


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 10.02</p>	<p>Date of Issue</p> <p>02/23/2016</p>	<p>Effective Date</p> <p>02/23/2016</p>	<p>Revision Date</p>
<p>Subject: EMBLEM & STATIONARY USE</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p> <ul style="list-style-type: none"> Emblem Use Stationary Use 	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to establish the policy of the Rabun County Sheriff's Office in regards to the use of official Rabun County Sheriff's Office emblems and stationary.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that the use of the departmental emblem and stationary be limited to official use except when express permission is granted by the Sheriff of Rabun County or his designee(s).

DISCUSSION

The use of the Rabun County Sheriff's Office's emblem is restricted to employees that have the approval of the Sheriff of Rabun County. All stationary; i.e. letterhead paper, envelopes, business cards; must present a professional image of the Rabun County Sheriff's Office.

I. DEPARTMENTAL EMBLEMS

- A. Departmental emblems such as the shoulder patch or metal badge will not be placed on any item of clothing such as hats or shirts other than what is issued by the Rabun County Sheriff's Office.

- B. Any employee wishing to have the departmental emblem placed on items such as hats or shirts shall need to have the permission of the Sheriff of Rabun County or his designee(s). Such permission does not have to be sought if the employee is obtaining an item of clothing that is commonly used such as a polo type shirt with the departmental emblem placed on it.
- C. Any employee wishing to obtain an article from a commonly used source such as a police supply company that will have the departmental emblem on it will need to obtain permission from the Sheriff of Rabun County or his designee(s).
- D. Any employee wishing to obtain an article from a commonly used source such as an police supply company that will lead a person to believe that the wearer of the article is an employee of the Rabun County Sheriff's Office may do so if the article is properly worn and in good taste. Articles in this category include but are not limited to shirts or jackets that spell out "SHERIFF" or "SHERIFF'S OFFICE".
- E. This section does not include plain-clothes officers or investigators who may wear such clothing in the course of their duties.

II. BUSINESS CARDS

- A. The Sheriff's Office will provide business cards for some employees to use in the performance of their duties. The color of the card and type of printing will be uniform and determined by the duties of the officer.
- B. Employees will not use business cards that have the Rabun County Sheriff's Office emblem from any other source other than the Sheriff's Office.
- C. Any question concerning business cards should be directed to the Sheriff or his designee for clarification.

III. STATIONARY

- A. Employees may obtain Sheriff's Office stationary from the administrative assistant or from the Sheriff.
- B. Use of the Rabun County Sheriff's Office stationary is limited to official duties or official correspondence.
- C. Rabun County Sheriff's Office letterhead paper, memorandum paper and envelopes should not be used for personal business.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County