



TIVERTON POLICE DEPARTMENT

SUBJECT: Interdepartmental Communications	GENERAL ORDER NO. 000.05
	PAGES: 5 (Attachments)
SECTION: 000- Introduction SUBSECTION:	AMENDS/SUPERSEDES:
PER ORDER OF: <i>Thomas Blakey</i> Thomas Blakey, Chief of Police	EFFECTIVE DATE: 09/16/2014
	REVISED DATE: 09/16/2014
	REVIEW DATE: 09/16/2017

CALEA:
RIPAC:

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. POLICY:

The Memorandum system is an important aspect of communicating within the Tiverton Police Department. Communication is a vital part to any organization and it is required to be completed efficiently and effectively.

II. PURPOSE:

The purpose of this policy is to provide guidelines for employees of the Tiverton Police Department in the use and format of memorandums as an official form of written communication within the department.

III. DEFINITIONS:

A. Interdepartmental Communication (“Memorandum”, “Memo”): A written document that may or may not convey an order. It is generally used to inform, clarify or inquire.

B. Format: A plan for the organization and arrangement of the memorandum.

IV. PROCEDURE

A. Memorandums emanating from the office of the Police Chief, originating within or between organic units shall be written on 8-1/2" by 11" department letterhead paper.

- B. All other memorandums will be written on form TPD 13-001 (*See attached*).
- C. The member submitting the memorandum is required to keep one copy for record purposes.

V. MEMORANDUM STANDARDS

- A. General- To a large degree, the image and effectiveness of the Tiverton Police Department is portrayed by the tone, quality, and responsiveness of memorandums. Properly written memorandum that clearly and succinctly establishes a position, correctly and completely answers questions, and conveys the right message, all aid in the effective management and operation of the Tiverton Police Department. In order to achieve this, correspondence must:
 - 1. Be neat in appearance, correctly formatted, error free, and grammatically correct. All memoranda shall be free of typographical errors and technically correct before it is signed.
 - 2. Do not write unless you must. A conversation in person, by telephone, or by electronic mail (e-mail) often saves two letters - the one you would have written and the other person's response. Conversations are often better than correspondence for working out details. Confirm your conversation with a short memorandum to the other person or a "Memorandum for the Record" if issues of importance or policy are agreed upon during the conversation.

VI PROCEDURES

- A. Memorandums are a form of written communication originating within or between organic units of the Tiverton Police Department.
- B. All memorandums will follow the chain of command. This is especially important on such substantive matters as command decisions, policy issues, and other official memoranda. Such routing keeps intermediate command informed and allows them to comment or approve. Variations are:
 - 1. Listing interested addressees in the "THRU" block when they need to see the memo before it reaches the action addressee.
 - 2. Including intermediate commanders and supervisors outside of your chain of command in the "CC" as information addressees rather than as Thru addressees if they want to see certain routine correspondence without having to endorse it.

- C. Superior officers order that the memorandum does not follow chain of command. In such case, the author shall document why the memorandum did not follow the chain of command in the text section.

VII. MEMORANDUM BODY

A. TO LINE

1. Address memoranda to the commanding officer of a unit. Be consistent in using staff symbols or titles in the To, From, Thru, and CC lines. For example, if you use abbreviated staff symbols in the “To” line use them also in the “From.”
2. Rank/Title- All names in a memorandum will include a department member’s rank or title. Proper abbreviations may be substituted for a formal rank/title (i.e. Lt., CCO, etc.).
3. Distribution- If you have multiple addressees you may substitute a Distribution line for the To line. Type Distribution in the To line and name all persons, units, or divisions that the memorandum is to be distributed to.

B. THRU LINE

1. Use a Thru line if the memorandum is addressed to one or more department members outside your own unit. The addressee in the Thru line should be your unit commanding officer or acting commanding officer. List commanding officers in the Thru line as if composing a From line or To line.

C. FROM LINE

1. The full name and rank/title of the author shall be included in all memorandums.

D. SIGNATURE LINE

1. All memoranda must be signed

E. DATE LINE

1. Memorandums shall include the date that it was created.
2. Express dates in month-day-year order (September 5, 2014, 09/05/2014).

F. SUBJECT LINE

1. The subject is a sentence fragment that tells readers what the memo is about, usually in 10 words or less. Craft the subject to make it genuinely informative. In a reply, repeat the subject of the incoming correspondence.

G. COPY (CC) LINE

1. Use this line to list addressees outside of the chain of command that need to know your correspondence content but don't need to act on it. If you use the copy line at all, keep the number of persons to a minimum.

H. TEXT

1. Skip a line before starting the text. Format aside; make the content clear and concise.
2. Normally, single space within paragraphs and avoid indenting or numbering main ones. Indent the first line of subparagraphs. In the case of a short letter (less than 8 lines or 100 words), double spacing is recommended.

I. ENCLOSURES

1. Enclosures can prevent memoranda from becoming too detailed. Try to keep memos short, down to one page whenever possible, and use enclosures for lengthy explanations that cannot be avoided.
2. Describe enclosures in block format. When indicating that material is being forwarded with a memorandum, type the word Enclosure: flush with the left margin and list each enclosure on a separate line. Describe each enclosure by title. Note any multiple enclosures for example:

Enclosures: (1) Officers Selected for Promotion to Lieutenant
(2) Interdepartmental Memorandum Dated September
05, 2014

VIII. ATTACHMENTS

- A. Interdepartmental Communication (TPD 13-001)

ATTACHMENT A

TIVERTON POLICE DEPARTMENT
Inter-Departmental Communication



To:			
Thru:			
From:		Signature:	
Date:			
Subject:			
CC:			