



# POLICY AND PROCEDURE

# NO.301

## Request from Outside Department

Date Issued	Date Effective	Revision No.	No. of pages 1
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### **REQUEST FROM OUTSIDE DEPARTMENT:**

Whenever a member of this Department is asked by any elected official for information or a request to perform a function, that official is to be directed to the office of the Chief. An emergency situation may preclude this order.

Per:

*Edward P. Gardella*  
Chief of Police

EG:fl