

CITY OF ALPENA

COUNCIL POLICY STATEMENT

General Subject:	City Letterhead	Policy No.	<u>12</u>
Specific Subject:	Use of City Letterhead by Elected or Appointed Officials, Department Heads and Employees	Dated Issued:	<u>7-21-87</u>
		Effective Date:	<u>7-21-87</u>

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Copies to: City Council, City Manager, City Attorney, Chairmen of Boards and Commissions,  
Department Heads, File

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**PURPOSE:**

To alert officials and employees regarding use of City letterhead.

**STATEMENT OF POLICY:**

Elected and appointed officials, department heads and employees must use the utmost discretion in making any decision to express their own personal views under the official letterhead of the City. Personal use of the City letterhead is prohibited.