

Administrative Communications

214.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

214.2 DEPARTMENT BULLETINS

Department E-mail

214.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the City of Newark is not misused, all external correspondence shall be on City letterhead. Personnel should use City letterhead only for official business and with approval of his or her supervisor.

214.4 SURVEYS

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