



Informational Bulletin

New County Administration Policy

Date: March 29, 2024

Number: 24.020

Effective Date: March 29, 2024

Expiration Date: N/A

Approved By: Kalvyn W. Smith, Fire Rescue Chief

Recently, Fauquier County Administration released a new policy: AP-10, Email Signature Guidelines. The policy is attached to this informational bulletin.

Please review the policy and make sure the email signature for your county email address follows these new guidelines.

Questions regarding this informational bulletin should be directed to Executive Assistant Lindsay Flippo.

ADMINISTRATIVE POLICY
Fauquier County, Virginia

Policy Title: Email Signature Guidelines
Policy Number: AP-10

Effective Date: 03/18/24
Supersedes Policy: N/A

I. PURPOSE

It is the objective of Fauquier County Administration to set guidelines to standardize email signatures across all departments and programs to help ensure that all emails sent on behalf of Fauquier County government meet the professional standards, represent the quality of our work and the services we provide.

II. SCOPE

This policy applies to all County employees that use Fauquier County government email addresses.

III. DEFINITIONS

County Employees

- a. All employees who have been assigned a fauquiercounty.gov email address
- b. All employees who send email communications on behalf of Fauquier County

IV. GENERAL PRINCIPLES

A. Keep it Simple

Email signature lines should include name, title, department name, address, and contact phone numbers. They may include professional credentials.

B. Images and Logos

Except for the use of Fauquier County Seal or a department branded logo, no other images should be contained in the signature line.

C. Email Backgrounds

Do not use customization tools to add background colors or images to your email. This creates excessive data and deviates from the standardized branding.

D. Web address.

www.fauquiercounty.gov is recommended for all County emails. A secondary

department weblink or group email address may be added for department specific signatures.

E. Social Media Links

Including social media links is recommended for approved social media platforms used to promote the County and provide alternate communication channels. Personal social media links shall not be used.

F. The Use of Quotes

Refrain from the use of personal or favorite quotes or epigraphs in an email signature line. Such use is inappropriate in a professional setting and should not be used in any communication on behalf of the County.

F. Taglines or Slogans

The use of taglines or slogans can be used if it is an approved tagline or slogan that supports or brands your department.

V. Recommended Email Signature Line Examples

SUSAN CLARK

ADMINISTRATIVE MANAGER



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VI. County Policies to Cross Reference

A. Human Resources Policy #52 - Acceptable Computer System and Internet Use

B. Human Resources Policy #52-A - Social Media