

<b>DATE:</b>	NOVEMBER 20, 2015
<b>NUMBER:</b>	A.5
<b>SUBJECT:</b>	DEFINITIONS: POLICY AND PROCEDURE MANUAL
<b>RELATED SECTIONS:</b>	<a href="#">A.7</a> , <a href="#">A.9</a> , <a href="#">A.11</a>

**PURPOSE:**

A statement as to the reason a policy and procedure is necessary. The first paragraph of a policy and procedure section shall be the “Purpose” statement.

**POLICY:**

A statement, or description, of the department’s attitude toward a given subject. Such statement (or description) shall be the “framework” within which personnel are to operate and a guide for decision-making. The second paragraph of a policy and procedure section shall be a “Policy” statement.

**DEFINITION:**

Policies and procedures are the written rules and guidelines that govern operations within the San Diego County Sheriff’s Detention Services Bureau. The categorical codification system is the means by which written guidelines can be added, revised, deleted and easily found.

The manual is to be a “living document,” subject to revision as conditions change. Revisions are encouraged at any time, by any employee, and are not restricted to the annual review period (see Review and Endorsement, [A.7](#)).

**PROCEDURE:**

An established order of logical steps to be followed in order to comply with the policy. Such steps shall be detailed enough to minimize confusion, yet concise enough to be easily understood. The procedure shall follow the policy and be written in outline form (see Numbering System, and Format [A.9](#)).