

GENERAL ORDER, RECORDS AND COMMUNICATIONS, NUMBER 4
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Written correspondence to outside individuals or agencies.

B. PURPOSE:

To insure systematic and professional, written correspondence from the Department to outside individuals or agencies that will expedite the process by fixing responsibility at the operational level.

C. POLICY:

To accomplish the above purpose it is the policy of the Department that the following procedure shall be instituted and adhered to by all Department employees except when expressly authorized by the Chief of Police.

D. PROCEDURES:

1. Employees desiring to send written correspondence to individuals or agencies outside the Department shall:
 - a. Prepare a rough draft of the correspondence to be sent.
 - b. Be certain that names and words are correctly spelled and that facts contained and addresses are accurate.
2. The employee shall type the letter using the approved Department format, stationery and envelope.
3. The typed correspondence shall bear the name of the Watch or Division Supervisor, with the original author listed second.
4. The Watch or Division Supervisor shall review the typed correspondence and sign the same causing it to be mailed.
5. The submitting employee shall, upon completion, retain a copy of the typed and signed correspondence.
6. A copy of the typed correspondence shall be given to the appropriate Watch or Division Supervisor.

BY ORDER OF:

Thomas J. Jennings
Chief of Police