

OFFICE OF THE CHIEF OF POLICE

NOTICE

1.14

July 13, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: DEPARTMENT ELECTRONIC MAIL (EMAIL) SIGNATURE BLOCK

The purpose of this Notice is to remind Department employees that all Department email communications/transmissions shall be professional in nature. Effective immediately, if an employee desires to include a signature block at the end of his or her Department email, the signature block should only include the employee's name, rank, address, contact information, email address, and official Department social media accounts. Additionally, all Department employees are prohibited from adding quotes of any type, phrases, political agendas, images, audio and animations to their Department emails.

Should you have any questions regarding this Notice, please contact the Office of Constitutional Policing and Policy, at (213) 486-8730.


MICHEL R. MOORE
Chief of Police

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