



CITY OF VENICE POLICE DEPARTMENT



JULIE WILLIAMS * Chief of Police

TO: All VPD Personnel

FROM: Captain Dunaway, Patrol Division
Captain McNulty, Support Services Division

DATE: May 18, 2010

SUBJECT: Official Departmental Business

This memo is issued to remind all Venice Police Department members of the procedure for releasing information on departmental business. Please refer to Standard Operating Procedure 102, Administrative Rules, Section IV, B which reads:

“Official Departmental Business – Members of the department shall treat as *confidential* the official business of the Department. They *shall not* communicate with anyone, except authorized members of the Department, concerning matters arising from Departmental operations, activities, or performance of duties, except as required or approved by commanding officers or under due process of law. Release of information to the news media is provided for in these rules and regulations (refer to SOP 136, Public Information and Media Relations).”

Failure to comply with the above mentioned policy may result in disciplinary action. Consequently, please be mindful of the information that you share with the public.

If you have any questions or concerns, feel free to contact either of us.

Cc: Chief Williams
Accreditation