

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER #09-01

February 25, 2009

TO: Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: TRAVEL DONATION ACCEPTANCE PROCEDURE

The following procedure is effective immediately and shall be adhered to when Metropolitan Division (Metro) personnel travel to provide or receive training from an outside entity where expenses are paid in part or in full by that entity.

EXAMPLE: Kentucky State Troopers request officers to teach SWAT tactics in Louisville, Kentucky. The officers' salaries are compensated by the Los Angeles Police Department, and the airfare, accommodations and incidentals are being paid for by the requesting agency.

An estimate of the expenses being covered by the requesting agency and a brief overview of the travel shall be documented on a 15.2 to the Commanding Officer of Administrative and Technical Services Bureau, and then submitted to the Commanding Officer of Metropolitan Division for approval and signature. The original will be maintained at Administrative and Technical Services Bureau, and a copy will be maintained at Metro. Attach a copy of the travel authority to the 15.2. This procedure also applies to any federally funded travel and expense.

This procedure is an exception to the standard donation approval process, which can take several weeks to complete. Therefore, submitting documentation of the expenses with the travel authority is mandatory, and will ensure that Metro retains this important exception.



JEFFREY L. GREER, Captain
Commanding Officer
Metropolitan Division

Attachment