

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 St. Mary's 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 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 DETAILED REPORT

The detailed report is used by all employees to transmit an official record within the sheriff's office. It is used to report all official business whether in the form of information, explanation, suggestion, or request, and is submitted via Blue Team through the chain of command.

St. Mary's County Sheriff's Office

LE Policy Manual

Administrative Communications

205.7 ADMINISTRATIVE REPORT

The administrative report is an important tool of the Sheriff's Office. It allows for the periodic review of programs and units within the Sheriff's Office to ensure compliance with all necessary laws and program requirements. It also allows the sheriff to evaluate the efficiency of the agency and to determine how to improve operations. Administrative reports are routinely submitted according to a recurring schedule, delineated below or in other agency policy/procedures as applicable.

[Saint Mary's County Sheriff's Office LE Procedures Manual: ADMINISTRATIVE REPORTS RESPONSIBILITY AND ACCOUNTABILITY](#)

205.8 OTHER COMMUNICATIONS

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