

Policy Number: 06-004

# Lucas County Sheriff's Office

## Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

## DISSEMINATION OF OFFICIAL AND UNOFFICIAL INFORMATION

### I. POLICY

It is the policy of the Lucas County Sheriff's Office to ensure that all official and unofficial information that adds to the knowledge of security personnel is timely and uniformly conveyed.

#### A. DEFINITIONS

**Official information** is that which is to be relayed to each security officer to ensure that daily duties are properly performed, and uniformly informs security officers of occurrences in other sections. This information is to be signed and approved for reading at briefing by command staff or other higher authority. It is the responsibility of the shift commanders to read and relay this information and to sign and date each document whenever it is read in briefing. Examples of official information include:

1. Directives
2. Reminders
3. Policy/Procedural changes
4. Memos
5. Job postings/bids
6. Letter of interest
7. Vacation vacancies
8. Post orders
9. Administrative Restriction orders
10. Training Notices
11. Other information as deemed necessary

**Unofficial information** is that which is to add quality of life for security staff. This information may be read or announced by the shift commanders at briefing or by staff, with the approval of the shift commanders. Examples may include:

1. Updates on the well-being of departmental personnel (death of loved ones, illness “thank you” cards, notices of retirement parties, potlucks, etc.)
2. Any verbal directions or reminders to security staff
3. Information about charitable or voluntary events of an unofficial nature
4. Staff generated announcements
5. Union events/information
6. Accomplishments and recognition of staff members

## **II. PROCEDURE**

### **A. OFFICIAL INFORMATION READ AT BRIEFING**

1. Whenever new official information is given to the shift commanders, they will read the announcement to all shifts for three (3) consecutive days at all briefings.
2. The shift commander reading the information shall notate on the information each time that he/she has read the information to the shift.
3. All new official information will be placed and maintained in the sergeants’ briefing book.
4. All official information shall be available in the sergeants’ office for further review by staff.
5. Whenever a staff member is assigned to a new post or at his/her request, the shift commander will allow him/her to read the relevant official information from the manual and allow ample opportunity for him/her to ask questions concerning the details of the information.

### **B. UNOFFICIAL INFORMATION READ/RELAYED AT BRIEFING**

1. Shift commanders shall disseminate unofficial information at briefing at his/her discretion, or approve and allow other staff members to read/relay information.
2. Efforts shall be taken to read/relay any unofficial information uniformly to all three keys of any shift. Therefore, shift commanders may relay this information for at least two days at shift briefing.
3. Shift commanders may note on any written document regarding the unofficial information when it was read/relayed and by whom.

4. Whenever possible, the shift commander shall keep and maintain all unofficial information read/relayed at briefing in written form whenever possible.