



San Diego Community College District Police Department Policy and Procedures

1.15 DEPARTMENT CORRESPONDANCE

EFF. 10/01/19

I. PURPOSE

This Department procedure delineates processes that shall be followed to ensure consistency in the development, processing, and dissemination of Department correspondence defined below. This procedure also provides guidance and requirements for accessing Department Announcements.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

A. Department Order

Department Order is a written directive by the Chief of Police requiring compliance.

B. Department Announcement

Department Announcement is a written communication of an informal nature not requiring compliance.

IV. DEPARTMENT ORDERS AND ANNOUNCEMENTS

A. Department Orders

1. Department Orders will be approved and issued only under the title and authority of the Chief of Police. Orders are to be used when immediate changes are necessary. They will be identified as a DEPARTMENT ORDER in the heading. They will be distributed to all personnel via Department E-mail with a delivery confirmation.
2. All Department Orders will carry an expiration date, unless:

- a. The Order is self-canceling by its very nature.
- b. The Order effects a long-term change in Department Policy or Procedures.
3. The body of the Order should be brief and contain only the essential elements of the directive.
4. When a Department Order changes an existing Department Procedure, the Order shall include the following statement: Department Procedure (#) will be revised to reflect the above change. Maintain this order with Department Procedure (#) until the revised Department Procedure is distributed.
5. The Police Records Supervisor will maintain a numerical log and enter disseminated Department Orders by year and assign a log number before they are disseminated.

B. Department Announcements

1. Department Announcements will be approved and issued only under the title and authority of the Chief of Police.
2. The body of the Announcement should be brief; contain only the essential elements of the directive; and have a cancellation date.
3. Department Announcements may be distributed by Department E-mail or in paper form on Department letterhead.
4. The Police Records Supervisor will maintain a file of approved Department Announcements.

V. MEMORANDUMS

- A. The memorandum are prepared on Department Letterhead and are appropriate for both inter and intra-departmental communications.
- B. Headings shall include the date of the memorandum, and the following heading block:

TO: <Intended Recipients>

FROM: <Author>

RE: <Subject of the Memorandum>

- C. The body of the report contains the appropriate message.
- D. Abbreviations should not be used. Time should be indicated as 9:00 A.M. rather than 0900 hours, and months should be spelled out, for example, January 1, 2019, rather than 01/01/19.
- E. Generally, names of police personnel should not be used when responding to outside inquiries. Instead, reference shall be made to "an officer of the Department" or a "lieutenant from the Department," rather than "Officer Doe" or "Lieutenant Jones."
- F. Intra-Departmental Memorandums (Within the Department)
1. The signature line (left justified below text) on the memorandum should reflect the name of the person in charge of the unit, section, etc. from which the memorandum originated.
 - a. Lieutenants and supervisors may use their own signature block as the author of a memorandum originating from his/her area of responsibility.
 - b. When this individual is writing for a larger unit of which he/she is a part, the name of the head of that unit is used.
 - c. Each memorandum must be signed directly above the signature line.
 2. If additional pages are needed, a heading with title, date and page number in the upper left hand corner is required.
- G. Inter-Departmental Memorandums
1. The format for memorandums to other District departments will be the same as Part V, Section F, with the following exceptions:
 - a. The Chief's signature will appear above the signature line as follows, unless permission is granted by the Chief for lieutenants or unit supervisors to use their signature block.
 - b. The initials of the author and the typist should appear below the signature block at the first left hand margin. The initials of the typist should be in lower case separated by a back slash (\).

VI. FORMAL LETTERS

- A. Correspondence shall be concise, accurate and employ short words, sentences and paragraphs as much as possible.
- B. Incoming letters requiring a reply shall be given prompt attention. If unusual delay cannot be avoided, acknowledgment will be made with an approximate date of answer included.
- C. Acknowledgment of receipt of correspondence will be made whenever requested.
- D. Lieutenants may sign routine correspondence using their own signature blocks. A copy of all such correspondence will be forwarded to the Chief.
- E. The signature block on letters signed by the Chief shall be:

Joseph Ramos
Chief of Police
SDCCD Police Department
- F. The initials of the author and the typist should appear below the signature block, at the left hand margin. The initials of the typist should be in lower case. Initials should be separated by a back slash (\).
- G. Letters answering policy questions, complaints concerning the Department or an officer, correspondence to the Assistant Chancellor Facilities Services, the Chancellor or Trustees, other high officials, or commendatory letters are not to be signed by anyone other than the Chief or the Chief's designee.