

Administrative Communications

214.1 PURPOSE AND SCOPE

Discretionary

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

214.2 MEMORANDUMS

Discretionary MODIFIED

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

214.3 CORRESPONDENCE

Discretionary MODIFIED

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.

a. Intra-Departmental - All tangible correspondence between the different bureaus, divisions and sections of the Department should be forwarded on the Intra-Department Correspondence envelopes.

b. Inter-Departmental - All tangible correspondence between the Department and other City Departments should be forwarded on the Inter-Department Correspondence envelopes.

214.3 (a) BUSINESS CARDS

(a) Department business cards are intended to be used in a professional manner for citizen and professional contacts, information, and to facilitate outreach to the community. The business cards are not to be misused. The business cards can be purchased via an approved vendor.

(b) Business cards will contain the employee's name, rank or assignment, Department physical address, email, direct dial number, and facsimile number. Detectives have the option of using the word "Detective" or their specific assignment.

204.3 (b) MAIL

1. The address of the Department or any of its offices shall not be used by employees for the purpose of receiving personal mail or unrelated police merchandise.

2. The Records Division is responsible for receiving, sorting and distributing all Department mail. The receiving desk shall open mail only when it is necessary to ascertain the

intended recipient. All mail not addressed to a specific division shall be forwarded to the Records Division.

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214.4 SURVEYS

Discretionary **MODIFIED**

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