
Chief Operating Officer

2023-2024 Procedures for Developing Circulars

To: All Staff

From: Scott W. Washington
Chief Operating Officer

Circulars are provided to ensure awareness of the latest policies and procedures and are available for review on the **HCPSS STAFFHUB**. The process for requesting a circular is as follows:

Procedures for Developing Circulars

1. All information involving systemwide implications or considered a “need to know basis” will be communicated through a circular.
2. Send all proposed circulars, using this template, to the appropriate executive leader or Chief of your division for review and approval.
3. Once approved and ready for posting, call the Office of the Chief Operating Officer (410-313-1550) for an assigned number.
4. All circulars should be sent electronically in word and pdf to the Executive Assistant to the Chief Operating Officer for posting on the HCPSS STAFF HUB daily digest email.
5. Vacancies are available for viewing on the HCPSS STAFF HUB and do not require a circular number.
6. All circulars stay in effect until replaced by a revised edition.

We hope you find this process easy to follow and circulars easy to access. If you have any questions, please call the Office of the Chief Operating Officer.

SWW/vw