

General Order 95-5
Department Operational Policies and Procedures Policy: Supervisory Review of Departmental Correspondence
Effective Date: June 1, 1995 Date Reviewed: December 17, 2008 Review Date: October, 2008

Purpose of Policy: This policy is enacted to facilitate continuity in written communications from the **University Police**.

Scope of Policy: This policy applies to all police officers, student employees, and **professional and support staff employees**. Written material affected by this policy includes letters and/or memoranda containing SVSU letterhead.

Policy Guidelines: When, during the normal course of your duties, you find it necessary to draft a letter or memorandum, you shall submit the correspondence for approval prior to sending it. This is not required for memoranda circulated strictly within the department. Correspondence should be submitted to the individual's supervisor, who will review the written material for clarity, content, and grammar. Once approved, the document may be sent to its intended audience.

On-Going Approval for Special Assignments: On occasion, various departmental personnel will be assigned special assignments and responsibilities such as crime prevention, equipment ordering, fire safety, and the like. Personnel with assignments of this type may request an on-going prior approval for correspondence concerned with their specific area.