

**Chief Operating Officer** 

2025-2026 Procedures for Developing Circulars

To: All Staff

From: Cornell S. Brown, Jr.

**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:

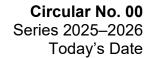
## **Procedures for Developing Circulars**

- 1. All information involving systemwide implications or considered a "need-to-know basis" will be communicated through a circular.
- 2. Use the attached template to send all proposed circulars to the appropriate executive leader or Chief of your division for review and approval.
- 3. **Once approved and ready for posting**, please 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 format to the Executive Assistant and the Chief Operating Officer for posting on the HCPSS STAFF HUB daily digest email.
- 5. All circulars stay in effect until a revised edition replaces them.

We hope you find this process for accessing circulars easy to follow. If you have any questions, please call the Office of the Chief Operating Officer @ 410.313.1550.

CBJ/vw

Attachment





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Title of Circular

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From:

Verbiage:

Initials: XX/xx

Attachments: If any