

**SPECIAL ORDER**

TO: All Uniformed Personnel

FROM: Tom Dodds, Chief of Staff

DATE: January 27, 2016

SUBJECT: Harassment/Relationship Policy Educational Rollout

Recently, two new polices were released to the department: Harassment Prevention (GO E202.1) and Personal and Family Relationships in the Workplace (GO E206). To assist each member in becoming familiar with the new policies and to provide opportunities to ask questions we have created educational sessions. The educational sessions will be administered through Captains’ Complements, and will be led by Battalion Chiefs and the Executive Team. Each member is directed to read and become familiar with the policies, as well as print out a personal copy of each policy for use in the session. This training is mandatory; an attendance roster will be completed by the Battalion Chief at each session.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Time | Shift | Captains Complement/Staff Location | Executive Team Member |
| 5-Feb. | 1300 | B | AFR | Jantzen |
| 8-Feb. | 0730 | B | Communications B | Orta |
|  | 1000 | N | Wildfire | Orta |
|  | 1300 | B | Q1 | Woolverton |
|  | 1300 | N | Investigations | Orta |
|  | 1300 | B | Station 14 | Jantzen |
|  | 1530 | B | Station 31 | Jantzen |
|  | 1530 | B | Q17 | Clopton |
| 9-Feb. | 0730 | C | Communications C | Orta |
| 10-Feb. | 0730 | D | Communications D | Buck |
|  | 1300 | A | Q1 | Vires |
|  | 1300 | A | L8 | Davis |
|  | 1300 | N | Prevention | Orta |
|  | 1530 | A | Q38 | Orta |
|  | 1530 | A | Q17 | Vires |
| 11-Feb. | 0730 | A | Communications A | Davis |

All Uniform Personnel

Page two

Harassment/Relationship Policy Education Rollout

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1030 | N | Education Services | Davis |
|  | 1300 | B | Q3 | Dodds |
|  | 1300 | B | Q40 | Fowler |
|  | 1300 | N | Wellness | Woolverton |
|  | 1530 | B | Q19 | Frick |
|  | 1530 | B | Q15 | Fowler |
| 12-Feb. | 1300 | C | Q3 | Buck |
|  | 1300 | C | Q40 | Davis |
|  | 1300 | N | Headquarters | Orta |
|  | 1530 | C | Q19 | Vires |
|  | 1530 | C | Q27 | Tanzola |
| 15-Feb. | 1300 | C | Q1 | Vires |
|  | 1300 | C | L8 | Davis |
|  | 1300 | N | Shops | Woolverton |
|  | 1530 | C | Q38 | Davis |
|  | 1530 | C | Q17 | Vires |
| 17-Feb. | 1300 | B | Q18 | Jordan |
|  | 1300 | B | Q35 | Frick |
|  | 1530 | B | Q27 | Frick |
|  | 1530 | B | L8 | Davis |
| 18-Feb. | 1300 | C | B1 Makeups | Clopton |
|  | 1300 | C | Q15 | Woolverton |
|  | 1530 | C | L36 | Dodds |
|  | 1530 | C | Q18 | Vires |
| 19-Feb. | 0900 | C | AFR | Jantzen |
|  | 1300 | A | Q3 | Jordan |
|  | 1300 | A | Q18 | Swenson |
|  | 1300 | A | AFR | Jantzen |
|  | 1530 | A | Q19 | Jordan |
|  | 1530 | A | Q27 | Swenson |
| 22-Feb. | 1300 | A | Q40 | Swenson |
|  | 1300 | A | Station 14 | Jantzen |
|  | 1530 | A | Station 31 | Jantzen |
|  | 1530 | A | L36 | Swenson |
| 24-Feb. | 1300 | C | Q35 | Vires |
|  | 1300 | C | Station 14 | Jantzen |
|  | 1300 | N | SpecOps | Jantzen |
|  | 1530 | C | B2 Makeups | Buck |
|  | 1530 | C | Station 31 | Jantzen |
| 25-Feb | 1300 | A | Q35 | Clopton |
|  | 1300 | A | B2 Makeups | Swenson |
|  | 1530 | A | B3 Makeups | Swenson |

All Uniform Personnel

Page three

Harassment/Relationship Policy Education Rollout

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1530 | A | B4 Makeups | Dodds |
| 26-Feb. | 1300 | B | L36 | Tanzola |
|  | 1300 | B | Q38 | Frick |
|  | 1530 | B | B5 Makeups | Buck |
|  | 1530 | B | B3 Makeups | Tanzola |
| 29-Feb. | 1300 | B | B4 Makeups | Buck |
|  | 1300 | B/N | Spec Ops/Make ups | Jantzen |
|  | 1530 | B | B1 Makeups | Fowler |
|  | 1530 | B | B3 Makeups | Woolverton |
| 2-March | 1300 | A | B1 Makeups | Frick |
|  | 1300 | A | B2 Makeups | Buck |
|  | 1300 | A | AFR Makeups | Jantzen |
|  | 1530 | A | Spec Ops Makeups | Jantzen |
|  | 1530 | A | B3 Makeups | Buck |
| 3-March | 1300 | B | B5 Makeups | Dodds |
|  | 1300 | B | B1 Makeups | Frick |
|  | 1530 | B | B4 Makeups | Fowler |
|  | 1530 | B | B2 Makeups | Buck |
| 4-March | 0900 | B | AFR Makeups | Jantzen |
|  | 1300 | C | B1 Makeups | Frick |
|  | 1300 | C | B2 Makeups | Buck |
|  | 1300 | C | AFR Makeups | Jantzen |
|  | 1530 | C | B3 Makeups | Tanzola |
|  | 1530 | C | B4 Makeups | Dodds |
| 7-March | 1300 | C | B5 Makeups | Tanzola |
| 9-March | 1300 | B | B2 Makeups | Fowler |
| 11-March | 0900 | C | Spec Ops Makeups | Jantzen |
|  | 1300 | A | B1 Makeups | Jordan |
|  | 1300 | A | B5 Makeups | Buck |
|  | 1530 | A | B4 Makeups | Buck |
|  | 1530 | A | B5 Makeups | Fowler |
| 14 March | 1300 | A | Q15 | Dodds |