

**MOUNT DORA
POLICE**

**Written Directive System
Administrative Policy # 01**

EFFECTIVE: 01/22/16


RESCINDS: All prior editions

REVISED: 01/30/04, 08/01/05, 01/18/07;
01/28/2011; 06/30/2012;
09/05/2014, 05/20/15, 01/22/16

DISTRIBUTION: ALL MEMBERS

REVIEW
RESPONSIBILITY: DEPUTY CHIEF

ACCREDITATION
STANDARDS: 3.01



John O'Grady
Chief of Police

POLICY: It is the policy of the Mount Dora Police Department that all departmental written directives governing members are issued to such members. It is also the policy of the Mount Dora Police Department that all members are accountable for compliance with all written directives applicable to their respective job assignment and shall maintain a written directive manual in an up-to-date manner. **Civilian employees are accountable for compliance with P&Ps that relate to their job tasks.**

3.01D

PURPOSE: It is the purpose of this policy to provide guidelines for the writing and distribution of written directives. It is also the purpose of this policy to provide approved formats for written directives.

1. DEFINITIONS

a. WRITTEN DIRECTIVE

A written directive is any written communication that is of a directing nature and which requires compliance by affected members.

b. MEMBER

A member is anyone sworn, non-sworn, or civilian volunteer employed by the Mount Dora Police Department.

c. RULES AND REGULATIONS

Rules and Regulations are applicable to all members as stated. They are the agency's standards of conduct.

d. ADMINISTRATIVE AND OPERATIONAL POLICIES

Operational policies (OP's) provide specific direction or instruction that members must know and understand in the performance of their daily job functions. Administrative policies (AP's) provide specific direction or instruction that members must know and understand in the performance of general organizational duties.

e. SPECIAL NOTICES (SN'S)

SN's provide information, procedures, or instructions not suitable for publication as, or incorporation with, Rules and Regulations or policies (e.g., limited term), but which require dissemination throughout the department due to all or a large class of members being accountable and/or affected.

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f. **SPECIAL ORDERS (SO'S)**
 Special Orders provide policy, procedures, and instructions that pertain only to members who are charged with particular responsibilities, such as certain Divisions or Units, which are the subject of the order. Special Orders deal with matters of a specialized nature and are not of widespread concern to all members of the department.

g. **TRAINING BULLETINS (TB'S)**
 TB's provide guidance, clarification, and instruction regarding legal issues.

h. **MEMORANDA**
 Memoranda provide information of a strictly informational nature.

i. **SPECIAL PURPOSE MANUALS**
 The department may utilize Special Purpose Manuals that have been developed for the reference and use of members when involved in the activities covered by the respective manuals.

j. **Policy Review Request (PRR): Form used to recommend changes to P&Ps or RMs.**

k. **Policy Review Committee: Comprised of the Accreditation manager, Special Services Division Manager, the Deputy Chief, the Chief of Police, the three Bureau Commanders. A committee meeting may also include the review authority and/or PRR author for any PRR being presented at the meeting.**

l. **PowerDMS: The web-based software utilized to electronically publish, distribute and sign P&Ps, RMs, Written Directives and Training Bulletins, which is located at PowerDMS.com.**

J. **Directive Forms/Templates- All forms or templates used for drafting, revising and updating memorandum are available under the Common Drive tab in Microsoft Word as well as in PowerDMS"**

Regulations Manual. The manual is divided into 10 chapters, with each chapter numbered as a hundred series -- i.e., 000, 100, 200, etc. Each Regulation within a chapter shall have a title and be numbered. The number shall be formed by adding a hyphen and numerals to the chapter number (e.g., 100-1, 100-2, etc.). **The number will be assigned by the Chiefs Administrative Assistant. Rules and Regulations shall be issued on the form Attachment B.**

2.2 **POLICIES**
 Administrative Policies (AP's) or Operational Policies (OP's), shall begin with a statement of purpose and/or policy, followed by a description of procedures for carrying out the prescribed activities. The sections and subsections in the policy shall be numbered by a decimal numbering system, and the sections shall be listed at the beginning of the policy before the text. AP's and OP's shall be issued on the form designated in Attachment C.

2.3 **SPECIAL NOTICE**
 SN's shall be issued on the form designated as Attachment D.

2.4 **SPECIAL ORDER**
 The sections and subsections of a Special Order shall be numbered by a decimal numbering system, and shall be listed at the beginning of the special order before the text. Special Orders will be issued on the form designated as Attachment E.

2.5 **TRAINING BULLETINS**
 TB's shall be issued on the form designated as Attachment F.

2.6 **MEMORANDA**
 Memoranda shall be issued on the form designated as Attachment G.

2.7 **SPECIAL PURPOSE MANUAL**
 Special Purpose Manuals shall be formatted in a manner best suited for the information provided, but shall at least indicate the approving authority by signature, and the date issued.

3. NUMBERING, INDEXING, AND REVISIONS ^{3.01B}

2. FORMAT FOR WRITTEN DIRECTIVES ^{3.01A}

2.1 **RULES AND REGULATIONS MANUAL**
 Regulations shall be issued as part of the Rules and

3.1 **RULES AND REGULATIONS**
 Each Rules and Regulations will bear an identification number assigned by the Administrative Secretary. Minor changes to Rules and Regulations do not require the assignment of a new identification number.

When revised, the affected page(s) of the directive will be in bold and show an amended date in the front section of the regulation titled REVISED.

3.2 ADMINISTRATIVE AND OPERATIONAL POLICIES

Each Administrative or Operational Policy shall have a specific manager or supervisor position designated as responsible for its review.

3.3 SPECIAL NOTICES

Each SN will bear an identification number assigned by the Chiefs Administrative Assistant. The identification number will be preceded by the designation "SN."

3.4 SPECIAL ORDERS

Each Special Order shall bear an identification number assigned by the Administrative Secretary. Special Order Manuals shall contain a Table of Contents of all active special orders. Division Commanders shall ensure review of their Special Order Manual's Table of Contents for conformity.

3.5 TRAINING BULLETINS

TB's will bear an identification number assigned by the Chiefs Administrative Assistant. Each Training Bulletin Manual shall contain a Table of Contents of active TB's. An updated Table of Contents shall be prepared and distributed by the Chiefs Administrative Assistant annually to all members.

3.6 SPECIAL PURPOSE MANUALS

Special Purpose Manuals shall not be numbered. Instead, each manual shall be labeled with a title indicating the topic of the manual.

4. PROCEDURES FOR RECOMMENDING CHANGES

Recommended changes to written directives shall be made by initiating a Policy Review Request (PRR).

4.1 Copies of any forms noted in the PRR shall accompany the PRR and if possible, any proposed changes or additions shall be forwarded via e-mail. This request shall be documented on the form designated as *Attachment H*.

a. **CHAIN OF COMMAND**

The originator's chain of command is responsible for the contents of the policy change and any revised/proposed directive. When a policy review request reaches the

Deputy Chief, the Deputy Chief may determine that the requested change does not merit further consideration and return it to the originator with additional comments and/or instructions. If the Deputy Chief determines that the requested change has merit, it shall be presented for review at a staff meeting.

b. **CHIEF OF POLICE APPROVAL ^{3.01F}**

Once the PRR is presented at the staff meeting, the Chief of Police shall either reject the recommended change and return it to the originating author, or approve it as written. It will then be forwarded to the Deputy Chief.

c. **STAFFING PROCESS ^{3.01F}**

During the normal staffing process, copies of the PRR and a draft of the proposed revision shall be forwarded to each division commander for comment. Pending the result of comments returned to the Deputy Chief during the staffing process, a final staffing package shall be prepared for the Chief of Police containing any comments and/or revisions. The Chief will then approve or reject the proposed changes.

d. **STAFFING NOT REQUIRED ^{3.01F}**

The Chief of Police or designee may approve a PRR without staffing or only with input from managers specifically affected by the purposed change. In that event, the Deputy Chief shall prepare a final package for the Chief's signature.

4.2 SPECIAL ORDERS AND TRAINING BULLETINS

Recommended changes to Special Orders and Training Bulletins shall be addressed, by memorandum, to the issuing authority. Department staffing is not required.

4.3 SPECIAL PURPOSE MANUALS

Recommended changes to Special Purpose Manuals shall be addressed to the manager designated for review responsibility, who shall prepare changes for the approval of the Chief or Deputy Chief.

5. SUBJECT INDEX

The **Chief's Administrative Assistant** shall prepare, and publish periodically, an alphabetical subject index covering all AP's, OP's, Rules and Regulations, Special Orders, and Training Bulletins.

6. REVIEW AND UPDATING RESPONSIBILITIES ^{3.01C}

All written directives shall be reviewed, and updated as necessary, on a periodic basis at a minimum. Individual reviews shall be conducted by the manager designated in Attachment A (or in the SPECIAL PURPOSE MANUALS section of this policy) and shall include any necessary revisions or rescissions.

7. RULES AND REGULATIONS MANUAL (RM)

7.1 DISSEMINATION

Changes to regulations and new regulations will be distributed to all members via PowerDMS. The Training supervisor or Specialist will notify all employees, via email, when a new or revised Regulation has been posted. Employees shall read and sign each new Regulation, via PowerDMS, within 10 days after receiving notification.

7.2 ACCOUNTABILITY

All employees shall be accountable for compliance to all applicable regulations as noted in the Regulations Manual.

7.3 MAINTENANCE

All Regulations shall be maintained in electronic format. The Chiefs Administrative Assistant shall retain the originals of all Regulations in the Master Rules and Regulations Manual and shall also retain copies of all rescinded Regulations for historical purposes, in accordance with the Florida Records Retention Schedules published by the Department of State, division of Archives and Records Management.

7.4 MISCELLANEOUS

The Chiefs Administrative Assistant shall issue a Rules and Regulations Manual to each new member and receive the manual from each member upon his/her departure. The Administrative Secretary shall also fill requests for lost or missing Rules and Regulations Manuals.

8. OPERATIONAL AND ADMINISTRATIVE POLICIES

8.1 DISSEMINATION

Changes to OP's and AP's, and new OP's and AP's are distributed to all members via PowerDMS. . The Training supervisor or Specialist will notify all employees, via PowerDMSI, when a new or revised Policy has been posted. Employees shall read and sign each new Policy, via PowerDMS, within 10 days after receiving notification.

8.2 MAINTENANCE ^{3.01I}

All OP's and AP's shall be maintained in electronic format. . The Administrative Secretary shall retain the originals of all policies in the master manual and shall also retain copies of all rescinded policies for historical purposes.

8.3 IDENTIFICATION

Each policy will be assigned a permanent identification number. The number will indicate the category (OP-Operational, AP-Administrative) and the sequential number assigned by the Administrative Secretary. Minor changes to written directives shall be addressed in a Special Notice. Revisions of a P&P will be indicated by a new date under the Effective date, Revision date and Footnote content.

8.4 MISCELLANEOUS ^{3.01E}

The Chiefs Administrative Assistant shall issue a current Policy and Procedure Manual containing OP's and AP's to each new member. The Administrative Secretary shall collect these manuals from each sworn member upon their departure. The Administrative Secretary shall also fill requests for lost or missing policies.

9. SPECIAL NOTICES (SN'S)

9.1 AUTHORITY

Special Notices (SN's) may be issued, amended, or rescinded by, or with the signed approval of, the Chief of Police or Deputy Chief. Special Notices normally shall be effective for up to 90 days. All SN's shall be routed through the Chain of Command prior to issuance so they may be reviewed for potential conflict, or need to incorporate, with existing directives. When necessary, an SN will be issued as a temporary change to a policy until a permanent amendment to the directive is issued

9.2 DISSEMINATION

SN's shall be distributed to the Chief's Staff, Deputy Chief, and each Division Commanders. Division

Commanders will ensure appropriate distribution within their respective divisions. It is the responsibility of the Chiefs Administrative Assistant to ensure that the special notice is properly placed in the Special Notice Manual. Persons designated as responsible for official bulletin boards shall ensure that the SN is promptly posted.

9.3 MAINTENANCE

SN's will be posted on all department bulletin boards for one week, and will be retained until their expiration dates in a loose-leaf manual in the Patrol Room. The Chiefs Administrative Assistant shall ensure that expired SN's are removed from the manuals and discarded.

The Chiefs Administrative Assistant shall retain the current originals of all SN's in the master Special Notice Manual and shall also retain copies of all expired SN's for historical purposes.

9.4 MISCELLANEOUS

Normal usage for SN's is to deal with unique or special situations such as qualification schedules, blood test schedules, personnel orders, contract clarifications, special events assignments, etc.

9.5 FORMAT

SNs shall be initiated via POWERDMS. The content of the email shall include to whom the SN is addressed (see Section 5.2 above), the name of the issuing authority (see Section 5.1 above), the subject, and a line indicating a contact person. The SN shall be sent from the originator to the next person in their chain of command who, upon approval, shall forward the email to the next in the chain until it reaches the bureau commander or Chief of Police. **The approved SN shall then be forwarded to the Specialist or designee for posting on PowerDMS.**

10. SPECIAL ORDERS (SO'S)

10.1 DISSEMINATION

Special Orders shall be distributed to the affected members and Division Commanders by the Administrative Secretary. Each Division Commander will ensure applicable distribution within their division.

10.2 MAINTENANCE

Each Division Commander, and unit supervisor shall retain a loose-leaf manual containing those Special Orders addressed to personnel within their commands. This manual shall clearly be labeled and

made available to those personnel so affected or addressed.

10.3 ORIGINAL AND RESCINDED ISSUES

The Administrative Secretary shall retain the originals of all Special Orders in the master Special Orders Manual. The Administrative Secretary shall also retain copies of all rescinded Special Orders for historical purposes.

11. TRAINING BULLETINS (TB'S)

11.1 PURPOSE AND ACCOUNTABILITY

The contents of TB's should guide members' actions regarding investigation, arrest, charging, and other legal matters. Members are required by department regulations to be knowledgeable of current laws and ordinances in force in the city. TB's are one of the means used to provide such legal information. They shall be considered equal in value to the City Ordinance Books, and Florida State Statutes Books.

11.2 DISSEMINATION

TB's shall be distributed to all affected members through PowerDMS. . The Training supervisor or Specialist will notify all employees, via email, when a new or revised TB has been posted. Employees shall read and sign each new TB, via PowerDMS, within 10 days after receiving notification.

All effected members are required to be familiar with the contents of all training bulletins.

Persons designated as responsible for official bulletin boards shall ensure that the training bulletin is promptly posted.

11.3 MAINTENANCE

TB's shall be retained electronically on powerDMS and also retained for historical purposes.

The Chiefs Administrative Assistant shall retain the originals of all TB's in the master Training Bulletin Manual, and copies of all rescinded TB's for historical purposes.

11.4 MISCELLANEOUS

The Chiefs Administrative Assistant shall provide a Training Bulletin Manual to each new member. The Chiefs Assistant shall receive this manual from each member upon his/her departure. Members needing copies of lost or missing TB's shall obtain them from the Chiefs Administrative Assistant **and/or**

PowerDMS.

but shall at least indicate the approving authority by signature, and the date issued.

12. MEMORANDA

Memoranda provide data of a strictly informational nature. Routine memoranda include person-to-person, interoffice, intra-departmental, and interdepartmental correspondence. **Memoranda shall be issued on the form designated as Attachment G. This form is available under the Common Drive tab in Microsoft Word as well as in PowerDMS.**

Members of the department shall utilize memoranda, and letterhead for routine correspondence. Routine correspondence shall include such matters as routine communications, requests, and direction from any member of the department or orders from a supervisor to his/her subordinates. Memoranda shall not be in conflict with, an addition to, or an alteration of prevailing written departmental directives.

13. SPECIAL PURPOSE MANUALS

13.1 ISSUANCE

Members are responsible for the contents of Special Purpose Manuals which have been issued to them, or in which they have been trained. (In the latter case supervisors are required to maintain documentation of the training.)

13.2 DISSEMINATION

All Special Purpose Manuals are available on PowerDMS. The issuing authority shall determine distribution of Special Purpose Manuals. The Deputy Chief shall be provided copies of all Special Purpose Manuals.

13.3 MAINTENANCE

Members shall maintain all Special Purpose Manuals that have been issued to them. **The designated review manager must retain the master/signed copy of the special Purpose Manual. Any changes to the Special Purpose Manual must be approved by the appropriate authority. An electronic copy shall be emailed to the Training Unit supervisor for posting on PowerDMS any time updates are made.**

13.4 FORMAT

Special Purpose Manuals shall be formatted in a manner best suited for the information provided,

13.5 REVIEW RESPONSIBILITY

Each Special Purpose Manual shall have a commander's position designated as responsible for **conducting an annual review** and initiating changes as necessary, including recommending the rescission of outdated Special Purpose Manuals.

The following is a list of Special Purpose Manuals and the positions designated for review responsibility. Other Special Purpose Manuals may be added as necessary.

- Citizens On Patrol Manual*
Patrol Division Commander
- Field Training Administrative Manual*
Patrol Division Commander
- City Ordinance Book*
Patrol Division Commander
- Florida State Statutes Book*
Patrol Division Commander
- Traffic Operations Manual*
Patrol Division Commander
- Report Writing Guide*
Patrol Division Commander
- Hiring Standards Manual*
Deputy Chief
- Intern Program Manual*
Special Operations Division Commander
- Call Handling Guide*
Support Services Division Manager

14. OFFICIAL BULLETIN BOARDS

The Chief of Police or designee shall establish the location of official bulletin boards for the department and designate persons responsible for the maintenance of such bulletin boards (e.g., posting and/or removal of information). A separate bulletin board will be maintained by the recognized Collective Bargaining Unit. Postings to the bulletin board will be regulated according to the prevailing Collective Bargaining Agreement.

Only Special Notices, official memoranda, or Training Bulletins may be posted on official bulletin boards. Posting of any other item must be approved by command staff.

15. GENERAL PROVISIONS

This order in no way precludes supervisors and managers from issuing routine written requests, general communications, commands and/or orders directly to their subordinates, provided they do not require posting on bulletin boards and are not in conflict with, in addition to, or an alteration of prevailing written directives.

of one week prior to the effective date) by use of PowerDMS. Hard copies will be maintained by the Chiefs Administrative Assistant. All copies will also be maintained electronically and kept for historical purposes.

16. ISSUING AUTHORITY ^{3.01G}

18. ACKNOWLEDGMENT OF RECEIPT AND REVIEW

16.1 RULES AND REGULATIONS
 Rules and Regulations may be issued, amended, or rescinded, only by the Chief of Police or designee and will bear the signature of the Chief of Police or designee.

The Information Technology Department (IT) will issue a computer to each new sworn member during orientation. During orientation, new sworn members will be trained on the procedures of accessing and signing off on directives in powerDMS. New sworn members are required to sign off on all departmental directives in PowerDMS by the end of their field training.

16.2 MEMORANDA
 Any member of the department may utilize memoranda for routine correspondence of an informational nature.

Supervisors will train each new civilian employee on accessing PowerDMS and will ensure that the employee signs each directive in the system.

16.3 SPECIAL PURPOSE MANUALS
 Special Purpose Manuals, and any changes to them, shall be approved by the Chief of Police or Deputy Chief.

Compliance of receipt of electronic policies, RM's, and TB's is monitored by the Administrative Services Bureau. An audit of electronic receipts of delinquent members is completed on a monthly basis by the Training supervisor.

16.4 TRAINING BULLETINS
 TB's may be issued, amended, or rescinded only by approval of the Chief of Police or designee.

19. ORGANIZATIONAL CHARTS

16.5 ADMINISTRATIVE OR OPERATIONAL POLICIES
 Shall be issued, amended, or rescinded only by the Chief of Police or designee. Newly issued policies shall bear the signature of the Chief of Police. A memo bearing the Chief's initials will accompany all amendments and rescissions.

The Mount Dora Police Department is a constantly changing organization. Responding to the changing needs of the community requires a fluid organizational structure. Organizational charts are maintained to provide historical documentation of these changes.

16.6 SPECIAL ORDERS
 Special Orders may be issued, amended, or rescinded by, or with the signed approval of, the Chief of Police or Deputy Chief. All Special Orders will be routed through the Administrative Secretary prior to issuance.

Each quarter the Accreditation Manager or Specialist will request that each Bureau Commander review their current organization chart and document any changes on an Archives Report (Attachment G). A new organization chart will be published each quarter via PowerDMS. Per accreditation standards, one organizational chart per year will require electronic signatures.

16.7 SPECIAL NOTICES
 Special Notices may be issued, amended, or rescinded by, or with the signed approval of, the Chief of Police or designee.


17. DISSEMINATION PROCEDURES
^{3.01H}

New or revised written directives shall be disseminated within a timely manner (a minimum

ATTACHMENT A ^{3.01C}

NAME OF DIRECTIVE	REVIEW RESPONSIBILITY	DATE TO BE REVIEWED	TABLE OF CONTENTS REVIEW
RM'S	DEPUTY CHIEF	January	AS NEEDED
(OP'S & AP'S)	AS STATED ON EACH DIRECTIVE	January-March	ANNUALLY
SPECIAL ORDERS	BUREAU COMMANDERS	PERIODIC	AS NEEDED
TRAINING BULLETINS	DEPUTY CHIEF	PERIODIC	ANNUALLY
SPECIAL PURPOSE MANUALS	BUREAU COMMANDERS	As Indicated	N/A
SUBJECT INDEX FOR POLICIES, ETC.	ADMIN. SECRETARY	ANNUAL	N/A
SUBJECT INDEX FOR TB'S	ADMIN. SECRETARY	ANNUAL	N/A
ORGANIZATIONAL CHART [1.01]	ADMIN. SECRETARY	JANUARY AND JULY (as needed)	N/A
REVIEW DATES-LOG.DOC -07/18/2010			

ATTACHMENT B 3.01A



**MOUNT DORA
POLICE**

Rules and Regulations Manual

EFFECTIVE: 00/00/00

REVIEWED:

RESCINDS:

DISTRIBUTION:

REVIEW
RESPONSIBILITY:

ACCREDITATION
STANDARDS:

John O'Grady
Chief of Police

1.


2.

3.

4.

5.

ATTACHMENT C 3.01A



**MOUNT DORA
POLICE**

Written Directive System
AP #

EFFECTIVE: 00/00/00

REVISED:

RESCINDS:

DISTRIBUTION:

REVIEW
RESPONSIBILITY:

ACCREDITATION
STANDARDS:

John O’Grady
Chief of Police

CONTENTS:

PURPOSE:

POLICY:

1.


2.

3.


4.

5.

ATTACHMENT D ^{3.01A}

 <p>MOUNT DORA POLICE SPECIAL NOTICE</p>	TO:	NUMBER: SN#: 00-
SUBJECT:	REFERENCE:	
ISSUING AUTHORITY:	AMENDS:	
EFFECTIVE DATE:	CANCELLATION DATE:	RESCINDS:

ATTACHMENT E ^{3.01A}

 <p>MOUNT DORA POLICE SPECIAL ORDER</p>	<p>TO:</p>	<p>NUMBER:</p> <p>SO#: 00-</p>
<p>SUBJECT:</p>		<p>REFERENCE:</p>
<p>ISSUING AUTHORITY:</p>		<p>AMENDS:</p>
<p>EFFECTIVE DATE:</p>	<p>CANCELLATION DATE:</p>	<p>RESCINDS:</p>

ATTACHMENT F 3.01A



TRAINING BULLETIN

TB 00-0

AUGUST 2000

John O'Grady, Chief of Police

ATTACHMENT G ^{3.01A}



**CITY OF
MOUNT
D O R A**

**Police Department
1300 N. Donnelly St.
Mount Dora, FL 32757
352-735-7130
Fax: 352-383-4623**

E-mail: policedept@cityofmounddora.com

DATE:


TO:

FROM:

VIA:

RE:

ATTACHMENT H ^{3.01A}

 <p>MOUNT DORA POLICE</p> <p>POLICY REVIEW REQUEST</p>	<p>Date Submitted: _____</p> <p>Submitted by: _____</p> <p><u>VIA CHAIN OF COMMAND WITH ENDORSEMENTS</u></p> <p>Supervisor _____</p> <p>Division Commander _____</p> <p>Chief of Police _____</p> <p>Deputy Chief of Police _____</p> <p>Staff: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>NOTE: ALL PROPOSED CHANGES/ADDITIONS SHALL BE FORWARDED VIA EMAIL.</p>	

STATE CURRENT POLICY/PROCEDURE AND IDENTIFY PROBLEM

GIVE RECOMMENDATIONS FOR IMPROVED POLICY/PROCEDURE

ATTACHMENT I^{3.01A}

ARCHIVES REPORT

Bureau # CHOOSE: _____

PRESENT CONFIGURATION

Effective _____ See Attached Bureau Table of Organization

Number of Personnel: Sworn _____ Civilian _____

NEW CONFIGURATION

Effective _____

Number of Personnel: Sworn _____ Civilian _____

Details of Change:

Reasons for Change:

Person Preparing Report: _____ **Date:** _____

Reviewed/Approved: _____ **Date:** _____
Division/Bureau Commander