

Administrative Communications

205.1 PURPOSE AND SCOPE

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

205.2 PERSONNEL ORDERS

Personnel Orders may be issued periodically by the Chief of Police or designee, to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

205.3 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of the Chief of Police. Department letterhead may not be used for personal use or purposes.

Internal correspondence should use appropriate memorandum forms.

205.4 SURVEYS

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

205.5 OTHER COMMUNICATIONS

Special Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or designee or Division Commanders.