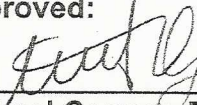


**PLACEMENT  
COORDINATING  
MEMORANDUM**

No. 2005-11	Page 1
Original Date: March 1, 2005	
Revised Date:	
Approved:  _____ Michael Cooper, Director Regional Placement	

**MANIPULATION OF MINUTE ORDERS**

All Minute Orders are considered Legal Documents. Minute Orders are used by DCFS to verify that Suitable Placement was ordered and that initial Removal Findings were made. Any manipulation of a Minute Order makes them unacceptable by DCFS. Effective immediately, DPOs are not permitted to write on Minute Orders for any reason, regardless of legibility. If a Minute Order is received altered, i.e., name scratched out or any writing in ink, notify the SDPO immediately and forward the Minute Order to the Central Placement Director.