



**SUBJECT: DEPARTMENT STATIONARY/CORRESPONDENCE**

**GOAL:** To enhance the professionalism and appropriateness of correspondence utilizing official Department letterhead.

**PURPOSE:** To establish guidelines for appropriate use of Department stationary.

**SCOPE:** All personnel.

**PROCEDURE: STATIONARY**

Official letterhead and envelopes carry the Department logo and address and are designed solely for use by administrative personnel and designated officers to conduct official Department business. Other authorized personnel may use department stationary on an as needed basis.

Designated personnel may use the official stationary to communicate with other agencies and members of the public, and for circumstances in which the content of the letter represents an official position of the Department. Personal opinions may not be expressed on department letterhead unless authorized by the appropriate Administrator or Administrative Chief Officer and specifically identified as such. The Department logo should be the single design element on any official Department correspondence. The Chief shall approve all changes or additional letterhead designs.

Use of official Department stationary may *under no circumstances* be used for outside nonprofessional activities, or outside professional activities primarily engaged for private purposes. *This especially applies to matters that include political lobbying, letters to the editor of news media, statements of political or religious views to private or public agencies, and the like. These uses are strictly prohibited.* Letterhead is not to be used for newsletters or informal correspondence.

In all circumstances, correspondence related to personnel issues (references, recommendations, etc) shall be coordinated with Human Resources. Personnel who wish to provide individual letters of recommendation or reference are prohibited from using Department letterhead unless specifically authorized by the HR Manager.

A computer file containing the official Department letterhead templates shall be available on the *Shared* drive of the server in the *CCFR Forms* directory.

If in doubt about the appropriateness of Department letterhead use, contact an Administrator or Administrative Chief Officer.

**CORRESPONDENCE**

All communications on Department letterhead shall be reviewed at a minimum by a first line supervisor prior to distribution. All documents shall be proofed for accuracy; designated support personnel are available to assist in the proofing review.