

8.5 DEPARTMENT MAIL

All official mail from this department will be sent on our letterhead paper under the name of the Chief of Police, while containing the title and signature of the sender.

All employees are assigned a department mailbox. The box is to be checked each day at the beginning of shifts, and again before going off duty. This mailbox will be kept cleared out and not used as a storage box. Employees shall not receive personal mail at the department, nor to use a city facilities address for correspondence that would otherwise be received at the employee's residence.

The Everett Police Departments' address and telephone numbers are for business use only and not for personal use (personal checks, vehicle registrations, etc.) by department employees in any way unless authorized by the Chief of Police.

Employees should check voice mail messages at the beginning of shifts and throughout the shift when practical. Employees shall promptly return phone calls received via voice mail messages and empty reviewed messages from the voice mail box. Employees are responsible for maintaining an updated voice mail message.

Employees assigned with access to the City Network E-mail, CAD mail, and other messaging systems shall check for messages each work shift.

Employees will not use personal tag lines, quotes or slogans as part of their signature block language in department e-mail messages. The only authorized signature block language, beyond employee contact information, shall be:

This email message, including any attachments, is for the sole use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient you are hereby notified that any unauthorized review, use, disclosure or distribution is prohibited.

Updated +
Uploaded

1/25/10

CF

Janelle Lyman

Policy 8.12

From: Greg Lineberry
Sent: Tuesday, January 05, 2010 12:00 PM
To: Bill Deckard; Janelle Lyman; Tracey Versteeg; 'Tom Howell'; Gary Woodburn; Brandon Gill
Subject: Change in Unit Numbers

The new gang officer will be taking over the 611 radio call sign that is currently being used by the DV officer. The DV officer will start using the persons crime investigations number (721 to 729, preferably 729 if available).

Tracey, the correction to the policy manual follows:

- 260-269 Code Compliance Officers
- 291 Crime Prevention Officer
- ~~611-DV Officer~~ 610-619 Gang Officers
- 621-629 Parking Enforcement Officers
- 641-649 Traffic Cars
- 690-699 Marine Operations
- 851-859 School Resource Officers
- K971-K972 Canine Drug Dogs
- K973-K979 Canine

Tom, can you forward to the appropriate person at Snopac for the change?

Deputy Chief Greg Lineberry
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