
Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Greece Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDERS

Personnel Orders may be posted periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

Changes related to the following personnel matters shall be made upon recommendation and justification of the Chief of Police to the Town Supervisor. Personnel changes shall only be initiated and subsequently posted upon written authorization from the Town Supervisor:

- Temporary or permanent change in rank, and/or;
- Addition or removal of a stipend, and/or;
- Any other circumstance as ordered by the Town Supervisor.

The Office of the Town Supervisor shall coordinate related compensatory adjustments with the Town of Greece Personnel Department.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

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205.5 SURVEYS

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

205.6 OTHER COMMUNICATIONS

Administrative Orders, Training Bulletins, Postings, Special orders, and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the Administrative Orders Policy).

Generally, the following communications are used for the listed purposes:

- **Training Bulletins** - announces updates to law, procedures, and/or best practices.
- **Postings** - announces training, transfer, and/or specialized assignment/unit opportunities.
- **Special Orders** - announce or mandate changes unrelated to other types of communications.