

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-128
Voice Mail and E-Mail		
Effective Date: 06-15-09	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually or as needed	Standards:

I. PURPOSE

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

II. POLICY

The Sheriff's Office utilizes both voice mail 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 voice mail 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 voice mail 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 voice mail message must be changed to indicate that the member will be out of the office until a specific date.

By Order of the Sheriff