

# PALM BEACH GARDENS POLICE DEPARTMENT

## ADMINISTRATIVE NEWS BULLETIN

### POLICY AND PROCEDURE 3.1.2

**Effective Date :**  
02/25/10

**Accreditation Standards:**  
CALEA 12.1.4  
CFA

**Review Date:**  
05/01/2014

**PURPOSE:** To establish for official use, a department news bulletin to be distributed to all members.

**SCOPE:** This policy applies to all members.

**REVIEW RESPONSIBILITY:** Office of the Chief of Police

**POLICY:** The department's news bulletin shall be published to allow members the opportunity to showcase achievements and other appropriate information to enhance the department's communication network. Members are also kept informed about executive department business.

#### 1. DEPARTMENT NEWS BULLETIN:

- a. The department hereby establishes a department news bulletin as the official written communication for the purpose of providing specific department information.
- b. The Office of the Chief of Police will be responsible for publishing the department's news bulletin. The bulletin will be distributed via email to all members, unless otherwise designated by the Chief of Police.
- c. Any department member may submit information for evaluation, review and possible inclusion in the department news bulletin.
- d. The following information may be appropriate for inclusion:
  - i. Community or inter-department relations information;
  - ii. Member recognitions; and
  - iii. Upcoming events, i.e. Onsite Assessments, official guest, etc.
  - iv. Information for the good order of the department, i.e. Promotions Exams, unit achievements, etc.
- e. The Chief of Police shall have final authority in all matters of information appearing in the department news bulletin.

#### INDEX AS:

- ADMINISTRATIVE NEWS BULLETIN

#### RESPONSIBILITY INDEX

- CHIEF OF POLICE

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#### APPROVED:



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**Stephen J. Stepp**  
**Chief of Police**

02/25/2010  
**Date**