

Administrative Communications

206.1 PURPOSE AND SCOPE

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

206.2 SPECIAL ORDERS

Memorandums 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.

206.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, external correspondence should be on Department letterhead. Personnel shall use Department letterhead only for official business.

206.4 SURVEYS

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