3-07/130.05 - Announcement - Broadcast Format

Department announcement broadcasts shall adhere to the following format:

- The first line shall contain the address of the location where the message is to be sent;
- SHERIFF'S DEPARTMENT BROADCAST shall appear in the left position of the second line;
- ANNOUNCEMENT shall appear in the extreme right position of the second line;
- The station/bureau/facility name shall appear on the third line immediately beneath ANNOUNCEMENT;
- The unit name shall appear on the fourth line immediately beneath ANNOUNCEMENT;
- The fifth line shall indicate to whom the message is directed, e.g., TO: ALL PERSONNEL, etc.;
- The sixth line shall remain BLANK;
- The seventh line shall state the subject of the message, e.g., SUBJECT: TRANSFERS, PROMOTIONS, etc.;
- The eighth line shall remain BLANK;
- The text of the message shall begin on the ninth line;
- The line following the end of the text shall remain BLANK; and
- The Sheriff's name and title shall appear in the extreme left position of the last line. The operator's initials, followed by SNDG, shall appear in the extreme right position of the last line.