


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b> PERSONAL MAILING ADDRESS	<b>POLICY NUMBER</b> 121
		<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: ADMINISTRATION &amp; PERSONNEL</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 1

## I. PURPOSE

The purpose of this directive is to establish policy regarding the use of the Pine Bluff Police Department as a personal mailing address.

## II. POLICY

All police department employees shall refrain from using the mailing address of the Pine Bluff Police Department on personal mail, personal bank accounts, checks, credit cards, driver's license, or any other items that would tend to have persons contact an employee at the Department in reference to personal business or matters which are not related to official duties of an employee of the Pine Bluff Police Department