

<b>DATE:</b>	SEPTEMBER 15, 2020
<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 policies and procedures manual electronically, with reading and printing access available to all personnel.

**POLICY**

A web-based intranet library file will be established that can be accessed by all Sheriff's 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 POLICIES AND PROCEDURES (DSB P&P) ACCESS**

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

- A. All employees can read DSB P&P and print hard copies directly from the intranet library.
- B. The intranet library can be accessed by opening an approved web-browser, which defaults 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 DSB P&P committee secretary, has responsibility for maintaining the library and editing the files. Editing access is restricted to the librarian and the DSB P&P committee chairperson.