

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 8

November 30, 2007

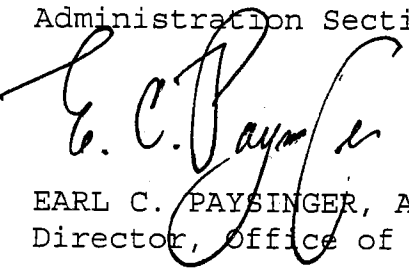
SUBJECT: PUBLICATION OF THE NEW AREA TRANSITION GUIDEBOOK

EFFECTIVE: IMMEDIATELY

The process of opening a new Area station is a daunting, yet extremely important task. A strong and solid foundation of the physical building is crucial, along with the infusion of a strong foundation of service and commitment to the community from those who will serve in the new Area station. This is a profound opportunity to lay the groundwork for many years of dedicated and honorable service that will emanate from the new station, which should be a symbol of pride and partnership with the surrounding community. The essence of the new station will not be defined by its mortar and bricks, but by the leadership of the men and women of the Los Angeles Police Department who serve there.

The recent opening of the Mission Area Station identified the need to have a published guideline that will provide an initial framework within which to work during the early planning stages. Although not exhaustive or all-inclusive, the *New Area Transition Guidebook* (Guidebook) will address the creation and development of the transition team, selection of personnel, equipment and furniture procurement and placement, community outreach, and the development of operational functions. It will provide a plethora of information regarding tasks involved in opening a new Area station and can be used as deemed necessary. This Guidebook will be available for access on the Local Area Network.

If there are any questions, please contact the Evaluation and Administration Section, Office of Operations, at (213) 473-8826.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

Attachment

DISTRIBUTION "D"