3-06/180.05 - Printing Management Unit's Responsibilities

The supervisor of the Printing Management Unit shall approve and/or write the final specifications for all printing requested by this Department. This supervisor shall also determine where the material shall be printed, as follows:

- Civic Center Printing Services;
- Internal Services Department;
- Outside vendor; or
- Pitchess Detention Center - Vocational Shop.

Only the Printing Management Unit shall make contacts with the county printing units and outside vendors. Additionally, this unit shall maintain a file of all plates and printing request records for future reference and use.