

Interim Directives

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Interim Directives.

201.2 POLICY

Interim Directives will be used to modify policies of the Talbot County Sheriff's Office when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Office. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a Interim Directive is issued.

201.3 PROTOCOL

Interim Directives will be incorporated into the Policy Manual, as required, upon approval. Interim Directives will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Administrative Services Commander or the authorized designee should ensure that all Interim Directives are disseminated appropriately. Interim Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Interim Directive is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Interim Directives to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Sheriff.

201.4.2 SHERIFF

Only the Sheriff or the authorized designee may approve and issue Interim Directives.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Interim Directives. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Interim Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.