

City of High Springs
110 NW 1st Avenue
High Springs, Florida 32643



Telephone (386) 454-1416 x 6
Facsimile: (386) 454-2126
Web: www.city.highsprings.com

OFFICE OF THE CITY MANAGER

January 18th, 2012

To: Chief William Benck
High Springs Police Department

Dear Chief Benck,

In prior discussions with you, I have requested that you or your staff notify me when you are outside the City of High Springs during your working hours for more than 1 hour and indicate who will be in charge of the department during this time.

At this time, I am formally requesting that this be done, I am also requesting that you are either at the office performing your duties or performing patrols during normal office hours.

As a head of our High Springs police department you report directly to me, therefore you must inform me of any vacation time prior to taking this and you must also advise me when you are out of the office and unable to perform your duties.

Sincerely,


Jeri S. Langman
Interim City Manager

