

ORDER NO. 9

April 18, 1994

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: VOLUNTEER PROGRAMS - ANNUAL REPORT

PURPOSE

This Order supersedes Office of Operations (O.O.) Order No. 12, 1982, Volunteer Programs - Semi-Annual Report.

INFORMATION

There are numerous volunteer organizations that provide personnel, material and financial assistance for Department sponsored activities. In order to properly monitor these organizations, an annual report detailing their activities shall be sent to O.O.

PROCEDURE**Area/Division Commanding Officers' Responsibilities**

Each Area/division commanding officer responsible for a group or entity receiving support from a volunteer organization shall submit a Volunteer Programs - Annual Report by November 15 of each year to the respective bureau. The report shall include the following information:

- * Name of each organization;
- * Purpose of each organization;
- * Principal composition of organization membership (e.g., senior citizens, homemakers, etc.);
- * Number of volunteer participants;
- * Type and amount of contribution(s) (e.g., time, cash, equipment, etc.);
- * Length of time that the organization has been in existence;
- * Major accomplishments; and,

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- * Other pertinent information.

Bureau Commanding Officers' Responsibilities

Each bureau commanding officer shall ensure that:

- * Area/divisions within their command complete a Volunteer Programs - Annual Report;
- * The reports are forwarded to the Office of Operations no later than the first working day in December; and,
- * The report includes information from the preceding year.

NOTE: The first annual report should contain information from November 1, 1993 to October 30, 1994.



BERNARD C. PARKS, Assistant Chief
Director
Office of Operations

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