Shelby County Sheriff's Office

Mark H. Luttrell, Jr., Sheriff - 201 Poplar - Memphis, Tn. 38103 - 545-5500

INFORMATION BULLETIN

SERIAL #:	**150-03**	**DATE: 10-05-2003**	**SUPERSEDE:**
FROM:	**Harvey Kennedy, CAO**		**TO: All Personnel**
SUBJECT:	**Organizational Custodians for Service on SCSO for Records**		

Effective October 5, 2003, the following individuals are designated organizational custodians for service on SCSO for records as designated in Policy and Procedure # 150. This list will be reviewed semi-annually by the Chief Administrative Officer with input from the Chief Deputy and Chief Jailer and modifications published as required.

DESIGNATION OF CUSTODIANS OF ORGANIZATIONAL RECORDS

The following individuals are designated organizational custodians for service on SCSO for records (Open Records or Subpoenas dues Tecum):

- **For the Jail records - The Deputy Chief of Programs Chief J. Coleman**
- **For Jail inmate medical - Records The Health Services Administrator for CMS Tony Cooper**
- **For personnel records - The Administrator of Personnel Michael Lewis**
- **For R&I records - The Manager of Records and Identification. Commander Helen Wren**
- **For requests from the media - for records The Public Information Officer Steve Shular**
- **All other Administrative and - Law Enforcement records The Chief Inspector (Courts). Chief Ernest Benson**