	-	Custody
CIV	-	Civil, Records and Warrants	CRT	-	Courts
COM	-	Communications	VOL	-	Volunteer Services

NV - Investigations
OES - Office of Emergency Services

Fifth line - single spaced from fourth line.

- Page number, (Page 1 of ____

Sixth line - A solid line from left to right margins, double spaced from fifth line. Seventh line - double paced from sixth line.

- The topic of the order in capital letters, page centered. Eighth line - same as the sixth line.

Footer - A footer will be placed one inch from the bottom of each page of the order.

- First footer beginning at the left margin, the order number, (i.e., 01-01).
- Second footer beginning at the right margin, the page number (i.e., 1).

BIBLIOGRAPHY

Each order based on research material will have a major sub-topic for reference.

References should begin with the location of the material in the order by paragraph and line, i.e., 2.

The reference will follow the location with the resource information, i.e., Penal Code Section
13300 or

13300 P.C.

Bibliography for this order.

CPOA Code of Professional Conduct, 1979.

AUTHORIZATION

Every order will be signed by the authorizing officer following the last paragraph. The words "By
Order of:" will be followed by the author's signature, typed name and rank.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

All

DATE OF REVISIONS:

April 12, 1989

By order of:

ROBERT T. DOYLE
SHERIFF-CORONER