3-09/200.00 - Newspaper Clipping Service

Station commanders shall be responsible for the clipping of all articles from local newspapers that pertain in any way to the Department or its personnel. Such articles shall be submitted to the Office of the Sheriff on a daily basis.

Articles shall be neatly trimmed and securely pasted on 8-1/2"x11" white bond paper. The name and date of the newspaper shall be indicated at the bottom of the page.

Each article shall be mounted on a separate piece of paper, leaving a 2" margin on the top. If a single article requires several pages, they shall be numbered in the lower right-hand corner of the bond paper indicating the total number of pages required for the article (e.g., 1 of 3).

No portion of the clipping shall be folded back if it does not fit on the page. In such a case, the loose end shall be cut off and placed on the same page as the rest of the article or, if no space is available, on a separate page.

These articles are filed at the Sheriff's Headquarters Bureau for future reference.