

OFFICE OF OPERATIONS

OPERATIONAL NOTICE NO. 5

February 17, 2006

SUBJECT: VOLUNTEER PROGRAMS - ANNUAL REPORT

EFFECTIVE: IMMEDIATELY

There are numerous volunteer organizations that provide personnel, material, and financial assistance for Department-sponsored activities. To properly monitor these organizations, each bureau is required to submit an annual report to the Office of Operations detailing their activities.

This Notice serves as a reminder to all Area commanding officers to submit a Volunteer Programs Annual Report by November 15th each year to their respective bureau. Each bureau is required to submit the report to the Office of Operations no later than the first working day in December. For more information and report content, please refer to Office of Operations Order No. 9, *Volunteer Programs-Annual Report*, dated April 18, 1994.

Any questions regarding this Notice should be directed to Evaluation and Administration Section, Office of Operations, at (213) 473-8826.


GEORGE GASCON, Assistant Chief
Director, Office of Operations

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Attachment

