

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 1.18
		Issue Date: April 3, 2013
		Revision Date: NA
CHAPTER: Department Role, Authority and Responsibility	Related Policy: NA	
SUBJECT: Administrative Orders	Related Laws:	

POLICY: The Lane County Sheriff's Office will use Administrative Orders (AO) as an immediate and temporary order to all Sheriff's Office employees and institute an AO page on the Sheriff's Office Intranet site.

RULE: Administrative Orders are temporary orders; however, they carry the same authority as General Orders. All Sheriff's Office personnel will follow all Administrative Orders activated by the Sheriff or his designee.

DEFINITION: Administrative Order- An immediate, but temporary, binding order issued by the Sheriff, or Sheriff's designee, to all Sheriff's Office employees to communicate immediate changes of Sheriff's Office policies or procedures.

PROCEDURE:

- I. Administrative Orders will be issued according to the following:
 - A. Only the Sheriff, or Sheriff's designee, can issue an AO.
 - B. The AO will take effect as specified within the AO and is immediately binding for all employees.
 - C. Employees will be notified of new AOs via email and all AOs will be posted on the Sheriff's Office intranet site.
 - D. The AO is considered temporary and is an interim solution to a pending policy/procedure revision or enactment. The AO will be in effect no more than 12 months from the date signed by the Sheriff or Sheriff's designee, unless extended by the Sheriff or the Sheriff's designee.
 - E. All employees are responsible for learning of AOs by reading their LCSO email daily during their duty shift.
 - F. All employees are responsible for reading and understanding the newly issued AO during their first duty shift after the AO announcement. All employees are

responsible for complying with the AO after their first duty shift following the AO announcement.

- G. All active AOs can be referenced on the Administrative Orders page of the Sheriff's Office intranet site.