

Subject	Effective	Supersedes	This Sheet	Total
Effective Communications Policy	1/1/97		1	2

1.0 Purpose

The purpose of this policy is:

- A) to improve communications within the departments in order to improve efficiency, accuracy, and timeliness, and
- B) to ensure that all information necessary for employees to perform most effectively is received by those employees, and
- C) to ensure that all privileges, benefits, responsibilities, and other factors of employment with Delaware County are received and understood by employees, supervisors, and directors.

2.0 Scope

All departments under the direction of the Board of County Commissioners.

3.0 Distribution

All departments under the direction of the Board of County Commissioners and the Board of County Commissioners.

4.0 Definitions

Communication - Communication is any message (verbal or written), letter, memorandum, or other information sent from one party to another party, either directly or indirectly.

Reasonable time frame - A period of time as soon as possible so as not to reduce effectiveness and/or usefulness.

5.0 Policy

In order to be highly effective and efficient, it is in the best interest to have accurate and timely communications among departments and employees. All employees, supervisors, directors, and other managers will be held accountable for the following:

- A. Sending all requested public information to the requesting party within a reasonable time frame,
- B. Distributing communications to employees listed on the communications as the receiving party within a reasonable time frame, and
- C. Reading, understanding, and acting upon communications within a reasonable time frame.

Any employee, supervisor, director, or other manager not complying with this policy may be subject to disciplinary action or loss of the benefits of the communication to be determined by the severity of the infraction.