

Georgia State Patrol Policy Manual Exhibit

SUBJECT WRITTEN DIRECTIVES – POSTING IN PUBLIC FOLDERS	EXHIBIT NUMBER 2.01-5
REFERENCE 2.01 - WRITTEN DIRECTIVES	DATE 1/1/2003

The Folder Name is indicated in the Title Bar of the Outlook window. In this case, the General Orders folder is being viewed.

The main window displays the list of posted messages. Notice that the General Orders are posted in numerical order.

The Desired folder is selected from the folder list.

The attachment contains the actual order in the proper format.

The Preview Pane displays the list of the posted message, including any comments and attachments.

This example indicates the Public Folder for General Orders. The folders for the other types of written directives are identical except for the title of the folder and the contents.

Only those individuals who have been authorized under Policy Statement #2.01 shall have the permissions enabled to Post and/or modify the contents of these folders. All users will be able to view and/or print the contents of the folder.