



**DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE**



DATE: JUNE 2, 2015
FROM: GREGORY J. FOURATT *GJF*
CABINET SECRETARY
TO: ALL DPS PERSONNEL
SUBJECT: DIRECTIVE 2015-09 USE OF QUOTES OR PHRASES IN EMAIL

The purpose of this directive is to address the practice of using various quotes or phrases in DPS email signature lines.

Effective immediately, all quotes or phrases that express a personal viewpoint, or are not related to the Department of Public Safety, need to be removed from DPS emails and/or email signature lines. Signature lines containing the mission of the DPS or other function of the DPS are allowed.

Commanders will ensure this directive is communicated to everyone under their command, and will periodically monitor email communication of those under their command to address this issue, if needed. Please address any questions you may have, regarding this directive, to your immediate supervisor.

Your compliance with this directive is expected and appreciated.

GJF/cmm