



Washington County Sheriff's Office

Memo



To: All Personnel
From: Sheriff Elect Jay Cantrell
Re: Troop Meetings
Date: Thursday, December 15, 2022

Troop Meetings have been scheduled on the below listed dates and times. It is **mandatory** that all employees attend one of the meetings. If you are not able to attend please give a written explanation to your supervisor.

Jak Kimball will be conducting the annual Key Control Inventory before and after the meeting. Please take your work door keys to verify on the inventory list.

Annual fire extinguisher inspections will be conducted during the Troop Meetings. If you have a department issued fire extinguisher you will need to drop it off at the community service shop before you go to the meeting and pick it up after the meeting. *Note: If you drop your fire extinguisher off on Tuesday, January 3, 2023 you will not be able to pick it up until Thursday, January 5, 2023.*

DATE	TIME	PLACE
<i>Tuesday January 3, 2023</i>	<i>7:00 a.m. & 2:00 p.m.</i>	<i>East Annex</i>
<i>Thursday January 5, 2023</i>	<i>8:00 a.m.</i>	<i>East Annex</i>