

Administrative Communications

201.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

201.2 AUTHORITY AND REFERENCES

- Executive Committee

201.3 MEMORANDUMS

Memorandums may be issued periodically by the Chief Probation Officer or designee to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status; and to disseminate information on events that have department-wide impact.

201.4 CORRESPONDENCE

All external correspondence shall be on Department letterhead. Personnel should use Department letterhead only for official business and with approval of their supervisor.

201.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief Probation Officer or designee.

Date(s) revised:

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