

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 76.01

Subject: External Written Communication
Effective Date: June 30, 1992 **Review and Re-Issue Date:**
Supersedes: 4/15/92 **APA Rule Number:**

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Department Directive 02.01; Policy, Directive, and Procedure Development

2. Purpose:

2.1 To establish guidelines for use by employees when they communicate in written form on Department letterhead.

3. Applicability/Accessibility

3.1 All staff. This Directive may be viewed by anyone.

4. Directive

4.1 Anytime an employee or volunteer communicates in written form on Department letterhead a copy of such communication must, at a minimum, be sent to the employees supervisor.

4.2 If appropriate due to subject matter, copies may be shared with others who have a need to know of, or be informed of, the communication.

4.3 This practice is meant to control the communications external to our department that may be construed as representative of the department.

5. Training Method

5.1

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6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants