


Buncombe County Sheriff's Office

	Policy Number: 102	Effective Date: June 15, 2020
	Subject/Title: OFFICIAL DIRECTIVES	
	Rescinds: Not Applicable; New Policy	
	Approved: Sheriff Quentin Miller	

102.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the issuance of Official Directives and to establish guidelines for the incorporation of Official Directives into the Policy Manual.

102.2 POLICY

When an immediate need to amend or to create new policy language arises, and sufficient time is not available to amend or to create new policy language through the normal process, the Sheriff will use Official Directives in place of direct policy additions or modifications. Official directives will be rescinded once incorporated into the Policy Manual.

102.3 OFFICIAL DIRECTIVE GENERATION

102.3.1 EMPLOYEE RESPONSIBILITIES

When employees encounter situations in which they believe amendment of policy language or new policy language is potentially appropriate, they should notify a supervisor in the manner outlined in the Employee Notifications and Grievances Policy.

102.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors should, upon receipt of any such concerns, escalate the matter through the Chain of Command to the Division Commander or the Division Commander's designee.

Division Commanders should, upon receipt of any such concerns, provide written notification to the Policy Manager, and the Sheriff or the Sheriff's designee. Emails sent jointly to the Policy Manager, the Sheriff's Administrative Assistant, and the Sheriff, suffice as written notification.

In circumstances where the need for a response or the issuance of an Official Directive is immediate for example when a critical incident in the field necessitates new or amended policy language to ensure deputy or community safety, notification to the Sheriff and the Policy Manager may be made verbally and followed by a later confirmatory email to the Sheriff and the Policy Manager documenting the verbal notification.

Only the Sheriff or the Sheriff's authorized designee may approve, issue, or modify an Official Directive.

Following either the issuance of an Official Directive or the decision to not issue an Official Directive, the Policy Manager and the Sheriff or the Sheriff's designee should forward any related documentation for record-keeping as outlined in the Employee Notifications and Grievances Policy.

102.4 OFFICIAL DIRECTIVE DISSEMINATION

Official Directives will be disseminated through the electronic record-keeping system referenced in the Policy Manual policy. Upon receipt of a new or amended Official Directive, employees shall seek any necessary clarification as described in the Employee Notifications and Grievances Policy.

Supervisors shall also ensure their subordinates have submitted all necessary clarifications and have electronically accessed and acknowledged all Official Directives within a reasonable time of issuance.

102.5 POLICY MANUAL INCORPORATION

102.5.1 SUPERVISOR RESPONSIBILITIES

Supervisors should periodically review all Official Directives applicable to their Division and should make any recommendations they have to their Division Commanders, the Sheriff, and the Policy Manager as to where and how incorporation into the Policy Manual may occur.

102.5.2 POLICY MANAGER RESPONSIBILITIES

The Policy Manager should set all Official Directives for periodic review to determine an Official Directive's fitness for incorporation into the Policy Manual. These periodic reviews should occur in the same manner as periodic policy reviews (see also the Policy Manual policy.)

The Policy Manager may also make recommendations to the Sheriff for the incorporation of Official Directives outside of periodic review periods.

The Policy Manager will incorporate Official Directives into the Manual upon approval by the Sheriff. Once incorporated into the Manual, Official Directives should be rescinded and archived.

END OF POLICY DOCUMENT