

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 4.02	Effective: 11/16/2020	Supersedes: 05/21/2020	Number of Pages: 2
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**OFFICE REGULATIONS: CORRESPONDENCE WITH OUTSIDE
AGENCIES**

- A. Except as noted, all correspondence with other law enforcement agencies or persons will be handled by the appropriate Division or District Commander, provided that such correspondence will not affect a change in policy of this Department.
 - 1. There are pre-printed thank you cards available to staff members to thank any person who has assisted the Department or a Department member in some way in the performance of their official duties. Members are permitted and encouraged to utilize these cards when appropriate.
 - 2. As part of community policing activities, members may correspond directly with neighborhood groups or representatives utilizing a pre-approved District-level format or template. Once composed, the correspondence must be approved by the District Commander prior to dissemination.

- B. Unless authorized otherwise, a member desiring to correspond with persons other than those within the Department will furnish the information to the Division or District Commander who, in turn will take up the matter as the member's representative. Exceptions will be permitted in the following cases:
 - 1. Correspondence dealing with the transmittal of evidence to a laboratory, in which case the letter will be directed to the laboratory requesting the type of examination.
 - 2. Routine requests for police information on forms prepared by the Department and authorized by the Chief of Police.
 - 3. Correspondence to outside persons and agencies dealing specifically with cases they are assigned to investigate.

- C. When corresponding with an outside person or agency, Department letterhead will be used.

- D. The correspondence will be arranged in the full-blocked style using the Open Sans typeface with a font size of 10. All lines typically begin at the left margin. Nothing is indented (except for displayed quotations, tables, and similar material).

E. Margins of the following width will be used (numbers in parenthesis are for settings used in Microsoft Word® computer software). These figures are minimums:

Top (of first page)	2.3”	Top (subsequent pages)	1”
Left:	1.25”		
Right:	1.25”		
Bottom:	1.5”		

- F. The date will be inserted four lines below the left heading (Chief of Police).
- G. Two lines below the date will be the name and address of the outside person or agency. (This may be adjusted as necessary to keep the letter to one page.)
- H. Two lines below the last line of the address will be the salutation.
- I. The first paragraph will be located two lines below the salutation.
- J. The first paragraph and following paragraphs will not be indented. Sentences within paragraphs will be single-spaced. Paragraphs will be separated by two lines.
- K. Subsequent paragraphs should be devoted to the necessary explanation and amplification of the first paragraph.
- L. A complimentary close will be used. It will be placed two lines below the last sentence of the text, at the left margin.
- M. The signature block shall be placed three lines below the complimentary close, at the left margin.
- N. Two lines below the signature block will be the reference initials (the initials of the writer and/or typist).
- O. Two lines below the reference initials will be the courtesy copy notation (the names of those who will receive copies of this letter).
- P. Two lines below the courtesy copy notation will be the enclosure or attachment notation.