

I. PURPOSE

To establish a system to ensure the timely and proper distribution of written communication within and outside the Sheriff's Office.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that all official written communication generated by Sheriff's Office personnel conforms to a uniform format that follows prescribed procedures regarding distribution and is generated at the proper level of command. The preferred method of transmitting official information within this agency will be by memorandum, although email correspondence is acceptable given the situation.

III. DEFINITIONS

- A. Unnumbered Memorandum - Issued when it is necessary to transmit official information from one level of command to another; from one individual to another; or between and within the various units, sections, branches, and divisions of the Sheriff's Office.
- B. Numbered Memorandum - Issued when there is a need to establish, change, or amplify Sheriff's Office policies and procedures; to effect personnel assignments, transfers, and promotions; or to transmit other types of official information of importance to employees.

IV. PROCEDURE

- A. Correspondence going outside the Sheriff's Office:
 - 1. Must be approved by the Sheriff, a Chief Deputy Sheriff, or Division Commander.
 - 2. Must be in the best interest of the Sheriff's Office reflecting the philosophy, goals, and objectives of this agency.
 - 3. The commander of the division or chief of the branch from which it emanates will retain copies in a chronological file. Copies will also be forwarded to the Sheriff and/or Chief Deputies, as appropriate.
 - 4. Examples of outside correspondence are: letters, surveys, official information, copies of Sheriff's Office documents, etc.
- B. Unnumbered Memorandums:
 - 1. May be used by any member of the Sheriff's Office to conduct routine business, request information, make suggestions, or any similar activity within the Sheriff's Office.
- C. Numbered Memorandums:
 - 1. The Sheriff, a Chief Deputy Sheriff, Division Commanders, Branch Chiefs may issue memorandums.
 - a. The Sheriff or a Chief Deputy Sheriff will issue all memorandums which necessitate the publication of a new standard operating procedure which affects more than one division; will cause a revision of an existing standard

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operating procedure which affects more than one division; will cause action to be taken by members of more than one division with the exception of training assignments; will cause a transfer between divisions; or which announces promotions.

- b. Division Commanders will issue all memorandums which will necessitate the publication of a new standard operating procedure which affects only their division; will cause the revision of an existing standard operating procedure which affects only their division; will cause action to have to be taken by members of more than one branch within their division; or which will cause a transfer between branches within their division. The Commander, Professional Development will issue all memorandums concerning training schedules, with the exception of memorandums pertaining to the Sheriff's Emergency Response Team (SERT). The Commander, Confinement Division, will issue SERT training memos.
- c. Branch Chiefs may issue memorandums which will not necessitate the publication of a new standard operating procedure; will not cause the revision of an existing standard operating procedure; will not require action by anyone outside their own branch; or which will cause a transfer within their own branch.

2. Coding system:

- a. All numbered memorandums will be coded in the following manner:
 - 1) A three digit letter identifying the originator of the memorandum, followed by:
 - 2) A two digit number identifying the calendar year in which the memorandum was written, followed by:
 - 3) A number identifying the memorandum's sequence in relation to previously issued memorandums.
- b. Listed below are letters identifying the various Command Staff members as well as other authorized originators of numbered memoranda. Sample numbers showing the first numbered memorandum in calendar year 2000 from each author also follows.

Command Staff

Sheriff	SHF 00-1
Chief Deputy Sheriff, Administration	CHF/A 00-1
Chief Deputy Sheriff, Operations	CHF/O 00-1
Commander, Administrative Services Division	CAS 00-1
Commander, Support Services Division	CSS 00-1
Commander, Confinement Division	CCD 00-1
Commander, Court Services Division	CCS 00-1

Additional Personnel Authorized to Issue Numbered Memorandums

Chief, Alternative Incarceration Branch	CAI 00-1
Chief, Court Security Branch	CSC 00-1

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Chief, Civil Enforcement Branch	CCE 00-1
Chief, Professional Services Branch	CPS 00-1
Chief, A/B Confinement Branch	C-AB 00-1
Chief, C/D Confinement Branch	C-CD 00-1
Chief, Financial Services Branch	CFS 00-1
Chief, Human Resources Branch	CHR 00-1
Chief, Information Technology Branch	CIT 00-1
Chief, Services Branch	CSB 00-1
Chief, Classification and Records Branch	CCR 00-1
Commander, Professional Development	CPD 00-1
Chief, Medical Services Branch	CMS 00-1

3. Format:

All numbered memorandums will be addressed to the appropriate recipient(s). All memorandums must be signed or initialed by the originator. The memorandum number appears in the "File No" area. The subject of the memorandum appears in the "Subject" area. If the memorandum is based on other documents, the titles of these documents must appear in the "Reference" area.

If any documents are attached to the memorandum, they should be identified in the "Enclosure" area. All memorandums must be dated. If the memorandum must be distributed to a large number of people such that the distribution cannot be described adequately in the "To" area, the distribution list should appear at the end of the body of the memorandum prefixed by the word, "Distribution."

D. Distribution.

1. Each Command Staff member will receive every numbered memorandum.
2. Command Staff members are responsible for disseminating the information contained in numbered memorandums to those under their command and when appropriate, other concerned individuals, including volunteers and inmates. The method of that dissemination is optional.
3. Further distribution of copies of numbered memorandums will be dictated by the "To" and/or "Distribution" areas.
4. Un-numbered memorandums will be distributed as addressed following the proper chain of command.

E. Format: The only authorized format for memorandum originating in this agency is at attachment 1.

12/21/00
DATE APPROVED

07/01/00
EFFECTIVE DATE

REVISED: March 2014, May 2015


STACEY A. KINCAID
SHERIFF