

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Easton Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDERS

Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document:

- Appointment of new personnel
- Reassignment, transfer or promotion of personnel
- Disciplinary action
- Suspension of police authority
- Termination, resignation or retirement
- Military leave of absence
- Individual and group awards and commendations
- Or, other changes in status.

Will be sequentially numbered from the start of each year (P.O. 00-001.)

The Deputy Chief will maintain a copy of all personnel orders.

Distribution:

- Deputy Chief
- Member's Commander
- Member's supervisor
- Personnel file of affected member(s)

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205.4 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 requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

205.5 PERSONNEL ANNOUNCEMENTS

Issued by the Deputy Chief of Police to announce vacancies, commendations, retirements,, etc.

Distribution:

- Posted on Administrative Bulletin Board for 30 days
- Placed in Distribution book for 30 days
- Personnel file of affected member(s).

Retained in reference binder by the Deputy Chief for one (1) year.

205.6 SELECTION PROCESS NOTICE

Describes the selection process for a specialized assignment signed by the Deputy Chief of Police.

Distribution:

- Posted on Administrative Bulletin Board for 30 days
- Placed in Distribution Book for 30 days
- Division Commander of specialized assignment position

Retained in reference binder by the Deputy Chief for three (3) years.

Department Chief of Police General Order

205.7 INTRA-DEPARTMENT MEMORANDUMS (IDM)

Instructions and directions issued by memorandum shall not deviate from, or conflict with, established policies and procedures documented by higher authority.

Memorandum may be issued by the Chief of Police, the Deputy Chief or a Commander:

- To disseminate information and instructions
- To direct the action of members in specific situations or circumstances that does not warrant a General Order, Operations Order or Standard Operations Order
- To explain or emphasize portions of previously issued orders

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- To inform employees of actions or policies of other agencies

Prepared on a Form 48A are sequentially numbered from the start of each year. (IDM00-001)

Distribution:

- Posted on Administrative Bulletin Board for 30 days
- Placed in Distribution Book for 30 days
- Reviewed by Unit/Squad Supervisor with their personnel

Retained in reference binder by the Deputy Chief for three (3) years.

205.8 DEPARTMENT MEMOS

Used between members within the Department for general information. Prepared on a Form 48.

205.9 DIGITAL ROLL CALL

Issued by the Patrol Division Commander or his designee to pass on relevant information to the on-coming shift(s).

Reviewed by the shift supervisor with their personnel on a daily basis at the beginning of the shift and posted in the Distribution Book in Roll Call.

Includes but not limited to:

- Traffic assignments
- Special events or instructions
- No parking request
- BOLO/Wanted information
- Training/safety issues
- Recent call history

205.10 SURVEYS

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

205.11 STANDARDIZED FORMATS

All computer generated reports and correspondence will be signed in blue ink, unless clearly marked as an "Original," e.g., Citations, Statement of Charges, etc

The type and style of outgoing and inter-department correspondence will be "Times New Roman" and the font size will be 11pt.