



<b>SUBJECT: POLICY AND PROCEDURE</b>	<b>POLICY NO: 201.1 – 201.5</b>
<b>DISTRIBUTION: Patrol; Detention; and Administration</b>	<b>NO. PAGES: 1</b>
<b>EFFECTIVE DATE: July 14, 2022</b> <b>REVISION DATE: July 14, 2024</b>	
<b>SPECIAL INSTRUCTIONS: None</b>	

### 201.1 PURPOSE

The purpose of this Policy is to ensure that each employee has access to the Yuma County Sheriff's Office ("Office") Policy and Procedure ("SOP").

### 201.2 POLICY

It shall be the employee's responsibility to familiarize themselves with the Office policies.

### 201.3 DEFINITIONS

**Policy:** A written instrument outlining procedure and/or method of action.


**Post Order:** A written procedural guide for a specific position, i.e., Civil Clerk or Security Control Officer.

### 201.3 PROCEDURE

- A. Employee Access: Each employee will have access to the SOP via Office computer.
- B. Maintenance of SOP: Policies will be reviewed on an annual basis.

### 201.4 AMENDMENT

This policy is subject to amendment, revision and/or rescission as required.

Approved:   
Leon N. Wilmot, Sheriff  
Date: July 14, 2022