



CLEVELAND DIVISION OF POLICE

NOTICE OF MEETING PLANNED

The following information is being forwarded relative to a community meeting or event scheduled within the area of your command. Request that specific district personnel be assigned to attend as per General Police Order.

MEETING DATE:	MEETING DAY:
MEETING TIME:	DISTRICT:
MEETING ADDRESS:	
ORGANIZATION:	
CONTACT PERSON:	
PHONE NUMBER:	
EXPECTED ATTENDANCE:	
ANTICIPATED TOPIC OF DISCUSSION:	
CAPTAIN NOTIFIED:	
OFFICERS ASSIGNED TO ATTEND:	
INFORMATION RECEIVED FROM:	
(BUREAU/DISTRICT/SECTION/UNIT)	
THIS FORM COMPLETED BY:	
TODAY'S DATE:	