



CHIEF'S OFFICE "GOLDENROD" DOCUMENT INFORMATION FORM



Complete and attach this form to all documents sent to the Chief of Police for signature.
 Bureau Secretaries, email the document to: **PD-COP-OFFICE@LONGBEACH.GOV**
 (Subject line of email should reference type and subject of document)
 This form does not apply to projects generated by the Chief's Office.

INITIATED BY (CHECK ONE):

- ADMINISTRATION
 FINANCIAL
 INVESTIGATIONS
 PATROL
 SUPPORT
 COP

9/6/18

TYPE OF DOCUMENT AND SUBJECT:

- Council Letter (Checklist Attached)
 Memo
 Correspondence
 Other Challenge Coin

SUBJECT: North Division Challenge Coin 2018

SPECIAL INSTRUCTIONS:

Deadline, if any: _____

- Return original to Bureau for mailing/processing
 COP Office will mail/process and return copy to Bureau
 COP Office forward to C.M. and return a copy and supporting document to Bureau

OTHER: _____

SUMMARY DESCRIPTION:

North Division Challenge Coin Design

FISCAL IMPACT (cost, budgeted, funding source):

NONE

POTENTIAL CONTROVERSY:

NONE

In	Out	Action
9/6/18		Rcd. To Julie PD A
	9/10/18	Signed & Ret'd PD B

ORIGINATING BUREAU APPROVALS:

Bureau Approval AA
 Division Approval DP + IC 5504
 Initiator/Author _____

FINANCIAL BUREAU APPROVAL:

If document involves any fiscal issues, the Financial Bureau must review prior to submission to Chief's Office:

Date Rec'd: _____ Approved by: _____

Rtn'd to Bureau: _____

PERSONNEL DIVISION APPROVAL:

If document involves any personnel issues, the Personnel Division must review prior to submission to Chief's Office:

Date Rec'd: _____ Approved by: _____

Rtn'd to Bureau: _____

TECHNOLOGY APPROVAL:

If document involves any technology issues, the Records Division and the Technology Services Department must review prior to submission to Chief's Office:

Date Rec'd: _____ Approved by: _____

Rtn'd to Bureau: _____

HOMELAND SECURITY APPROVAL:

If document involves any homeland security issues, the Support Bureau and the Disaster Preparedness Department must review prior to submission to Chief's Office:

Date Rec'd: 8/27/18 9-23-18 Approved by: _____

Rtn'd to Bureau: _____



Date: September 6, 2018
To: Robert G. Luna, Chief of Police
From: Wally Hebeish, Deputy Chief, Patrol Bureau
Subject: **NORTH DIVISION CHALLENGE COIN 2018**

The North Division is asking for approval of the attached design for a challenge coin.

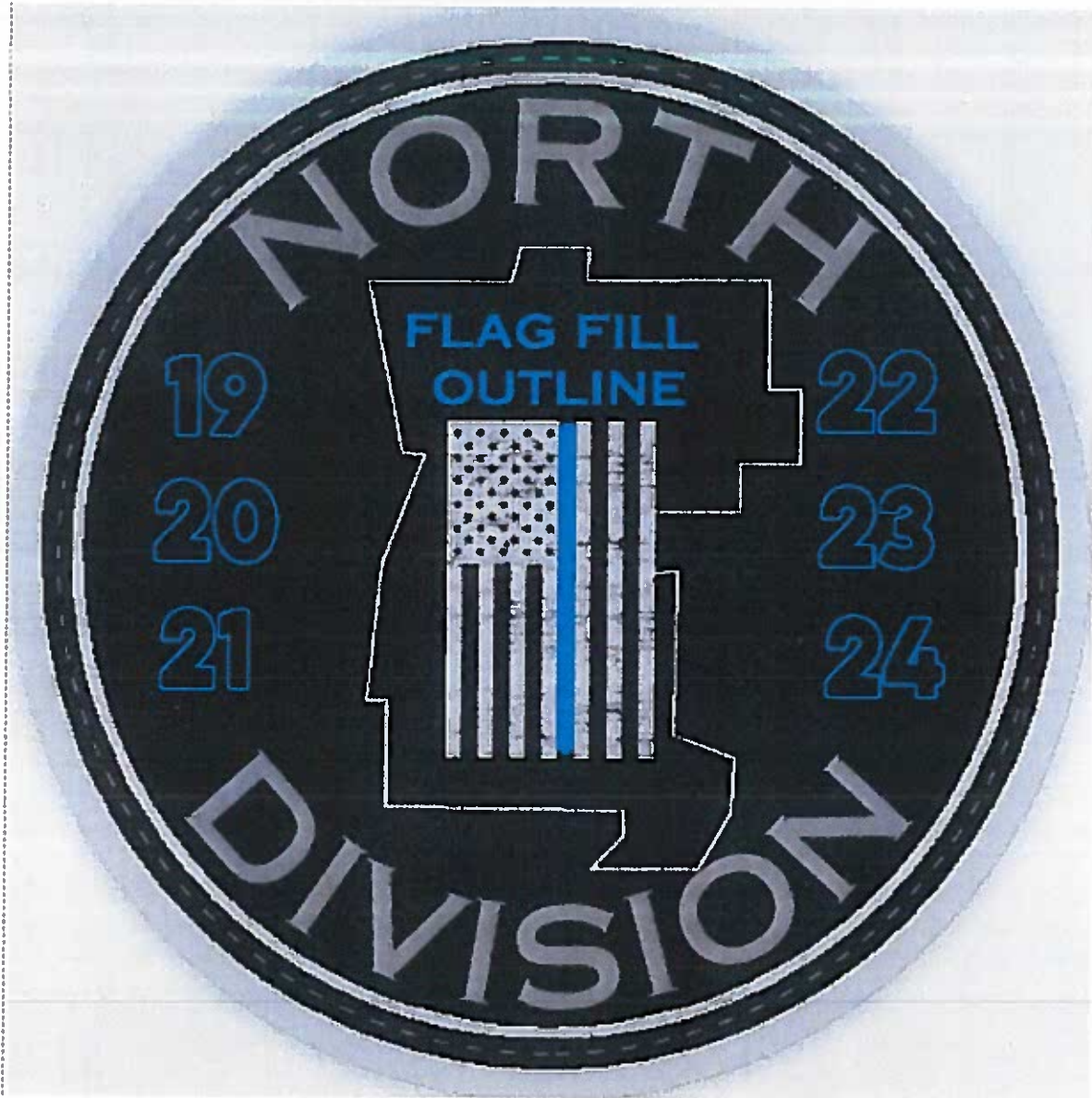
The attached design shows what the front of the coin will look like. The back of the coin will have the Police Department badge.

If you have any questions, please contact Commander Steve Lauricella at extension 9806.

Approved: 
Robert G. Luna, Chief of Police

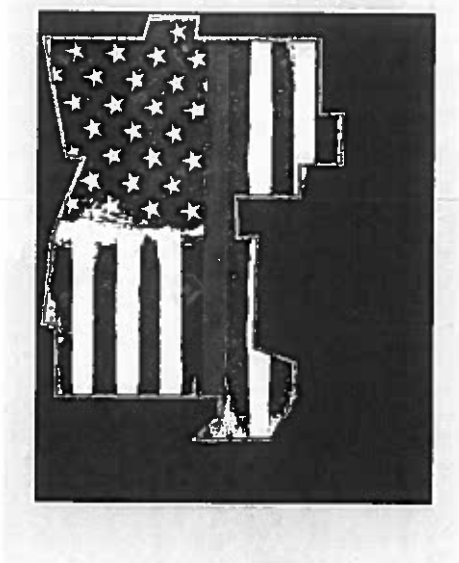
SL:vm
North Division Challenge Coin - 2018

NORTH DIVION CHALLENGE COIN





PLEASE
CHANGE TO
NORTH DIVISION
AND RETURN
TO PATROL
BUREAU



THANK YA
TA