


## Buncombe County Sheriff's Office

	<b>Policy Number:</b> 201	<b>Effective Date:</b> August 5 <sup>th</sup> , 2020
	<b>Subject/Title:</b> ADMINISTRATIVE COMMUNICATIONS	
	<b>Rescinds:</b> Not Applicable; New Policy	
	<b>Approved:</b> Sheriff Quentin Miller	

### 201.1 PURPOSE AND SCOPE

This policy provides guidelines for electronic and non-electronic administrative communications generated by the Buncombe County Sheriff's Office.

This policy does not address Office Policy, Office Directives, or general supervisory communications between employees and supervisors, which are addressed in the Policy Manual, Office Directives, and Standards of Conduct Policies, respectively.

### 201.2 POLICY STATEMENT

The Sheriff and the Sheriff's designee/s will communicate significant events within the organization by use of Administrative Communications.

Administrative Communications in both electronic and non-electronic form will comply with signature, disclaimer, and letterhead requirements, and will be professional in appearance.

### 201.3 ADMINISTRATIVE COMMUNICATIONS

#### 201.3.1 ADMINISTRATIVE COMMUNICATIONS DEFINED

Administrative Communications include significant communications occurring within the Office, and all communications occurring between the Office and a third-party or organization for purposes of conducting Office business. Administrative Communications do not include Office Policy, Office Directives, or general supervisory communications between employees and supervisors.

Examples of administrative communications include, but are not limited to, announcements regarding open positions, employee awards, and personnel changes (e.g., hiring of new employees, promotions, transfers.) External administrative communications may include but are not limited to, letters sent to community organizations or community members, letters of support or thanks, and documents requesting or seeking resources.

### **201.3.2 EXTERNAL CORRESPONDENCE**

All official external correspondence shall be on official letterhead and shall bear the signature of the employee authorized to issue the correspondence. Employees may not use letterhead without the approval of the Sheriff, though approval for the use of letterhead may be given by the Sheriff to the employee as opposed to at the task level (e.g., certain employees may be authorized to use letterhead as necessary for their positions and are not required to seek approval for each use of letterhead.) Office letterhead shall not be used for personal purposes and shall be kept in a secure location by employees authorized to use it.

External electronic correspondence sent on office letterhead should be appropriately sanitized before conversion to pdf format. When appropriate, pdf files should also be sanitized and/or password protected with passwords sent to the intended recipient by a different method. All external electronic correspondence should include the employee's office-approved electronic signature and the office-approved electronic communications disclaimer.

### **201.3.3 INTERNAL MEMORANDUMS**

Matters of internal significance should be communicated by way of the appropriate internal electronic or non-electronic memorandum form and should include the employee's office-approved signature and the office-approved electronic communications disclaimer.

Memorandums may also be issued periodically by the Sheriff or the Sheriff's 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.

### **201.3.4 SURVEYS**

Surveys may not be distributed on behalf of the Office without the approval of the Sheriff or the Sheriff's designee.

**END OF DOCUMENT**