3-09/080.00 - Announcements

Messages dealing with subject matter contained in any existing manual or order should not be released without notifying the Risk Management Bureau, Field Operations Support Services Unit, which has responsibility for coordinating and publishing policy and procedure instructions for the Department.

Messages originated and approved by the following shall be sent via JDIC:

- Sheriff
- Undersheriff
- Assistant sheriffs
- Division chiefs
- Area commanders
- Unit commanders
- Directors

All announcements shall have the name of the originating unit directly below the word "Announcement" in order that readers may know the identity of the issuing unit. The Sheriff's name and the initials of the person sending the announcement shall appear at the end of all Sheriff's Department announcements. All announcements will be kept electronically for a period of two years.