

## OFFICE OF OPERATIONS

ORDER NO. 15

August 20, 1993

TO: All Area and Traffic Division Commanding Officers,  
Office of Operations

FROM: Director, Office of Operations

SUBJECT: FORMAL ORIENTATION OF NEWLY ASSIGNED PERSONNEL

EFFECTIVE: IMMEDIATELY

PURPOSE

To better prepare newly assigned Department personnel to perform their duties, it is essential that they be thoroughly acquainted with their work environment as well as with the community. This Order provides guidelines to ensure that personnel receive a formal orientation when newly assigned to an Area or traffic division.

PROCEDURE

All Area and traffic division commanding officers shall ensure that newly assigned personnel, sworn and civilian, receive a formal orientation to their new command. Commanding officers shall determine which portions of the orientation are applicable to civilian and/or sworn personnel. The orientation program shall be in writing and available for review. Commanding officers shall use, but not be limited to, the following guide when developing their orientation programs:

Station

- \* Commanding Officer's Office
- \* Watch Commander's Office
- \* Records Room
- \* Community Relations Office
- \* Property Room
- \* Jail and Prisoner Holding Facilities
- \* Equipment Storage and Check Out Procedure
- \* Internal Mail Delivery Systems
- \* Subpoena Control Procedures

Formal Orientation of Newly Assigned Personnel

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Area

- \* Geographic boundaries and maps
- \* High crime locations
- \* Command post locations
- \* Other locations of interest

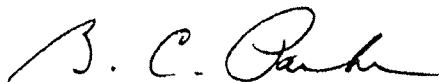
Community

- \* Community leadership
- \* Demographics of the community
- \* Special interest locations

Specialized Units

- \* Vice unit
- \* Narcotics unit
- \* Special problem unit

Area commanding officers are encouraged to be as comprehensive and creative as constraints allow in the development of their orientation program.



BERNARD C. PARKS, Assistant Chief  
Director  
Office of Operations

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