

DATE:	OCTOBER 10, 2018
NUMBER:	A.11
SUBJECT:	DISTRIBUTION: POLICY AND PROCEDURE MANUAL
RELATED SECTIONS:	A.5 , A.7 , A.9 , A.12

PURPOSE

To ensure all Detention Services Bureau employees have ready access to current copies of all pertinent policies and procedures.

POLICY

The Detention Services Bureau Manual of Policies and Procedures shall be distributed in a manner to allow for easy access by all concerned.

PROCEDURE

When policies and procedures are updated, deleted, or new ones added, an email will be sent by the P&P committee secretary notifying all staff of the changes. A designated person at each facility or division will be responsible for printing the relevant policies and procedures and replacing or adding them to the facility's or divisions printed manual.

Each facility/division manager will create a facility green sheet designating the person(s) who will be responsible for keeping the manuals updated. The green sheet will also include that a hard copy of the policy will be available in the facility administrative office as well as the watch commander's office.