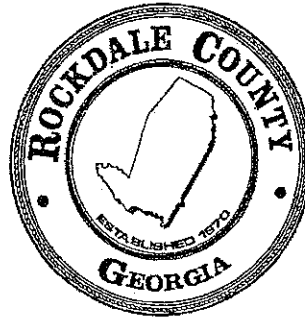


BOARD OF COMMISSIONERS

RICHARD A. ODEN, CHAIRMAN AND CEO  
Oz Nesbitt, Sr., Commissioner Post I  
JaNice Van Ness, Commissioner Post II



TELEPHONE: 770-278-7001

FACSIMILE: 770-278-8900

September 28, 2012

TO: Department Heads and Directors

SUBJECT: Directors Protocol and Daily Operational Matters with Legislators

On September 19, 2012, I stated specific protocol for directors' daily operational matters concerning the county government and any type of communication with legislators. The purpose of this memorandum is to officially notify the directors of your responsibilities and duty to follow protocol. The Protocol is to inform me of all communications from the legislators (i.e., email, phone calls, visits external and internal etc.) in writing.

As the Chairman and Chief Executive Officer (CEO), I have the full authority and powers of the day to day management and operations of the county. Legislators do not have the authority or power to direct department heads or staff in operational matters. All communications from legislators related to county government operational matters must be brought through the Chief of Staff, to me for implementation. In this process, I want the directors and your staff to remain professional and provide excellent customer service to the legislators in all communications.

I am committed to working with directors on your daily operational matters and communicating with legislators in a fashionable protocol that represents good policy and advances the effectiveness and quality of good government decision-making. I am looking forward to your full cooperation concerning the scope, impact, and practical implementation aspects of this memorandum.

As we all work on one accord with respect and understanding, I want you all to remember, "Rockdale County is a Perfectly Positioned Community with a Rock Solid Approach Dedicated to Excellence in Customer Service, Quality of Life and Global Economic Development".

Respectfully Yours In Service,

A handwritten signature in black ink, appearing to read "Richard A. Oden", written over a horizontal line.

Richard A. Oden  
Chairman and CEO