
Administrative Communications

202.1 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.

202.2 POLICY

The Montgomery 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.

202.3 MEMORANDUMS

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

202.4 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 should 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 should be on the appropriate office electronic or non-electronic memorandum forms.

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

202.5 SURVEYS

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

202.6 OTHER COMMUNICATIONS

Departmental 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 Departmental Directives Policy).