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## Departmental Directive

### 204.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Departmental Directives shall generally be communicated to all personnel via memo, e-mail, fax, briefing item and/or training bulletin. Departmental Directives shall immediately modify or change and supersede sections of this manual to which they pertain.

#### 204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives shall be incorporated into the manual as required upon approval of SAFE Division personnel. Departmental Directives shall modify existing policies or create a new policy as appropriate and shall be rescinded upon incorporation into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 09-01 signifies the first Departmental Directive for the year 2009.

### 204.2 RESPONSIBILITIES

SAFE Division personnel shall review and approve revisions of the Policy Manual, which shall incorporate changes originally made by a Departmental Directive. Upon approval, the Policy Manual shall be updated to reflect approved changes.