



*For Office Use Only:*

Dissemination & Storage

*Action*

*Date Accomplished*

1. Copy of prior version added to archive \_\_\_\_\_
2. Table of reference updated \_\_\_\_\_
3. Policy forwarded for Intranet posting \_\_\_\_\_
4. Policy forwarded to the following \_\_\_\_\_
  - Chief Judicial Marshals/Field \_\_\_\_\_
  - Executive Director \_\_\_\_\_
  - JMS Director \_\_\_\_\_
  - CALEA Accreditation Manager \_\_\_\_\_
  - Personnel Manager - Human Resource Management \_\_\_\_\_
  - Personnel Manager - Superior Court Operations \_\_\_\_\_

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