

Administrative Communications

203.1 PURPOSE AND SCOPE

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

203.2 PERSONNEL ORDER

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

203.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, 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.

203.4 SURVEYS

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

203.5 BUSINESS CARDS

Only Department approved business cards that are ordered through The City of San Leandro Central Services shall be used in the course of employment. Business card requests should go through the employee's immediate supervisor. Business cards shall be used for official business only.

No writing shall be placed on a business card of any member of this Department that confers, requests, or implies any special consideration to a recipient.

203.6 RESCINDED POLICY

This policy rescinds San Leandro Operations Directive 87-08.