



July 28, 2016

MEMORANDUM

TO: Agency Heads

FROM: Chris Riley, Chief of Staff
Office of the Governor

SUBJECT: State Laws, Policies and Procedures

The State of Georgia has a long tradition of conducting business in accordance with the highest ethical standards and in compliance with both the letter and the spirit of all applicable laws, policies and procedures. The laws and policies were developed to provide clear guidance to ensure a consistent approach to business practices throughout state operations. As an agency leader, you play a large role in making this state a great place to live and work, and we take pride in the vision and promise observed in our agency heads. However, while agencies operate independently in some respects, they also operate as a part of a whole, with that whole being the state of Georgia.

Recently, the Governor was made aware of agency personnel failing to adhere to the prescribed policies. This behavior cannot occur if we hope to operate consistently and effectively, which should be the goal of every agency. Therefore, I would like to take this opportunity to remind all leaders that they have the extra responsibility of setting a clear example and expectation when it comes to policy adherence by always following state policies and laws. Agency heads must ensure that the policies and procedures of this state government are followed within their own agencies and that employees within their organizations are aware of all applicable rules, regulations, policies, and laws. Failure to adhere to policies and procedures will not be tolerated and could result in adverse actions.

Your commitment to comply unequivocally with the highest standards of integrity and business ethics can ensure that our government operates as effectively and efficiently as possible as we seek to serve best the citizens of this great state.

CR/yt
cc: Teresa A. MacCartney
David Werner