

February 28, 2006

DEPARTMENT MEMORANDUM NO. 06-3

SUBJECT: Log of Major Events

RESCINDS: Department Memorandum No. 93-15

The Log of Major Events provides the department with a historical reference. All events relating to the administration, structure, progress, and major changes in policies and procedures shall be reported to the Media Unit. Elements directly impacted by or affecting the event shall prepare a brief narrative description suitable for entry in the log.

A. Elements are required to report events for the following:

1. Changes in organizational structure or title (deputy chiefs will report changes in their elements).
2. Acquisition of noteworthy equipment/facilities which represent a significant departure from current operational equipment.
 - a. Executive Services Bureau will report actual purchase/lease.
 - b. Receiving element will report intended use, implementation, etc.
3. Physical relocation of department elements.
 - a. Executive Services Bureau will report purchase/lease of property, cost, size, etc.
 - b. Element moving to a different location will report actual move and related information
4. Changes in legislation and/or legal policies.

General Counsel will report changes in city, county, state, or federal laws which significantly impact the department.

5. Implementation of significant or revised procedures or programs.

Deputy chiefs will report changes in their element which represent a significant departure from current operational procedures.

6. Implementation of task force projects.

Task force chairperson will report recommendations or changes determined by the task force and final approval recommendations.

7. Changes in the Board of Police Commissioners.

Chief's Office will report appointments to the Board of Police Commissioners and any changes in policy pertaining to police affairs as determined by the Board of Police Commissioners.

B. Maintenance of the Log

1. Semi-annually, the Media Unit will distribute copies of the previous log to each deputy chief for corrections, additions, recommendations, etc., believed necessary to update the log.
2. Any member may submit information believed worthy of inclusion in the log. Information will be submitted through the chain of command to the Media Unit.
3. The Media Unit will update the log. The log will be arranged by date, listing the effective date or date of occurrence, the event, and a brief descriptive entry. All updates will be forwarded to the Planning and Research Division. The Planning and Research Division will be the repository for the log and serve as the Department Archives.

James D. Corwin
Chief of Police

DISTRIBUTION: All Department Elements
Post on all bulletin boards for two weeks