

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.

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 and in the form of a letter. 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.

205.4 SURVEYS

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

205.5 OTHER COMMUNICATIONS

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

205.6 END OF SHIFT SUMMARIES

End of Shift Summaries shall be submitted to all department personnel on a daily basis by the on-duty supervisor, or his/her designee, for each shift worked. Any noteworthy events that occurred on the shift shall be reported. The Chief of Police may direct other supervisors to submit daily logs as necessary.

REMINDER: These logs are public records and all information should be presented in a professional manner and are a reflection of the department and the personnel completing the log.

