

## **Administrative Communications**

### **205.1 PURPOSE AND SCOPE**

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

### **205.2 DEPARTMENTAL NOTICES**

Departmental Notices 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.

### **205.3 SURVEYS**

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

### **205.4 OTHER COMMUNICATIONS**

Department Directives and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee or Division Commanders.