

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-128
Voicemail and E-Mail		
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I. PURPOSE

To outline responsibilities of each employee regarding voicemail and e-mail.

II. POLICY

The Sheriff's Office utilizes both voicemail and e-mail to relay important information. The judicial system and the citizens we serve are also able to communicate with our employees using these devices.

III. PROCEDURE

Members will check their voicemail and department e-mail at the beginning of each shift. Barring unusual circumstances, messages will be returned / responded to daily.

Members must personalize their outgoing voicemail message with the following information:

- Name
- Division of assignment
- Current work days and hours

When a member is on vacation, training, or otherwise unavailable for more than one normal work day, the voicemail message must be changed to indicate that the member will be out of the office until a specific date.

By Order of the Sheriff