

Administrative Communications

205.1 PURPOSE AND SCOPE

The purpose of this policy is to describe appropriate forms of administrative communication.

205.2 BULLETIN NOTICE

A Bulletin Notice may be issued periodically by the Chief of Police to announce and document a promotion, transfer, new hire, retirement or other change in a member's status.

205.3 CORRESPONDENCE

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.

205.4 SURVEYS

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