

**INTER-DEPARTMENTAL COMMUNICATIONS**

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**PURPOSE**

The purpose of this Section is to establish the channels for communication, coordination and cooperation between the Divisions of this Department.

**BACKGROUND**

It is vitally important to the success of any police department to provide for a channel of free-flowing communication between components of the organization. Two effective means of providing for this are through the use of staff meetings and inter agency mail.

**POLICY**

It shall be the policy of the Sleepy Hollow Police Department to conduct staff meetings on an as needed basis and to fully utilize the Department's Intranet E-Mail system which allows electronic memorandum to be transmitted and received by all members of the Department.