**POLICY MANUAL ACKNOWLEDGEMENT**

|  |  |  |
| --- | --- | --- |
| Your Logo |  | Your Address |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge receipt of the [AGENCY NAME] Administrative Manual on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I also understand that this policy manual is in effect and that I am responsible for knowing, understanding and adhering to the policy and procedures listed herein. I also understand that if I need clarification or have a suggested change to this manual I can notify the CIRT Supervisor.

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_