

## **3-02/085.55 - Unit Commander's Responsibility**

Unit commanders are responsible for ensuring the subordinates sign the Sheriff's Department's "User Acknowledgment of Electronic Communications Policy" form, annually.

The Electronic Communications Policy is contained within sections 3-07/200.10 through 3-07/240.00 of this manual.

The signed form shall be distributed as follows:

- Original to employee's personnel file at Personnel Administration Bureau - Records Unit; and
  - A copy to employee's unit file.
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