

## **130.00 - Memorandum**

### **Refer:**

- Policy 105.00 – Policy and Procedure Manual
- Memorandum Format Form

### **Definitions:**

- Memorandum - A written communication that transmits information that is not directive in nature.
- Sheriff's Advisory Memorandum - A written communication from the Sheriff or his/her designee that transmits information that may be directive in nature.

### **Procedure:**

#### 1. Memorandum:

1.1. Any member may issue a memorandum.

1.2. A member who issues a memorandum shall comply with the published format for memoranda.

### **History:**

- Originating Policy and Procedure: 06/23/2021
- Next Review Date: 06/23/2023
- Review By: Sheriff's Office