

Title:	Memorandum Process
Purpose:	The purpose of this policy is to define the process for writing memos, distributing memos, and the format of the memo.
Objectives:	Define the process for writing memos.
	Define the format of the memo.
	Employees will understand the approval process for memos.

- 1) Interoffice memos will be used for communication within Seminole County.
- 2) All memos will be typed and saved in the folder s:\memos.
- 3) The name of the file will be as follows:

yyyymmddxxx subject

where

yyyy = 4 digit year

mm = 2 digit month

dd = 2 digit day

xxx = 3 digit sequence number to allow multiple memos to be written each day, if needed. The sequence number will be reset to 1 each day. The first memo written on a certain day will be 0001. The second memo written that same day will have a sequence number of 0002.

subject = the subject of the memo. This should exactly match the subject of the memo.

- 4) Memos to all dispatchers will be posted on the bulletin board in the dispatch room and a copy will be provided to each dispatcher.
- 5) All memos will use the template named "memo template" located on the shared drive in the memo folder.
- 6) All memos must be approved by the 911 Director.