

# Administrative Communications

## 205.1 PURPOSE AND SCOPE

Discretionary MODIFIED NYSLEAP- 8.7 - 55.5

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 award ceremonies, 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

Discretionary MODIFIED NYSLEAP- 8.7 - 55.5

The Syracuse 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. It is the policy of the Syracuse Police Department to conduct scheduled management staff meetings in order to enhance management effectiveness through training, communications, developing coordination and integrating efforts.

## 205.3 PERSONNEL ORDERS

Discretionary MODIFIED

Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, department approved training, individual and group award ceremonies, or other changes in status.

## 205.4 TEMPORARY OPERATING PROCEDURE

Agency Content

Temporary Operating Procedures are issued only at the departmental level by the Chief of Police or Deputy Chief of Police with the approval of the Chief of Police. A temporary operating procedure directive is used to establish policy and procedures with regard to specific circumstances that are of a self-canceling nature. Temporary operating procedure orders start with "TOP" followed by the year of issue and a sequential number (e.g. TOP 2012-01).

## 205.5 MEMO ORDERS

Agency Content

Memo Orders are of an informational nature. They are used to disseminate information that is of interest or concern to departmental employees, i.e. to explain or emphasize portions of previously issued orders. Department wide distribution of all training material shall be under cover of a memo order. The Chief of Police, or a Deputy Chief of Police, with the approval of the Chief of Police, may

# Syracuse Police Department

## Policy Manual

### *Administrative Communications*

---

only issue them. A memo order will start with “MO” followed by the year of issue and a sequential number, (e.g. MO 2012-01).

#### **205.6 CORRESPONDENCE**

**Discretionary** **MODIFIED**

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 the Office of the Chief of Police. Department letterhead may not be used for personal purposes.

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

[See procedure for CORRESPONDENCE](#)

#### **205.7 SURVEYS**

**Discretionary**

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

#### **205.8 OTHER COMMUNICATIONS**

**Discretionary** **MODIFIED** **NYSLEAP- 8.7 - 55.5**

General Orders and other official department communications (e.g. Personnel Orders, TOPs, Memorandum Orders, etc.) necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).