

Memorandum

We make lives better through connections.

The logo for RTD (Regional Transportation District) is located in the top right corner. It consists of the letters "RTD" in a white, sans-serif font, centered within a dark square.

To: Front Line Employees
From: Dave Jensen, AGM Rail Operations
Date: May 31, 2024
Re: **Media Inquires**

A handwritten signature in black ink, appearing to read "Dave Jensen", is written over the "From:" line of the memorandum header.

As RTD enters a busy summer season filled with maintenance projects and temporary disruptions to bus and rail services, you are reminded that all inquiries from media personnel for interviews or information should be politely declined, and the requestor should be directed to Control/Dispatch and/or your supervisor.

Tracking this information is very important to the organization so reporting this is vital even if no information was exchanged.

Please feel free to contact me directly if you have any questions or concerns with this.

cc: General Superintendents
Managers
OCC
Business Supports