



*Kern County Sheriff's Office*  
**Policies and Procedures**

<b>TITLE:</b> SheriffNet SharePoint		<b>NO:</b> J-1611	
<b>APPROVED:</b> Donny Youngblood, Sheriff-Coroner			
<b>EFFECTIVE:</b> April 30, 2007	<b>REVIEWED:</b> 06/08/2018	<b>REVISED:</b> 06/27/2007	<b>UPDATED:</b> 06/08/2018

## APPLICABILITY

This policy applies to all employees of the Kern County Sheriff's Office in relation to use of the SheriffNet SharePoint website.

## POLICY

**Minimum Content:** Each Division is required to maintain a minimum amount of content on their page as outlined below:

- **Divisions and Units**
  - Contact Information for Division/Unit/Sub – a contact list that has phone numbers, locations and important contact personnel.
  - Shift Schedule– Excel spreadsheet or scanned in PDF files are preferred.
  - Calendar of events for that Division/Unit/Sub Station
  - Volunteers List– a list of the Division's/Unit's volunteers (e.g. Citizen Volunteers and Reserves)
  - Directory of Files and Documents –Directory may include Division/Unit policies and other Division specific items.
  - Webpage Caretaker – the name and contact information for the primary person who maintains the webpage.

**Optional Content:** Personnel assigned as a Committee Chairperson or Project Coordinator may create a page and include the following for Committees and Projects:

- Directory of Files and Documents – May include meeting minutes, agendas and other work-in-progress files.
- Calendar of events/meetings– Events or meetings that pertain to the committee or project.

- List of members on the committee or project – listing of the people on the project/committee with contact information

**Sheriff Net Main Page:** The main page will be maintained by the Sheriff's Assistant. Information or a link requested to be on the main page will be approved by the Administrative Services Bureau Chief Deputy and coordinated through the Sheriff's Assistant.

**Security:** Each Division Commander/Manager will have one or more personnel granted permission (administrator) to add and modify content on their respective pages. These users must attend a training class prior to receiving the advanced permissions.

**Standards:** Each Division Commander/Manager will ensure proper content is posted per the Sheriff's Office Policies and in accordance with the Kern County Electronic Communications Usage policy.

J-1611-2

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