

**JUDICIAL MARSHAL SERVICES
POLICY AND PROCEDURE REVIEW
HUMAN RESOURCES COVER SHEET**

JD-MS-27 New 9-11



Instructions

1. *Attach draft policy and procedure to this cover sheet.*
2. *Complete cover sheet*
3. *Send to personnel managers named below on the date noted.*
4. *Retain copy in Judicial Marshal Services Administrative Office.*

Draft policy and procedure title and number:

On _____, the above referenced draft policy and procedure was sent to:
(Date)

(Name, Personnel Manager — Human Resource Management Unit)

(Name, Personnel Manager — Superior Court Operations)

The personnel managers will be considered to be in agreement with the attached draft policy and procedure if no response is received by the Judicial Marshal Services Policy and Procedure Committee by _____.
(Date 15 business days from dissemination date listed above)

Draft policy and procedure sent to personnel managers by _____
(Name)