



POLICY AND PROCEDURE

NO.301

Request from Outside Department

| | | | |
|---------------------------------|------------------------------------|--------------|-------------------|
| Date Issued October 25, 1993 | Date Effective October 25, 1993 | Revision No. | No. of pages 1 |
|---------------------------------|------------------------------------|--------------|-------------------|

REQUEST FROM OUTSIDE DEPARTMENT:

Whenever a member of this Department is asked by any elected official for information or a request to perform a function, that official is to be directed to the office of the Chief. An emergency situation may preclude this order.

Per:

Edward P. Gardella
Chief of Police

EG:fl