

GREELEY POLICE DEPARTMENT

General Order 206.00

Reviewed: 02/15

206.00 MEMORANDA

- Departmental memoranda are typed in block form with all sections aligned on the left margin.
- Upon the determination of action, copies of memoranda which have been submitted for approval or disapproval will be forwarded to the affected personnel.
- Informal memoranda may be used within a division.
- All memoranda or correspondence addressed to the Office of the Chief of Police by department personnel, directly or through the chain of command, will be forwarded to that office immediately by the receiving supervisor who will initial and date the document. The preceding does not relieve members of the chain of command from acting to resolve the issue at hand, rather the preceding merely facilitates the notification of forwarding of information to the Chief of Police. A copy of the communication will still progress through the chain of command with each hierarchal level attempting to resolve the issue.

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| GO206.00 MEMORANDA | Reviewed: 02/15 |
| Authorized by Jerry Garner, Police Chief | |
| Effective Date: February <u>27</u> , 2015 | |
|  Signature | Date: <u>2/27/15</u> |