

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



DIRECTIVE: 151-A

REFERENCE STANDARDS:

---

SUBJECT: Department Correspondence

PURPOSE: To provide guidelines for the issuance of written/typed communication to members of the department, from the department to other departments of the Village, and from the department to agencies outside the Village.

## **I. DEPARTMENT CORRESPONDENCE**

- A. Department correspondence may be read by many people, and often times is forwarded outside the department. Because the image of the department is reflected in the writings of its members, it is essential that correspondence be typed, or neatly printed. It should contain at a minimum the name of the correspondent, addressee, date, and subject. It should be accurate, concise, and complete as to content, and comply with the following guidelines:
- B. Official Correspondence
  - 1. Employees initiating official department correspondence (letterhead) must have permission of an administrative officer. (Lieutenant or above)
    - a. Correspondence concerning delegated department business, shall be written on department letterhead over the signature of the Chief of Police. These form letters may include the following:
      - 1) crime prevention letters;
      - 2) Officer Friendly/D.A.R.E. letters;
      - 3) standard form letters, or;
      - 4) any other correspondence so defined.
    - b. Correspondence concerning other than delegated department business, shall be forwarded to the Chief of Police for his signature through appropriate channels. These may include the following:
      - 1) one time correspondence containing specific or personal information;
      - 2) correspondence directed to an agency head;
      - 3) any other correspondence so defined.

C. Other Correspondence

1. Employees initiating other than official department correspondence, such as:
  - a. inter-office memos;
  - b. directed patrol;
  - c. legal updates;
  - d. notice;
  - e. bulletins;
  - f. phone messages;
  - g. agenda memos;
  - h. any other correspondence so defined; shall do so in an accurate and timely fashion. This type of correspondence is fundamental to the department's efficient and effective operation and will be prepared in every instance when appropriate.
2. Personnel are expected to make every effort to complete all correspondence to the best of their ability and forward it to its destination through proper channels as soon as possible.

II. CORRESPONDENCE TO AGENCIES AND PERSONS OUTSIDE THE DEPARTMENT

- A. Only authorized personnel will correspond with agencies or persons outside the department.
  1. Authorized personnel are:
    - a. Chief of Police
    - b. Deputy Chief of Operations
    - c. Deputy Chief of Support Services
    - d. Lieutenants
    - e. Administrative Secretary
    - f. Records Section personnel
    - g. Investigative personnel
  2. Non-authorized personnel will be required to issue necessary correspondence through the appropriate authorized superior office.
- B. Department stationery or postage will not be used for personal correspondence.
- C. Utilization of the department's office equipment for personal use is prohibited.
- D. Only authorized department or Village personnel are permitted to use the department's office equipment.