



CALIFORNIA HIGHWAY PATROL

HPM 5.1

CORRESPONDENCE MANUAL



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CORRESPONDENCE MANUAL

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CALIFORNIA HIGHWAY PATROL

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FOREWORD

The purpose of this manual is to provide policy, format, and procedures for the preparation, transmittal, and documentation of departmental correspondence.

The objective of this manual is to ensure uniformity of style, quality workmanship, and a professional image is presented in all departmental correspondence.

OFFICE OF THE COMMISSIONER

OPI: 003

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