

<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.54</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: <b>ALTERNATIVE METHODS OF COMMUNICATION</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Alternative Methods of Communication</p>	<p>State Certification Standards: 1.28</p>		

**PURPOSE**

To establish guidelines for alternative methods of communication.

**STATEMENT OF POLICY**

It is the policy of the Rabun County Sheriff's Office to provide for and utilize alternative methods of communication to ensure effective and efficient communication of employees.

**PROCEDURE:**

Employees of the Rabun County Sheriff's Office may utilize cell phones when on duty as a method for alternative communication to carry out official duties of the office. The Rabun County Sheriff's Office may provide cell phones which includes, but may not be limited to, the following positions:

- a. Administrative staff;
- b. Sergeants;
- c. School Resource Deputies;
- d. Detectives;
- e. Employees who are required to be on-call; and
- f. Other key positions designated by the Sheriff.

A roster of personnel assigned cell phones is provided to Sheriff's Office personnel and to Rabun County Central Communications. Personnel issued cell phones are not to rely solely on the cell phone as their single method of communication.

Personnel assigned a department cell phone are required to maintain the equipment and report any problems and/or defects. Limited personal use of cell phones is allowed, however, any roaming and/or long distance charges found to be outside the scope of Sheriff's Office official business must be reimbursed by the employee. As needed the Patrol Commander is responsible for reviewing charges to departmental cell phones. The Patrol Commander may defer review to the Chief Deputy of any questionable charges.

The Rabun County Sheriff's Office may also utilize e-mail as an alternative method of communication. Upon hire, e-mail addresses may be assigned to each employee by the Rabun County MIS Department Network Administrator. E-mail may be used in the normal day to day business operations of the Sheriff's Office to carry out directives and communicate with employees. Employees are expected to check their department e-mail account at a minimum on their first and last days of their work week.

#### **Desktop Computer or Mobile Data Terminals (MDTs):**

The Sheriff's Office encourages the utilization of desktop computers and mobile data terminal devices whenever it is necessary and appropriate to carry out official duties. Accessing or transmitting messages other than for official duties or authorized personal messages is not permitted. Unauthorized messages include unnecessary comments or opinions, obscene language, inappropriate jokes, or messages that disparage any person, group, or class of individuals.

Unauthorized software or other files may not be downloaded to any computer provided to employees by the Sheriff's Office.



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