3-09/340.00 - Department Information

All newsletters and other informational material disseminated Department wide shall be vetted by a group comprised of one or more of the following units:

- Risk Management Bureau
  - Field Operations Support Services Unit
  - Traffic Services Detail
  - Civil Litigation Unit
  - Corrective Action Unit
- Training Bureau
- Custody Support Services
- Court Services Training Bureau
- Sheriff's Communication Center
- Sheriff Information Bureau

The involved bureaus and units shall ensure the information conforms to policy, utilizes proper terms, conforms to training standards, and does not interfere with on-going litigation or settlement directives. Risk Management Bureau will have the lead for this group and shall be the custodian of records of the information.