

**Georgia State Patrol  
Policy Manual Exhibit**

<b>SUBJECT</b> <b>INTER-DEPARTMENTAL MEMORANDUM</b> <b>FORMAT</b>	<b>EXHIBIT NUMBER</b> <b>2.01-4</b>
<b>REFERENCE</b> <b>2.01 - WRITTEN DIRECTIVES</b>	<b>DATE</b> <b>1/1/2003</b>

INTER - DEPARTMENTAL MEMORANDUM

September 1, 2002

TO : All Employees

FROM : Name, Colonel - GSP

SUBJECT : Sample LTD Memorandum

Effective immediately, all Inter-Departmental Memorandums shall be properly formatted in accordance with this exhibit. This shall not apply to inter-departmental correspondence disseminated via e-mail.