

## **Administrative Communications**

### **205.1 PURPOSE AND SCOPE**

This policy sets forth the manner in which the Office 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 Office.

### **205.2 POLICY**

The Talbot 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 EMAILS**

emails 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 Office are not misused, all official external correspondence shall be on office letterhead. All office letterhead shall bear the signature element of the Sheriff. Official correspondence and use of letterhead requires approval of a supervisor. Office letterhead may not be used for personal purposes.

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

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

### **205.5 SURVEYS**

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

### **205.6 OTHER COMMUNICATIONS**

Interim Directives and other communications necessary to ensure the effective operation of the Office shall be issued by the Sheriff or the authorized designee (see the Interim Directives Policy).