



AGENCY CORRESPONDENCE

INDEX CODE: 206
EFFECTIVE DATE: 07-01-07

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I. INTER-OFFICE CORRESPONDENCE

A. Inter-office correspondence is used to disseminate information to and among department employees in those situations not requiring the use of a formal written directive. Inter-office correspondence can also be used to communicate and coordinate efforts with other agencies of the Anne Arundel County government.

B. Inter-office correspondence is for communication purposes only. It is not suitable for providing formal direction to employees. No permanent record is kept of these documents.

C. Any employee may use inter-office correspondence to communicate information. Prior approval is not required.

D. Members receiving inter-office correspondence for transmission to a higher command will endorse it indicating approval, disapproval or acknowledgement, and will forward it to the next level of command.

E. The format for inter-office correspondence is the standard business memo format: date, addressee, author, subject, message. The author will initial the inter-office next to his or her typed name. *See Appendix A for the standardized format that must be used. There will be no customizing (i.e., addition of icons; title; white paper must be used.) by any department component or employee.*

II. DEPARTMENT LETTERHEAD

Letterhead correspondence is used for written communications to individuals outside the department and County government. Letterhead correspondence must be reviewed and approved by an officer of the rank of Lieutenant or above in the affected member's chain of command before dissemination. *See Appendix B for the standardized format that must be used. There will be no customizing of department letterhead correspondence by any department component or employee.*

III. PERSONNEL ORDERS

Personnel Orders provide a formal, written record of transactions such as:

- * Transfers or promotions of employees;
- * Appointment to positions;
- * Disciplinary actions;
- * Employee hiring & resignations;
- * Departmental training/educational courses;

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- * Information about changes in benefits or personnel procedures, not warranting issuance of a written directive;
- * Any other personnel matters deemed appropriate by the Police Personnel Manager.

These orders will be issued by the Police Personnel Manager upon authorization from the Chief of Police or the appropriate Deputy Chief of Police. Personnel Orders will be given appropriate distribution. A copy will be placed in the affected member's personnel files.

Personnel Orders will be consecutively numbered and a record of their issuance and distribution will be maintained by the Police Personnel Section. Personnel Orders will not be incorporated into the Rules and Regulations Manual of Procedure. However, commanders may wish to keep a file of Personnel Orders.

IV. TRAINING MODULES

Training modules are developed by the Training Academy to meet the training needs of the Police Department. Modular training may be used to supplement or replace in-service training requirements, and usually is conducted at unit roll call sessions.

Training modules may require employees to view audio/visual material, and to pass a written examination or demonstrate understanding and/or proficiency in some other way.

Successful completion of certain training modules may be required for transfer or promotion, so employees should retain their training modules for future reference.

All attendance records and testing results for training modules will be maintained by the Training Academy.

V. LEGAL BULLETINS

The department's legal advisor periodically publishes legal bulletins to inform employees of changes in laws that impact police operations. These bulletins will be disseminated to all affected personnel, and should be retained until incorporated in the written directives system.

VI. PROPONENT UNIT: Staff Inspections Section.

VII. CANCELLATION: This directive cancels Index Code 206, dated 02-28-94. Prior date: 08-08-96.