



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: March 13, 2014

SUBJECT: Departmental Order 2014-02

To provide for the efficient management of departmental projects, the Headquarters division is tasked with maintaining an inventory of projects involving the following:

- long-term or permanent initiatives that will have department-wide implications requiring support for budgetary issues, policy, TOGS, grants or;
- will require technology support from the IT Department.

Projects solely involving operations or investigations, such as task forces or special assignments are not subject to the project inventory

Division commanders will forward the proposal for any project meeting the above criteria to the Headquarters Division Commander. If IT department support is required, Headquarters personnel will arrange for a project manager to be assigned from IT.

HQ will serve in an advisory capacity to make recommendations to division commanders, bureau Chiefs, and the Chief of Police regarding conflicting or redundant proposals, budgetary issues, security issues, and the capability and priorities of the IT department to support the proposed project. A monthly report listing the status of all projects will be forwarded to the TPD staff by HQ.

CJ:wve