



## INTEROFFICE CORRESPONDENCE

**TO:** All Police Personnel

**FROM:** Chief David D. Been 

**DATE:** August 20, 2003

**SUBJECT:** Departmental Order 2003-14, *Energy Conservation*

The Tulsa Police Department is committed to a policy of energy security and efficiency as well as the enhancement of environmental quality through the conservative consumption of petroleum fuels, water, and electricity. Furthermore, the Department shall actively promote energy conservation and implement cost-efficient, energy savings in its activities and operations.

To that end:

- Thermostats will not be set higher than the target temperature of seventy-two (72) degrees during the heating season.
- Thermostats will not be set lower than the target temperature of seventy-two (72) degrees during the cooling season.
- Windows and doors should be kept closed when heating or cooling equipment is in use.
- Office equipment and lights will be turned off when not in use.
- Vehicles will be turned off when left for an extended period of time with the exception of K9 units.

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