

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: DUTY MANUAL ADDITION: S 1309  
DISPLAY ON DEPARTMENT  
BULLETIN BOARDS**

**DATE:** October 15, 2022

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APPROVED

Memo #2022-053

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## **BACKGROUND**

Bulletin boards in Department buildings have long displayed a variety of notices and announcements of interest to Department members. However, Department bulletin boards have become cluttered with a variety of items. In an effort to limit the amount of clutter and present a more professional appearance, all items intended for display on Department bulletin boards shall obtain approval from the Office of the Chief of Police prior to display.

## **ANALYSIS**

The Duty Manual has been revised to reflect the changes described below. Additions are shown in *italics and underlined*.

### **S 1309**      **DISPLAY ON DEPARTMENT BULLETIN BOARDS**

*Added 10-15-22*

*All notices, announcements, and information intended for display on any Department bulletin board shall obtain approval from the Office of the Chief of Police prior to display.*

*After approval, the requestor may display a maximum of one copy per bulletin board. Unless otherwise noted, approved displays may remain posted for up to 90 days. The requestor is responsible for removing their displays after (1) the posting has run its course, or (2) within 90 days; whichever is less.*

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Page 2

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual section.

A handwritten signature in black ink, appearing to read 'A. Mata', is positioned above the printed name and title.

Anthony Mata  
Chief of Police

AM:SD:DK