

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject STANDARDIZED MEMORANDUM FORMAT	Policy Number GD-6
		Effective Date 04-21-23
Related Information	Supersedes GD-6 (03-07-17)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures regarding standardized formatting for formal memorandums written by Office employees.

POLICY

It is the policy of the Office to use a standardized memorandum format to present information in a clear and concise manner and to separate facts from opinions or conclusions within the memorandum.

DEFINITIONS

Maricopa County Sheriff's Office (MCSO) Standardized Memorandum: A document generally used to clarify, inform, inquire, or convey information.

PROCEDURES

1. **Standardized Memorandum Format:** Office employees shall use a standardized format to present information in a clear and concise manner. The format shall be as follows:
 - A. Introduction: A brief statement or synopsis of the issue or the incident being discussed.
 - B. Discussion: Factual information concerning the issue stated or the details of the incident.
 - C. Conclusion: The personal interpretations and opinions of the originator, leading to a final summation.
 - D. Recommendations: Ideas, solutions, or actions proposed by the originator to correct the issue.

2. **Use of a Memorandum:** Office employees shall use a memorandum to convey information to their chain of command unless the information can be presented on an Office form that already exists. The MCSO Standardized Memorandum can be found in the Office's shared drive in the MCSO Official Forms Folder.
 - A. The standardized memorandum format, as specified in this Office Policy, shall be used for major issues including, but not limited to major equipment needs; procurement; matters requiring command staff decisions; or recommendations to change or revise Office Policies or procedures. The memorandum shall be submitted through the chain of command to the appropriate commander.
 - B. The standardized memorandum format shall not be required for routine matters which require only a brief statement.

3. **Authenticating Memorandums:** All internal Office memorandums shall be acknowledged by the employee originating the memorandum by signing their initials next to, or above, their name in the “From” portion of the heading. By initialing the memorandum, the employee is indicating the contents of the memorandum are factual, accurate, and of the employee’s own authorship.

4. **Chain of Command Signature and Comment Page:** All memorandums submitted shall contain a completed chain of command signature and comment page. Memorandums received without a completed chain of command signature and comment page will be returned to the author for resubmittal. The chain of command signature and comment page will contain a subject line and date at the top of the page and have the following signature/comment fields:
 - A. Direct supervisor’s signature;
 - B. Lieutenant/Section Commander’s signature;
 - C. Division/District Commander’s signature;
 - D. Deputy Chief’s signature;
 - E. Executive Chief’s signature; and
 - F. Chief Deputy/Chief of Administration/Chief Financial Officer’s signature.