

## Administrative Communications

### 205.1 PURPOSE AND SCOPE

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

### 205.2 PERSONNEL ORDERS

#### 214.2 Personal Orders

Personnel Orders may be issued periodically by the Chief of Police via memorandums and email to announce and document all promotions, transfers, changes in pay, hiring of new personnel, separations, , and other changes in status.

### 205.3 CORRESPONDENCE

All external correspondence shall be on Department letterhead. A reference to the topic such as a case or report number shall appear above the body of the letter (if appropriate) to identify the purpose of the letter.

Personnel should use Department letterhead only for official business and with approval of their supervisor.

An electronic copy of the correspondence shall be prepared by the Administration Sergeant, and copies shall be forwarded to the Division Commanders and Administrative Services Manager.

### MEMORANDA

1. Memoranda are internal written communication used to inform, inquire, or direct.
2. The Records Section is the department's custodian of records and agent for the disclosure of documents pursuant to criminal or civil discovery law and for the disclosure of documents under the California Public Records Act (Cal. Govt. Code Section 6254, et seq.) All requests for such documents shall be routed through the Records Section.
3. Members shall not disclose Department memoranda or notes, drafts or other source materials used to prepare Department memoranda to members outside of their chain of command or to any person or organization outside of the Department unless authorized to do so.
4. Unauthorized disclosures of official Department information or information purported to be official Department information will subject any member involved in the disclosure to disciplinary action under this order and Department Policy.

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### **205.4 SURVEYS**

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