

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of the Department of State Hospitals (DSH) are governed by the following policies.

205.2 PERSONNEL ORDERS

Memorandums may be issued periodically by the Chief of Law Enforcement or authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of DSH are not misused, all external correspondence shall be on DSH letterhead. All DSH letterhead shall bear the signature element of the Chief of Law Enforcement or authorized designee. Personnel should use DSH letterhead only for official business and with approval of their supervisor.

205.4 SURVEYS

All surveys made in the name of DSH shall be authorized by the Chief of Law Enforcement or authorized designee.