



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

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<https://www.mendocinocounty.org/departments/cannabis-department>

DATE: April 10, 2023
TO: Cannabis Department Staff
FROM: Trish Tracy, Administrative Assistant
RE: Internal Policy # 01 - Mendocino County Cannabis Department Style Guide

PREVIOUS POLICY

None.

PURPOSE

To promote consistency and ease of understanding in the Documents produced by the Cannabis Department (hereby "Department"), a "style guide" will be implemented.

DEFINITIONS

Style Guide - a type of template consisting of font and layout settings to give a standardized look to certain documents.

SCOPE

All Divisions within the Department and any authorized contractors performing work on behalf of the Department shall be responsible for adhering to this policy.

PROCEDURE

All Documents created by the Department, unless otherwise directed and approved by Department management, shall include:

1. Department letterhead
2. Arial no. 11 font
3. Header – Date, To, From, and Regarding or Subject line
4. Purpose or Declaration of the Memorandum
5. Definitions of relevant terms

All Policies and Procedures shall include:

1. Department letterhead
2. Arial no. 11 font
3. Header – Date, To, From, and Regarding or Subject line
4. Identifying policy number
5. Previous policy reference
6. Purpose or Declaration of the Memorandum
7. Definitions of relevant terms
8. Scope – Who and what will be affected by this
9. Policy or Procedure
10. Responsibility – Accountability measures for this policy or procedure
11. Authority – Signatory

All Forms shall include:

1. Department letterhead
2. Form Title: Arial no. 16, bold, underlined font – centered
3. Form Body: Arial no. 11 font – justified

Internal Policy # 01

RESPONSIBILITY

Any Department staff or authorized contractors performing any functions described in the scope are responsible to ensure compliance with this policy and the subsequent revisions of this policy.

AUTHORITY

Policy Approved: _____



Steve Dunicliff, Deputy Chief Executive Officer

Date: _____

4/10/23