

## **Administrative Communications**

### **214.1 PURPOSE AND SCOPE**

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

### **214.2 MEMORANDUMS**

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.

### **214.3 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 (line) of the Chief of Police. If written by another employee the Chief's signature line shall be preceded by a signature line and title for the person actually writing the document. Personnel should use Department letterhead only for official business and with approval of their supervisor.

Division Commanders are authorized to distribute correspondence on Department letterhead without the signature element of the Chief of Police.

### **214.4 SURVEYS**

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