3425  EXTERNAL CORRESPONDENCE

B. Procedure

1. Division Commanders sign all correspondence prepared within their division.

2. A Division Commander may at his discretion designate members of the division authorized to sign official departmental correspondence.

3. All departmental correspondence is prepared for the signature of the Chief of Police when it is directed to the following:
   a. President of the United States.
   b. Member of the United States Congress.
   c. Governor of any state.
   d. Staff of the governor of any state.
   e. Members of the Colorado State Legislature.
   f. Head of governmental departments or agencies.

4. The official letterhead of the City of Lakewood is used when corresponding on official business.

3426  INTERNAL CORRESPONDENCE

B. Procedure

1. All correspondence between divisions, sections, and units of the department is written in the Police Department memorandum format.

2. All correspondence between the Police Department and other City of Lakewood departments is written in the City of Lakewood memorandum format.

3427  FORMS CONTROL SYSTEM

B. Procedure

1. The Property Services Section shall be the central repository for departmental forms and shall have responsibility for reviewing and updating master forms.

2. A form is defined, for the purpose of this system, as a printed document with blank spaces for insertion of requests, required or desired information, in LPD format.
3. "LPD format" is defined as a form layout with a border around the main body, Lakewood Police Department in the upper left corner on the outside of the border and the form title in the upper right corner. The LPD format, including revision date, if applicable, is in the lower left corner on the outside of the border. The body design has no predetermined layout.

4. Forms will require the approval of the concerned Division Commander.

5. After the originating division has received approval, a final draft of the form is to be forwarded to the Support Services Division Business Specialist.

6. The Division Business Specialist will:
   a. Develop a master of the form, in LPD format, if not already done so.
   b. Forward the master to the print shop for inclusion in the master file.

7. The Property Services Manager is responsible for maintaining an adequate inventory of designated department forms.

8. A periodic review of all forms shall be completed by the Property Services Manager to determine whether or not they are still in use or necessary. Those forms which have been discontinued, or are obsolete, will be removed from stock.

9. When a form has become obsolete, the division, which primarily uses the form, is responsible for notifying Property Services in writing that use of the form has been discontinued.
   a. The forms will be disposed of by Property Services
   b. Current form masters are retained in the form master file by the City print shop.

3428 NOTARY PUBLIC COMMISSIONS

B. Procedure

1. The Professional Standards Section is responsible for coordinating notary commissions and maintains a master list of current notary public commissions within the Police Department.

2. The Division Commanders shall designate personnel in their divisions who are to be furnished with notary commissions.
3. The department provides the following equipment and required fees necessary for the establishment and maintenance of notary commissions:
   a. Notary bond
   b. Notary "My Commission Expires" stamp
   c. Notary pocket seal, including pouch
   d. Notary bond filing fee

4. The notary errors and omissions policy (a liability policy) is not required by the state and is not individually subscribed to.

5. Department employees who were previously furnished a notary commission but are no longer designated as receiving a commission at City expense may renew their notary commission and obtain any related equipment at their own expense.

6. Departing employees may also retain their notary commissions and related equipment at their own expense. The notary fees assessed to departing employees are prorated to exclude the time from the last commission renewal to the date of termination.

C. Rule

1. Notary seals furnished at City expense are the property of the City and shall only be used for official City business.

2. Notary seals furnished at City expense shall not be used for personal gain or profit.