Administrative Communications

213.1 PURPOSE AND SCOPE
Administrative communications of this Department are governed by the following policies. In order to accurately and effectively communicate information, the West Valley-Mission Community College District Police Department maintains a system of written directives described as follows. Each reflects the authority of the Chief of Police. Refer to section 106 of this policy manual. Section 106 outlines the responsibilities and expectations of department members to be aware of and follow department policies and procedures as outlined in the policy manual. All Department members are to conform to the provisions of the following administrative communications.

213.2 DEPARTMENTAL DIRECTIVES
Departmental Directives are issued periodically by the Chief of Police to announce immediate changes to policy and procedures. Departmental Directives modify an existing policy or create a new policy as appropriate. See section 204 of this policy manual for specific information on Departmental Directives.

213.2.1 MEMORANDUMS
Memorandums may be issued periodically by command staff to provide direction, clarification or make an announcement. Memorandums are also used by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

213.2.2 OPERATIONAL GUIDELINES
Operational Guidelines shall be authorized by the Chief of Police. Operational Guidelines will be issued to provide orders, directives and notices pertaining to the specific operations of an identified function/task and/or unit within the department. Operational Guidelines will be adhered to by department members. Operational Guidelines will not conflict with or alter the direction of established policies and procedures contained in this Policy manual.

213.2.3 TRAINING BULLETINS
Training Bulletins are issued under the authority of the Chief of Police. Training Bulletins are issued to address those instances where critical or time sensitive information related to police operations should be quickly disseminated. Instances where a Training Bulletin might be appropriate include legal updates, vendor specific product/training issues, or officer safety information such as concealed or disguised weapons.

213.3 CORRESPONDENCE
In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the
signature element of the Chief of Police. Personnel should use Department letterhead only for official business and with approval of their supervisor.

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

213.5 SECTION TITLE