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, 20-01 signifies the first Department Personnel Order for the year 2020.

Supervisors in all divisions shall ensure Personnel Orders are reviewed at shift briefing for a period of 96 hours subsequent to issuance. An electronic file to document shift briefing reviews and archival of all Personnel Orders will be available on a designated 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. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead by member's below the rank of Sergeant requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Internal correspondence should use Department approved 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 or the authorized designee.

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 or the authorized designee.

205.5.1 REQUESTS FOR OFFICIAL LEGAL OPINIONS OR ORDINANCE/STATUTORY CHANGES

All requests to amend or add a new ordinance or statute, or obtain a legal opinion shall be routed through the member's chain of command to the Assistant Chief of Police. The Assistant Chief shall maintain the requests and brief the executive team who shall then review, approve or deny, and prioritize the request.

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All recommendations or requests received relative to these matters shall be responded to so the member knows the request was received. Members may, and should continue to, interact with city and state prosecutors as operational needs dictate and/or in the furtherance of case prosecution. However, they shall not engage prosecutors regarding legislative changes, ordinance changes, or requests for legal opinions on their own volition.

The Professional Standards Division commander shall ensure that any necessary training is implemented and any department policy updates required as a result of any legal changes are drafted and forwarded to the Chief for review and issuance.

205.6 REVISION DATE 07/25/2024

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