

## 135.00 – Official Correspondence

### Refer:

N/A

### Definitions:

- Official Correspondence - A letter or memorandum issued by or on behalf of the Sheriff's Office. A letter is formal correspondence on official letterhead addressed to a person, agency, or business outside of County government. A memorandum is a formal correspondence on official letterhead modified by memorandum heading, which is addressed to a member, unit, division, office or department inside County government. An intra-Agency memorandum is less formal correspondence, which is addressed to a member, unit, division or office within the Multnomah County Sheriff's Office. An email from an MCSO member email account serves as official correspondence when that member is a clearly-identified representative of the agency.

### Policy:

1. All official correspondence must be authorized and reviewed through the chain of command for content and formatting – examples of official correspondence forms will be posted on the Intranet.
2. If correspondence is to be signed by the Sheriff or Division Chiefs, the Unit Manager or designee must coordinate the finalization of the official document with the Sheriff's Office support personnel.
3. As a form of public record, correspondence must be maintained in accordance with public records retention law.

### History:

- Originating Policy and Procedure: 6/15/2020
- Next Review Date: 6/15/2022
- Review By: Executive Office