

**CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order**

Date Issued: August 15, 1998

Revision Date: April 1, 2009

Subject: Correspondence **Reference:**

TO: ALL PERSONNEL

I. POLICY:

Employees of the Department may find it necessary to correspond with a person or agency outside the department in reference to official departmental business. It is acceptable to do so; however, when this is done, the correspondence will be produced on official department letterhead.

A copy of all correspondence shall be given to the Records Section to be maintained in the chronological file.

II. PROCEDURE:

All draft copies of correspondence, other than normally used form letters, will be taken to the Records Section for review.

Once in final, typewritten (word processor) form, all original correspondence will be submitted to the Chief of Police for final review and approval. After review and approval, the correspondence will be returned to the originator.

Letters will be signed by the individual sending the correspondence.

The correspondence will be returned to Records for copies, mailing and distribution. Making copies of all correspondence is the responsibility of the Records Section.

All letters sent from this department shall follow the block style format below:

Date

Name
(Department or Company if applicable)
Street address
City, State ZIP

Salutation:

Body of Letter.

Complimentary close,

Walter K. Vanatta
Chief of Police

By: Name of Originator
Title

WV: Dictator's initials: Typist's initials

Enclosure (if applicable)

cc: (note any copies made)

Letters exceeding one page require header identification. This is the header format:

Name
MM/DD/YY
Page #

Use of department letterhead for private correspondence, or sending official correspondence out of the department without the approval of the Chief of Police is prohibited.

Approved by:



Walter K. Vanatta
Chief of Police