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.