



Alexandria Police Department
Directive 12.2



SCHEDULING DEPARTMENT EVENTS

Effective Date: 06-21-2016		Cancels: 06-01-2011
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12.2.01 RESPONSIBILITIES

The Chief's Administrative Aide is responsible for approving the scheduling of any public events sponsored by the Police Department including, but not limited to, the following:

- Public Safety days
- Award ceremonies
- Promotion ceremonies
- Public crime prevention and/or community relation functions, RPO/COP open houses
- Police-related dedications (satellite facilities, etc.)

All employees responsible for organizing an event will contact the Chief's Administrative Aide prior to scheduling the date for the event, in order to ensure that the date is not in conflict with the scheduling calendar for the Chief of Police or other scheduled City-sponsored events and/or meetings. Once the event is approved for scheduling, the organizing employee must notify the Public Information Office of the date, time and location of the event.

12.2.02	GENERAL
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The provisions of this Directive do not apply to agencies, public or private, outside the Police Department, which are the sponsors of events that the Police Department has been invited to attend.

By Authority Of:

Earl L. Cook
Chief of Police