



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER FORMAT OF INTRADEPARTMENTAL CORRESPONDENCE



DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	REVISION DATE	PAGE
09/22/03	09/22/03			1 of 1

**PURPOSE:** The purpose of this General Order is to outline the format for intradepartmental correspondence.

**POLICY:**

- A. All members will utilize this format when drafting intradepartmental correspondence.
- B. All intradepartmental correspondence shall be addressed to Sheriff Carl E. DuBois. Refer to General Form 73 and General Form 73B for the formatted template.  
**Handwritten memoranda will not be accepted.**
- C. Specifically, the date shall be positioned to the top right of the correspondence as shown above. Paragraphs shall be fully justified in the block form and the author shall sign next to their name rather than the redundancy of a closing and additional signature at the bottom of such correspondence.
- D. All personnel are reminded that although correspondence is ultimately addressed to the Sheriff, the correspondence will continue to be submitted through the chain of command.