

Code A

From: Kenny, Owen
Sent: 30 June 2004 10:44
To:
Subject: Admin issues

Code A

Dear All,

The following was decided at a meeting with the DSs and DCI Williams yesterday.

At 10.00 hrs every Monday, commencing Monday 5th July, there will be a squad meeting in the main office. It is important that everyone attends these meetings so please work this into your diaries for the foreseeable future.

Code A is in the process of preparing a destination board so that it can be seen at a glance what everybody's commitments are for the day/week.

An old fashioned but reliable and user friendly duties diary will be kept in the main office. Please ensure that A/L, RDs, Duty weekends, courses etc. are recorded in the book.

Thanks,

Owen