



UNIT DESIGNATIONS

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| INDEX CATEGORY: | Department Organization | | |

I. PURPOSE

This directive:

- A. discontinues the practice of placing unit numbers and the unit names in a Department directive.
- B. establishes unit designation numbers for Department units.
- C. identifies Department protocol for the issuance, modification, or termination of unit numbers.

II. GENERAL INFORMATION

- A. There is an electronic interdependence between multiple applications within the Department. No longer can the Department simply create new unit numbers by issuing paper-based Department directives. Each newly authorized unit number requires the synchronization of Department electronic applications and established managerial reports to ensure there is no duplication or confusion due to the introduction of new or modified unit numbers.
- B. The official unit designation numbers are posted and maintained on the Department's intranet site and can be accessed from the CLEAR homepage by performing a Unit Designation Search.
- C. To obtain a printed list of all Department unit numbers simply leave the unit number and unit description data fields blank and hit "submit query."

III. RESPONSIBILITIES

- A. Unit commanding officers requesting to add, modify, or delete unit numbers, will submit a written report through their chain of command to the attention of the Director, Research and Development Division.
- B. The Research and Development Division will maintain the unit designations table consistent with the Department directive entitled "Department Organization for Command", and liaison with Information Services Division (ISD) and other Department units as necessary to perform this responsibility.

Authenticated by: KC

Garry F. McCarthy
Superintendent of Police

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