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# Operations Bulletin and Other Administrative Communications

## 204.1 PURPOSE AND SCOPE

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

## 204.2 OPERATIONS BULLETIN

Operations Bulletins may be issued at the end of each week 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.

- (a) The Urbana Police Department believes that a vehicle for communication throughout the Department is required. To avoid a flood of memoranda or e-mail communications containing directions and policies, the Department hereby establishes the Operations Bulletin. This Bulletin shall be distributed to all full-time employees and have the full force and effect of the Policy Manual.
- (b) This establishes the Operations Bulletin as a means for distributing temporary or special orders and other pertinent and interesting information throughout the Department. Additionally, procedural, process or other clarifying information may be included in the Operations Bulletin.
- (c) The Chief of Police shall issue a document known as the Operations Bulletin. This Bulletin may contain temporary or special orders. These orders have the full force and effect of this Policy Manual. These orders last until such time the information is incorporated into the Policy manual or superseded by a subsequent OPS bulletin entry. All employees of the Urbana Police Department shall read and be familiar with Operations Bulletins. Every employee is responsible for carrying out the directions issued in the Bulletin. Employees shall read the Operations Bulletin as soon as possible upon their return from regular days off or benefit time off. The Department Administrative Assistant shall issue the Operations Bulletin with the approval of the Chief of Police or his/her designee.
- (d) The Operations Bulletin will be sent out weekly to every full-time employee of this department via e-mail. Archived Operations Bulletins are available on the internal web. Supervisors who have part-time employees working for them are responsible to convey, in a timely manner, any information that affects the part-time employee. The Operations Bulletin shall be published every week, regardless of any pertinent content or not.
- (e) The Operations Bulletin may contain, but is not limited to, any of the following: Personnel assignments Temporary procedural changes Special orders Scheduling changes Meetings Clarifications to this Manual Training events Reminders of current policies The Operations Bulletin will not be used for personal reasons. There will be no advertising included in the Bulletin. Congratulatory notes for professional reasons may be included.

# Urbana Police Department

Urbana PD Policy Manual

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- (f) Any employee may suggest information for the Operations Bulletin. They must send the proposal through the chain-of-command to the Chief of Police for inclusion in the next Bulletin.
- (g) Operations Bulletins shall be numbered individually. The number shall be of two parts. The first part is a two digit year. The second part is a sequential number of the week of the year. For instance, the first Operations Bulletin for 1994 will be numbered 94-01. The last one issued in 1994 will be 94-52.

### **204.3 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.

### **204.4 SURVEYS**

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