

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Agency communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Agency.

205.2 POLICY

The Worcester County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDERS

Personnel Orders may be issued periodically by the Sheriff or the authorized designee to announce and document promotions, transfers, military leave of absence, hiring and appointment of new members, reinstatements, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Agency are not misused, all official external correspondence shall be on agency letterhead. All agency letterhead shall bear the signature element of the Sheriff. Official correspondence and use of letterhead requires approval of a supervisor. Agency letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate agency electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's agency-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Agency shall be authorized by the Sheriff or the authorized designee.

205.6 OTHER COMMUNICATIONS

Special Orders and other communications necessary to ensure the effective operation of the Agency shall be issued by the Sheriff or the authorized designee (see the Special Orders Policy).