

	PARADISE VALLEY POLICE GENERAL ORDER Correspondence	Order Number
		Date
		11.11
		11-01-19

11.11 Correspondence

11.11.1 Agency Correspondence

A. All correspondence issuing from the *Department shall* be on approved *Department* letterhead. All written correspondence from the Police Department, other than that conducted by electronic mail, must be approved and signed by a commander or professional staff equivalent. Any correspondence bearing the name or signature of the *Police Chief must* be processed through the Office of the *Police Chief*.

Envelopes for external correspondence *must* bear the complete return address of the *Department* as well as the name and unit of the sender. Units sending out correspondence are responsible for maintaining copies of the letters as appropriate.

B. The use of electronic mail is encouraged when it improves the delivery of service by the *Department*. *Personnel* are reminded that all mail *shall* be professional in tone and content. Any concern as to whether the use of electronic mail or the content of a particular message is appropriate in a specific situation *shall* be referred to a *supervisor*.

C. Some units in the Department may find it appropriate to utilize pre-printed form letters for some purposes. Commanders are responsible for monitoring usage and for ensuring that the signatures and information contained in correspondence are accurate and current

11.11.2 Personal Use of *Department* Address Prohibited

Employees are prohibited from using the *Department* address for any personal or private correspondence or business. It is permissible to use the *Department* address to receive professional journals or related materials that are directly work related.

11.11.3 Council or *Town Manager* Communication and Correspondence

Communications to the Mayor and Council or *Town Manager shall* conform to *Town* policy and *shall* be approved by the *Police Chief*.



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11.11.4 Official Certificates and Commendations.

All official certificates (e.g., promotion, training, graduation, etc.) or commendations from the Police *Department shall* first be approved as to form and content by a member of the Command Staff.

