



Ocean City Police Department

General Order

Subject: Internal Memoranda: Guidelines for Preparation and Dissemination		No. G.O. 100 B-3	
Rescinds: 200 G-1 (04/17/1989)	Amends:	Related Directive:	
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I. Purpose:

Written communications between employees within the Department are a vital and necessary part of the daily work routine. The purpose of this policy is to:

- A. Establish a uniform and consistent manner in which formal, written communication is created.
- B. Assure dissemination and routing of written communication is accomplished without violating command authority.

II. Definitions:

- A. **Electronic Mail:** The transmission of written/typed messages and electronic data from one computer to another by using computer networks and systems.
- B. **Form 95:** The uniform format used for the creation of internal departmental memoranda.
- C. **Memoranda:** Written communication that uses the Form 95 format. The primary purpose of memoranda is to transmit information however; occasionally the nature of the information may constitute orders. Memoranda may be written by any employee.
- D. **Chain of Command:** The line of command authority which extends from the Chief of Police through a single person at each level of supervision to the level of execution.

III. Policy:

It is the policy of the Department that there be a degree of uniformity and consistency in the preparation and dissemination of internal memoranda. All internal memoranda shall be typed and prepared using the approved Form 95 template located and stored on the Department computer network (Drive J:\OCPD Forms\Form95).

IV. Procedure:

- A. Dissemination / Routing: Hand Delivered Correspondence
 - 1. All memoranda routed beyond an employee's immediate supervisor shall be sent through each supervisor in the chain of command to the person to whom the memoranda are addressed.
 - a. Each supervisor shall initial next to the "Official Channels" address line and forward the memoranda to the next level in the chain of command.
 - b. If the supervisor does not concur with the content of a memorandum, he/she shall indicate the reason for the non-

agreement in writing on a separate attached memorandum. Initials, with no comments or attachments indicate agreement with the memoranda.

2. A supervisor shall not intentionally delay or refuse to forward memoranda to the next supervisor in the chain of command. However, if a supervisor feels that a memorandum is being routed to a higher supervisory level than is necessary, he/she may recommend that the sender reconsider the routing.
3. If an employee's immediate supervisor is on a period of leave, greater than seven (7) consecutive days, the employee may submit memoranda to the next ranking supervisor in the chain of command if timeliness is critical. The employee shall provide a copy of all memoranda to his/her immediate supervisor.
4. If a memorandum is in reference to a complaint of a policy violation by an immediate supervisor, the employee shall submit the memorandum to the next ranking supervisor in the chain of command, bypassing the immediate supervisor.

B. Dissemination / Routing: Electronic Delivered Correspondence

1. Internal memoranda may be forwarded via the electronic mail system, unless directed otherwise. Any memoranda sent via electronic mail shall be submitted using the Form 95 format and will be forwarded through the chain of command as an attached file.
2. Memoranda sent via electronic mail shall conform to the chain of command requirements as defined in Section IV, A of the this policy.
3. Internal memoranda sent via the electronic mail system shall be sent to the immediate supervisor within the chain of command. No courtesy copies (cc) of internal memoranda shall be sent directly to the intended supervisor/commander until reviewed and commented on by appropriate supervisory personnel within the chain of command or when directed to do so by Special Order.

V. Format

A. Date

The date is typed month, day, year directly under the "d" in Maryland and four spaces below the Ocean City Police Department heading on the Form 95.

B. Margins

The top, bottom and side margins shall be set at one inch.

C. "TO", "FROM," "SUBJECT" Lines

These elements of the memorandum are typed beginning four lines below the date and on the left margin, double spaced between each heading. The "SUBJECT" line is a short statement giving the topic of the memorandum.

D. "VIA" Line

The "VIA" line-is used to forward a memorandum through an individual for information or through the appropriate chain of command, before it is forwarded to the addressee(s).

E. Text

The text of the memorandum will begin four lines below the subject line, on the left margin. The text is single spaced - double spaced between paragraphs.

F. Signature Line

The signer's name will be typed four lines below the text, in line with the date at the beginning of the memorandum. The signer's full name should be used. Rank and title are not necessary on the signature line since they are given in the "FROM" line at the beginning of the memorandum.

G. Continuation Pages

When a memorandum is two or more pages, the second and each succeeding page will carry the "SUBJECT" of the memorandum at the top of the page, four spaces from the top of the page at the left margin. The succeeding pages will be typed on blank paper. Begin typing the text four spaces below the end of the subject line, on the left margin. PAGE NUMBERS will be typed on the second and all succeeding pages approximately one inch from the bottom of the page, in the page center.

VI. Appendix

Form 95