
Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

214.2 ASSIGNMENT ORDERS

Communications may be issued periodically by the Executive Staff or Divisional Lieutenants to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 INTEROFFICE SHERIFF'S OFFICE COMMUNICATIONS

Personnel shall use the Interoffice Sheriff's Office Communications (IOC) form to communicate general agency information to employees or to provide instructions within the divisions to groups or individual employees. The original IOC shall be maintained by the originator according to the current retentions schedule.

214.4 OFFICIAL CORRESPONDENCE (USE OF LETTERHEAD)

The Undersheriff and Division Chiefs may initiate, or respond to, correspondence with their own name and title. Other employees shall not send official office correspondence without prior approval from the Division Chief. This authorization may include correspondence covering the handling of routine business. Correspondence from employees below the rank of Chief will sign the correspondence with their name and rank below that of the Division Chief.

214.5 TRAINING BULLETINS

Training Bulletins are issued by Division Chiefs or the training coordinator with the approval of the affected Division Chief. The Division Chiefs shall ensure that Training Bulletins do not conflict with office policy or labor agreements. Copies of Training Bulletins shall be issued by the Division Chiefs, and shall be forwarded to the training coordinator, the Office of Professional Standards, and all affected employees and volunteers. The Training Coordinator is responsible for an annual review of all Training Bulletins to ensure that they contain current information.

214.6 SURVEYS

All surveys made, or responded to, in the name of the Kitsap County Sheriff's Office shall be authorized by the Sheriff or a Division Chief.