


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "WRITTEN CORRESPONDENCE"	ORDER NUMBER: 64-01
		PLEAC STANDARD: NONE	PAGE 1 OF 4
RE-ISSUE DATE: 3/6/2019	EFFECTIVE DATE: 9/22/1997	REVIEW MONTH: SEPTEMBER	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY OR PURPOSE

1.1 To provide guidelines for all written correspondence relating to the official business of the Bureau of Police whether intradepartmental, intragovernmental, or to outside police or private agencies.

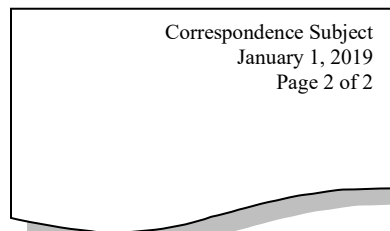
2.0 GENERAL REGULATIONS

2.1 All written correspondence relating to the official business of the Bureau of Police, or to any member, shall be prepared on either the authorized PBP Form #54.0, "Special Report" or on officially designated Pittsburgh Bureau of Police letterhead.

2.2 Written correspondence shall:

- 2.2.1 Pertain to one subject;
- 2.2.2 Be typed or printed and signed with black ink for officers and blue ink for supervisors;
- 2.2.3 Be forwarded through official channels unless otherwise directed;
- 2.2.4 Have a margin of 1" on the left, right and bottom of the page;
- 2.2.5 May be printed on both sides;
- 2.2.6 When additional sheets are required, the heading of the subsequent pages will be positioned in the top right section of each subsequent page and will include:

- The subject
- The date
- "Page # of #"



2.3 All unnecessary ceremonial salutations and valedictions such as "Dear Sir", "Respectfully Submitted", etc., shall be omitted from internal Bureau correspondence.

2.4 The body of the written correspondence shall be single spaced with double spaces between each paragraph. Each paragraph shall deal with a separate aspect of the general subject.

2.5 When a member is mentioned by name in the body of the correspondence for the first time, his/her rank, full first and last name, and assigned number shall be stated. If referred to thereafter, the rank and last name only shall be used. Unit numbers shall not be used as officer identifiers.

2.6 At the conclusion of the correspondence, the rank, signature, badge number and command of the submitting member, along with a signature line, shall appear approximately 1" below the last line of the correspondence and flush with the left margin as follows:

"Conclusion of correspondence..."

Officer John Smith, #9876
Zone 6 Station

2.7 When a member of the Bureau of Police is acting or substituting for a superior officer or temporarily assigned a position of a different rank, he/she shall, when signing any correspondence, designate his/her present rank, followed by his/her first and last name and acting rank as follows:

"Conclusion of correspondence..."

Lieutenant Jane Doe, #1234
Acting Commander
Zone 6 Station

2.8 All intradepartmental written correspondence being submitted by ranks within the chain of command shall be addressed directly **TO** the person for whom it is intended, **FROM** the member. The correspondence shall then be submitted through the member's chain of command, and shall bear the signature(s) of each level of command through which it passes as having been reviewed and approved for forwarding. The signature(s) of each level of command shall appear directly below one another.

TO: Sarah Lnu, Commander	UNIT: Zone 6 Station
FROM: John Smith, Police Officer	UNIT: Zone 6 Station
DATE: January 1, 2019	
SUBJECT: Correspondence Subject	

"Body of correspondence..."

Officer John Smith, #9876
Zone 6 Station

Sergeant Joseph Jones, #5678
Zone 6 Station

Lieutenant Jane Doe, #1234
Zone 6 Station

2.9 Any correspondence shall be signed by the member(s) of each level of command through which it passes, and shall be submitted to the sender for submission through the proper channel.

3.0 CORRESPONDENCE WITHIN A BRANCH

- 3.1 Any correspondence dealing with the official business of the Bureau of Police within an individual Branch shall be prepared on the PBP Form #54.0, "Special Report" and shall:
- Be addressed **TO** the name of the person for whom it is intended
 - It shall be **FROM** the submitting member
 - It shall be signed by the submitting member
- 3.2 It shall proceed through the chain of command to the Commander of the duty location of the submitting member, and shall bear the signature(s) of each level of command through which it passes within that duty location as having been reviewed and approved for forwarding.
- 3.3 The correspondence shall then be forwarded from the Commander from which it emanates to the Commander of the duty location of the person for whom it is intended who will ensure delivery to the intended person.

4.0 CORRESPONDENCE BETWEEN BRANCHES OF THE BUREAU OF POLICE

- 4.1 Any correspondence dealing with official police business between the Operations, Investigations, or Administration Branch of the Bureau of Police shall be prepared on the PBP Form #54.0, "Special Report" and shall:
- Be addressed **TO** the name of the person for whom it is intended
 - It shall be **FROM** the submitting member
 - It shall be signed by the submitting member
- 4.2 It shall proceed through the chain of command to the Assistant Chief of the Branch of the submitting member, and shall bear the signature(s) of each level of command through which it passes within that branch as having been reviewed and approved for forwarding.
- 4.3 The correspondence shall then be forwarded from the Assistant Chief of the Branch from which it emanates to the Assistant Chief of the Branch of the person for whom it is intended, who will ensure delivery to the intended person.

5.0 CORRESPONDENCE WITH THE CHIEF OF POLICE

- 5.1 Any correspondence dealing with official police business which must come to the attention of the Chief of Police shall be prepared on the PBP Form #54.0, "Special Report" and shall:
- Be addressed **TO** the Chief of Police
 - It shall be **FROM** the submitting member
 - It shall be signed by the submitting member
- 5.2 It shall then proceed through the chain of command and shall bear the signature(s) of each level of command through which it passes as having been reviewed and approved for forwarding.

6.0 CORRESPONDENCE WITH OTHER DEPARTMENTS OF THE CITY OF PITTSBURGH

- 6.1 Any and all correspondence dealing with official police business involving some department within the government of the City of Pittsburgh shall be prepared on the PBP Form #54.0, "Special Report" and shall:
- Be addressed **TO** the name of the person for whom it is intended
 - It shall be **FROM** the Chief of Police
 - It shall be signed by the submitting member
- 6.2 The correspondence shall then be forwarded from the submitting member to the Chief's Office, who will ensure delivery to the intended person.
- 6.3 A copy of the correspondence shall be courtesy-copied (cc'd) to each level of the chain of command above the submitting member.

7.0 CORRESPONDENCE WITH OTHER LAW ENFORCEMENT AGENCIES

- 7.1 Any and all correspondence with other law enforcement agencies dealing with official police business shall be prepared on Bureau of Police letterhead, and shall be directed to the person or agency for whom it is intended.
- 7.2 Only members of the rank of Commander or higher are authorized to send correspondence on Bureau of Police letterhead.
- 7.3 The correspondence shall be signed by the submitting member.
- 7.4 A copy of the letter shall be courtesy-copied (cc'd) to each level of the chain of command above the submitting member.

8.0 CORRESPONDENCE WITH PRIVATE AGENCIES OR BUSINESSES

- 8.1 Any and all correspondence dealing with any private agency or business outside the Bureau of Police shall be prepared on Bureau of Police letterhead, and shall be directed to the person or agency for whom it is intended.
- 8.2 Only members of the rank of Commander or higher are authorized to send correspondence on Bureau of Police letterhead.
- 8.3 The correspondence shall be signed by the submitting member.
- 8.4 A copy of the letter shall be courtesy-copied (cc'd) to each level of the chain of command above the submitting member.

Approved By:



Scott Schubert
Chief of Police