

CHAPTER 3
CATEGORY 1 CORRESPONDENCE
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CHAPTER 3

CATEGORY 1 CORRESPONDENCE

1. CHP 51, MEMORANDUM TEMPLATE.

a. Purpose. This form was developed to facilitate the use of personal computers within the California Highway Patrol (CHP). The CHP 51, Memorandum template, is to be used when preparing intradepartmental and interdepartmental correspondence.

(1) Intradepartmental correspondence is usually directed to departmental organizational commands rather than to individuals. (Refer to Annex A.)

(2) Interdepartmental correspondence is directed to other state agencies and appointed officials. A complete address must be used. An Interagency Mail Code (either typed or handwritten) shall also be shown for those offices contracting with the Department of General Services for messenger service to and from state agencies in Sacramento. Interagency Mail Codes can be found at www.dgs.ca.gov/OSP under the Acquire Interagency Mail Service link, Agency Mail Codes. (Refer to Annex B.)

(a) Show name and title on first line when addressing Agency and Department heads.

Example: Mike Chrisman, Secretary A-38
Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

(b) When the attention of a particular person is desired, an attention line shall be typed two line spaces below and in block alignment with the address. The word "Attention" shall be followed by a colon to follow proper punctuation rules.

Example: Department of Motor Vehicles G-15
Boat Registration Section
4700 Broadway
Sacramento, CA 95818

Attention: George Smith, Assistant Director

(3) Correspondence directed to elected state officials is prepared on CHP letterhead. (Refer to Chapter 4.)

b. Correspondence Format. Departmental correspondence shall be formatted using the appropriate software and applicable templates available to Offices of Primary Interest (OPI) for that purpose.

(1) The template for formatting the CHP 51 shall be used by OPIs when creating memorandums. Templates are formatting tools with automatic features which may include automatic paragraph numbering and spacing, and may contain preset heading and footer information such as Date, To, From, File No., Subject, and Title.

(2) In Microsoft Word the CHP 51 template icon appears as “CHPMEMO.” (Refer to Annex C.)

c. Signature Block Examples. The following is a list of examples of signature blocks prepared for CHP 51:

Commissioner.

S. A. DURYEE
Commissioner

E. BEAUCHAMP
Deputy Commissioner

Assistant Commissioner, Field.

R. D. ELLISON II
Assistant Commissioner

S. A. SETTER, Chief

Assistant Commissioner, Staff.

R. M. JOHNSON
Assistant Commissioner

S. RAMOS, Chief

Headquarter and Field Divisions.

D. A. LYONS, Chief

In the absence of Division chiefs, assistant chiefs shall sign, using their own signature format.

K. C. ROBERTS, Assistant Chief

Headquarters Offices/Sections and Field Areas.

D. R. GREENE, Captain

Commander

In the absence of the commander, the alternate shall sign as acting commander.

I. O. JACOME, Lieutenant

Acting Commander

d. Attachments. Attachments shall be shown two lines below the signature group (one blank line space, type on the second line), flush with the left margin, and not abbreviated. (Refer to Annex B.)

e. Copies. Copy distribution shall be shown as follows:

(1) Intradepartmental correspondence shall show the copy distribution on the original and all copies.

(2) Copy distribution shall be shown on all departmental copies unless there is a specific reason why the addressee should not have this information.

(3) If an attention line is to be added to one of the cc's addresses: space one line down, indent two spaces in, then type the word "Attention" followed by a colon, indent two spaces, and type in the individual's name or unit.

Example: cc: Coastal Division
 Attention: Investigative Services Unit

2. TRANSMITTAL MEMORANDUMS. Memorandums used to transmit publications shall be prepared in accordance with the Highway Patrol Manual 1.1, Publications Management Manual

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ANNEX A

INTRADEPARTMENTAL CORRESPONDENCE WITH CARBON COPY

State of California

Transportation Agency

Memorandum

Date: March 10, 2025

To: Mariposa Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Telecommunications Section

File No.: 047.A00001

Subject: MARIPOSA AREA RADIO FREQUENCY "DEAD SPOTS"

This is in response to your recent verbal report to Central Division of possible radio frequency "dead spots" within your Area.

Reports of radio coverage problems must be accurately described and verified before corrective action can be initiated. For that purpose, the attached provides radio coverage survey criteria and instructions for Areas to follow when verifying and reporting radio coverage problems and "dead spots."

If you have any questions or require additional information, please contact Telecommunications Section at (916) 843-4200.

J. H. TIFFEE, Captain
Commander

Attachment

cc: Central Division
Merced Communications Center

Safety, Service, and Security
CHP 51 (Rev. 09/2013) OPI 076



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ANNEX B

INTERDEPARTMENTAL CORRESPONDENCE WITH ATTACHMENTS

State of California

Transportation Agency

Memorandum

Date: March 10, 2025

To: Chris Murphy, Director F-17
Office of Traffic Safety
7000 Franklin Boulevard, Suite 440
Sacramento, CA 95823

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Commissioner

File No.: 001.15584

Subject: DRAFT PROJECT AGREEMENT, "KIDSAFE"

Two copies of the draft project agreement for the "KIDSAFE" project are attached for review and approval. If you have any questions or require additional information, please call Ms. Cheri Rollins at 657-7598.

S. A. DURYEE
Commissioner

Attachments

Safety, Service, and Security
CHP 51 (Rev. 06/2013) OPI 076



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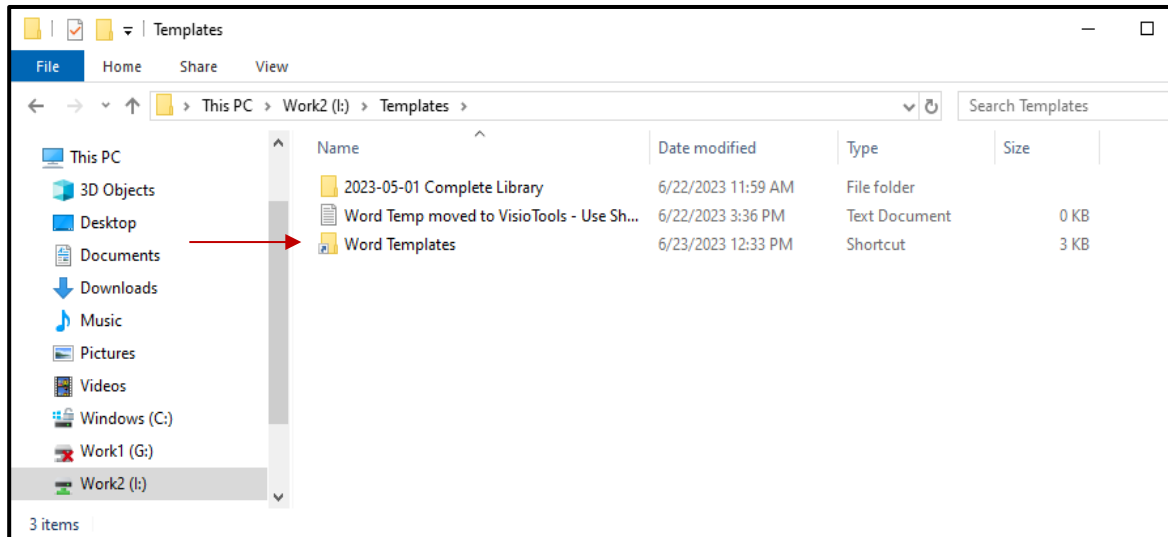
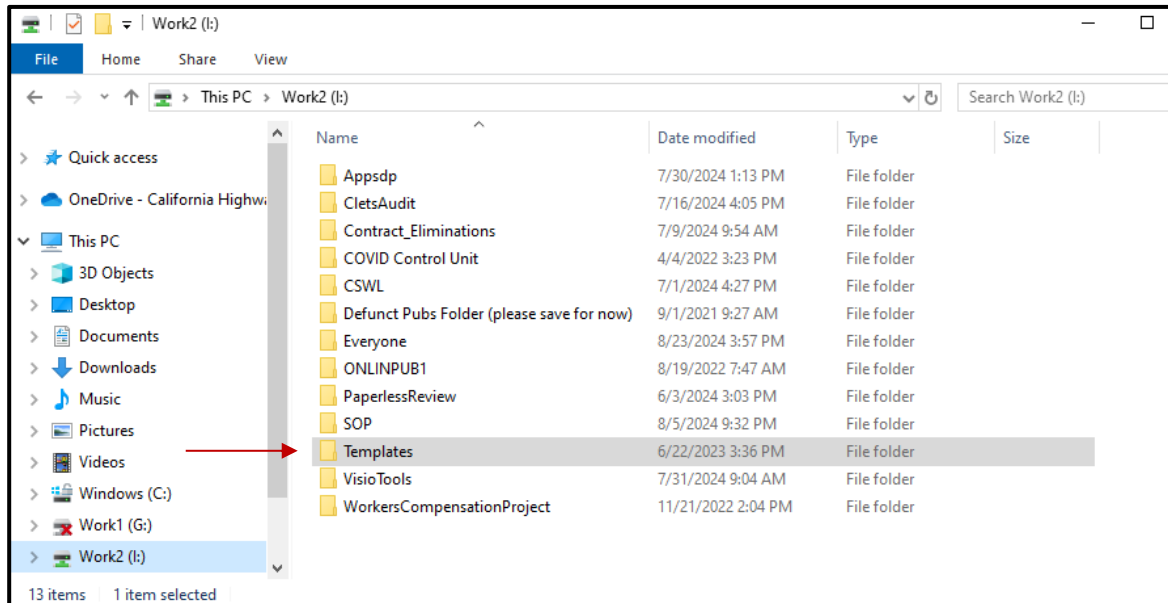
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ANNEX C

INSTRUCTIONS FOR THE CHP 51, MEMORANDUM TEMPLATE

1. USING THE “CHPMEMO” TEMPLATE:

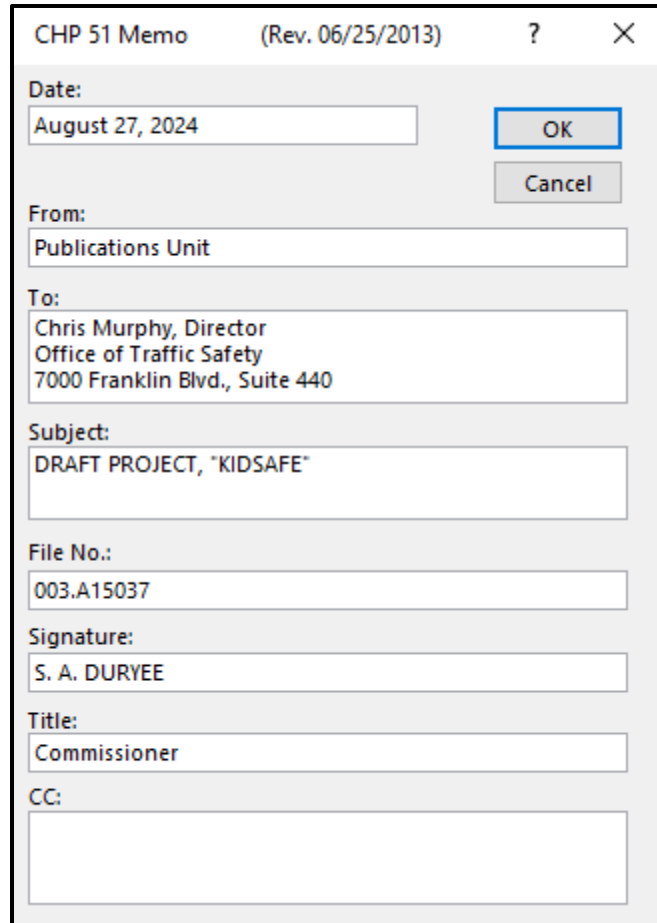
a. Open Microsoft Word and select the following pathway: I-Drive ➤ Templates ➤ Word Templates ➤ CHPMEMO to open the CHP Memo Template.



ANNEX C

INSTRUCTIONS FOR THE CHP 51, MEMORANDUM TEMPLATE *(continued)*

- b. Once the CHPMEMO is selected, you will see the CHP 51 Memo fields (or information) fill in box. All fields must be completed with the exception of the Title and CC fields. When all required fields have been entered, click the OK button.



The screenshot shows a window titled "CHP 51 Memo (Rev. 06/25/2013)". The form contains the following fields and values:

- Date:** August 27, 2024
- From:** Publications Unit
- To:** Chris Murphy, Director
Office of Traffic Safety
7000 Franklin Blvd., Suite 440
- Subject:** DRAFT PROJECT, "KIDSAFE"
- File No.:** 003.A15037
- Signature:** S. A. DURYEE
- Title:** Commissioner
- CC:** (Empty field)

Buttons for "OK" and "Cancel" are visible next to the Date field.