

<b>DATE:</b>	NOVEMBER 20, 2015
<b>NUMBER:</b>	A.10
<b>SUBJECT:</b>	INTRANET LIBRARY OF POLICIES AND PROCEDURES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish a process to file a secure policy and procedures manual in the computer, with reading and printing access to all personnel.

**POLICY**

A computer web based intranet library file will be established that can be accessed by all personnel. A librarian will be established who has responsibility for maintaining the file, using security precautions to retain the integrity of the text.

**PROCEDURE**

**I. DETENTION SERVICES BUREAU P&P ACCESS**

The intranet library for the Detention Services Bureau P&P Manual can be accessed by any Sheriff's employee with intranet access.

- A. All employees can read P&P and print hard copies directly from the intranet library.
- B. The intranet library can be accessed by double clicking on "Internet Explorer" which brings you to the Sheriff's homepage. From the Bureau drop down menu, select Detention Services Bureau under "Documents" click on "Detention P&P." Select a policy section from the policies listed or complete a search for specific items.

**II. RESTRICTED ACCESS**

The librarian, who is the P&P committee secretary, has responsibility for maintaining the library and editing the files. Editing access is restricted to the librarian and the P&P committee chairperson.