



General Order Number: 01-10	Effective Date: January 2010
Division: Administration and Organization	
Chapter: Preparation of Correspondence for the Fire Chief's Signature	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth guidelines for preparing correspondence for the Fire Chief's signature.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Guidelines

The following guidelines will be followed when preparing correspondence for the Fire Chief's signature:

- All letters will be typed on Prince George's County Government stationary, using the Modified Block Form, with five space indentation.
- An Office of the Fire Chief heading will be centered at the top of the page, two lines below the Prince George's County Government heading.
- All correspondence should make reference to the document name. The document name will be typed directly below the Fire Chief's/typist's initials.
- The Fire Chief's initials and the typist's initials are to be typed on the original.
- When utilizing the County courier system, inter-office envelopes should be used. When utilizing the Fire/EMS Department courier system, inter-office or white envelopes should be used. Correspondence that is being sent through the U.S. Mail should use envelopes with the Prince George's County Government return address. Directly below the return address, type the following:

Office of the Fire Chief
 Room 452

- The Fire Chief's signature appears as follows:

Sincerely,

(Space 4 lines)

First MI Last



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Fire Chief

Examples of the format that shall be used to prepare letters, memoranda, and envelopes is attached (Attachments A, B and C). The above guidelines will be strictly followed. All correspondence not adhering to the proper format will be returned and retyped.

REFERENCES

N/A

FORMS / ATTACHMENTS

Attachment A – Sample Letter

Attachment B – Sample Inter-Office Memorandum

Attachment C – Sample Envelope

Office of the Fire Chief

(return 4 times)

DATE

(return 4 times)

(Name) (If to an elected official, use The Honorable)

(Address)

(City, State, Zip)

Dear (Name):

Body of letter (5 space indentation, double space letters with 6 lines or less)

Sincerely,

(return 4 times)

Marc S. Bashoor
Fire Chief

(return 2 times)

MSB:(typist initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)

(Addressee name)

Page #

(return 2 times)

On all letters that are more than one page in length, the above heading should be used for the second page, etc., and should be typed on plain paper).

(return 2 times)

(return 4 times)

Sincerely,

Marc S. Bashoor
Acting Fire Chief

(return 2 times)

MSB:(typist initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)

Office of the Fire Chief

(return 4 times)

DATE

(return 4 times)

TO: (Name, Rank)
(Office)

FROM: Marc S. Bashoor
Fire Chief

RE:

Body of memo (This letterhead memo will be used when a memo is going to other agencies, Performance Award memos, etc.) (5 space indentation, double space memos with 6 lines or less)

(return 2 times)

MSB:(typist's initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)



INTER-OFFICE MEMORANDUM

PRINCE GEORGE'S COUNTY, MARYLAND

DATE

TO:

FROM:

RE:

Body of memo (5 space indentation, double space memos with 6 lines or less)

(return 2 times)

MSB:(typist's initials)

(document name)

(return 2 times)

Copy to:

(return 2 times)

Attachment(s)



THE PRINCE GEORGE'S COUNTY GOVERNMENT
LARGO GOVERNMENT CENTER
9201 Basil Court
Largo, Maryland 20774
Office of the Fire Chief
Suite 452

Name
Street Address
City, State, Zip