

OFFICE OF OPERATIONS

NOTICE NO. 7

February 5, 1997

TO: All Personnel, Office of Operations

RECEIVED

FROM: Director, Office of Operations

FEB 21 1997

SUBJECT: MAYOR'S REPORT ON DEPARTMENT VOLUNTEERS

PLANNING AND RESEARCH
DIVISION

EFFECTIVE: Immediately

PURPOSE

The purpose of this Notice is to establish new due dates and remind all Office of Operations (O.O.) commanding officers (COs) of their responsibilities related to the Mayor's Report on Volunteers as outlined in Personnel Group's Correspondence, "Volunteer Census/Volunteer Coordinator Update," dated June 13, 1996.

INFORMATION

On June 3, 1996, correspondence was disseminated to COs of concerned bureaus regarding the new Department standards and protocols for volunteer programs, and procedures for preparing and submitting the monthly Mayor's Report on Department Volunteers. Recent audits by Personnel Division have revealed late and/or incomplete reports being submitted by some O.O. entities.

This Notice establishes new O.O. entity time lines for submitting the Mayor's Report on Department Volunteers. This will ensure timely return of the statistics to the Department's Volunteer Coordinator for compilation and preparation of reports for the Mayor's Volunteer Bureau. The reports shall be submitted by all Areas and divisions via their concerned bureaus, to O.O.

PROCEDURESArea/Division Commanding Officer's Responsibilities:

Effective immediately, each Area/division CO shall designate a Volunteer Coordinator who will be responsible for ensuring

compliance with the Department's standards and protocols for volunteer programs and the monthly submission of the Mayor's Report on Department Volunteers as outlined in Personnel Group's, June 13, 1996 correspondence.

Each Area/division's monthly Mayor's Report on Department Volunteers shall be submitted to the concerned operations bureau CO by the third business day of each month.

Bureau Commanding Officers' Responsibilities:

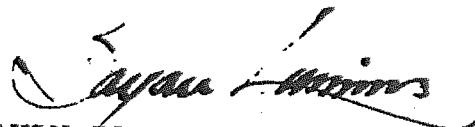
Geographic bureau COs shall be responsible for collecting and reviewing all monthly Mayor's Reports on Department Volunteers and forwarding the completed reports to the O.O. Volunteer Coordinator, O.O., EAS, Parker Center, Room 717, Mail Stop 400, no later than the sixth business day of each month.

Evaluation and Administration Section Responsibilities:

The EAS will review all monthly reports submitted by O.O. entities and forward them to the Department's Volunteer Coordinator, no later than the ninth business day of each month.

NOTE: It is anticipated that a Special Order regarding the Mayor's Report on Volunteers will be published later this year.

Questions regarding this Notice may be directed to the Department's Volunteer Coordinator, Marie Paneno, Personnel Division, at extension 5-4084; or EAS, O.O. Volunteer Coordinator, Officer Lisa Sanchez-Padilla, at extension 5-4111.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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