

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 the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

Personnel orders issued after the publication of this manual shall be identified as a "Personnel Order" and numbered consecutively starting with the last two digits of the year, followed by the number "01." for example, 17-01 signifies the first Departmental Personnel Order for the year 2017.

Supervisors shall ensure all Personnel Orders are read at shift briefing for a period of 96 hours after issuance. An electronic file to document shift briefing readings and archival of all Personnel Orders will be available on a Department drive.

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. [See attachment: Letterhead](#) All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees. [See attachment: Memo](#)

205.4 SURVEYS

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

205.5 OTHER COMMUNICATIONS

Departmental Directives and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or authorized designee.