

Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

214.2 INTER-DEPARTMENTAL CORRESPONDENCE

Inter-Departmental Correspondence may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 EXTERNAL CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

214.4 INTERNAL CORRESPONDENCE

Internal correspondence shall be constructed in the approved memo format where the date, to, from, and subject are identified before the body of the correspondence.

214.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Division Commander.