

## **Departmental (DSH) Directive**

### **201.1 PURPOSE AND SCOPE**

DSH Directives establish an interdepartmental communication that may be used by the Chief of Law Enforcement to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code section 3512 et seq. DSH Directives will immediately modify or change and supersede sections of this manual to which they pertain.

#### **201.1.1 DSH DIRECTIVES PROTOCOL**

DSH Directives will be incorporated into the manual as required upon approval of the Chief of Law Enforcement. DSH Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

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

Any DSH 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, 12-01 signifies the first DSH Directive for the year 2012.

### **201.2 RESPONSIBILITIES**

#### **201.2.1 STAFF**

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a DSH Directive.

#### **201.2.2 AGENCYHEAD**

The Chief of Law Enforcement shall issue all DSH Directives.

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### **201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES**

All employees are required to read and obtain any necessary clarification of all DSH Directives. All employees are required to acknowledge in writing the receipt and review of any new DSH Directive. Signed acknowledgement forms and/or e-mail receipts showing a employee's acknowledgement will be maintained by the Training Coordinator.