

GENERAL ORDER 13.3.1

Mail and Routing

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes procedures for receiving incoming mail and preparing outgoing mail.

DISCUSSION

None.

POLICY

I

INCOMING MAIL

The Records Department shall sort and distribute all incoming mail. Special delivery mail (such as registered, certified, or overnight) or legal notices shall be stamped with the date of receipt.

Incoming inter-Departmental mail placed in the Department mailbox in the City's mail room shall be picked up and distributed daily (Monday through Friday) by a City designee

II

OUTGOING MAIL

Department stationery shall be used for official business only. All Department correspondence shall be on Springfield Police Department stationery.

The name and title of the Chief of Police shall follow the complimentary close in such correspondence. The signature block for the sender shall follow the Chief's name with the sender's name and title typed below the signature. See the following example:

Sincerely,

Richard L. Lewis
Chief of Police

(Signature)

Clarence Wiggum, Lieutenant
Patrol Division

The Records Department shall prepare outgoing mail daily. Department mail will be delivered to the city's mail room by a City designee.

III

ROUTING

Memos or other information shall be routed to addressees and other parties designated to receive photocopies. For example, if a memo is addressed to the SWAT team with a photocopy to the Chief, then copies of the memo should be distributed to only SWAT team members and the Chief.

Often, information or memos are directed to command staff or all personnel. Information to be routed to command staff shall be distributed to:

Chief of Police, Division Commanders (Lieutenants), Professional Standards and Training Sergeant, Administrative Sergeant, Management Analyst, and Police Office Supervisor.

Information to be routed to all personnel shall be distributed as follows, and a copy maintained in the Office of the Chief:

Patrol Board, Communications, Patrol Sergeants, Investigations Sergeant, Records Unit, Community Outreach Coordinator, Police Custodians, Property, Investigations Management Analyst, , Animal Control, Command Staff, and Reserves.

Richard L. Lewis
Chief of Police