

GENERAL ORDER 13.1.1

Committees/Task Forces

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the need for and formation of committees and task forces.

DISCUSSION

Effective decision-making, forecasting and planning are essential for accomplishing the Department's mission. There are two basic types of decision-making processes at all levels of the Department. The first is command decision-making, which is appropriate for emergencies and time-critical issues. The second deals with a range of non-emergency medium to long-range issues in which there is greater opportunity for participation from those who will be affected by the decision. Committees and task forces provide an excellent means for processing these issues.

POLICY

I

Committees or task forces may be appointed by the Chief of Police to deal with Department-wide issues. Command Staff may appoint committees and task forces to deal with operational or other issues limited to their respective divisions.

II

Committees/task forces may be designated standing or *ad hoc*. The appointing authority shall provide a specific statement of purpose and function. In addition, the appointing authority shall:

- A. Determine the size and make-up of the committee/task force (volunteers may be solicited.)
- B. Establish a due date for completion of work for *ad hoc* committees/task forces.
- C. Designate a chairperson or delegate the selection to the committee/task force.

III

The chairperson is responsible for ensuring his/her committee/task force completes its assigned work within the designated time frame.

Richard Lewis
Chief of Police