



POLICY AND PROCEDURE

NO.330

Chief's Conference Room

Date Issued	Date Effective	Revision No.	No. of pages 1
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Please request in writing your desire to use the Chief's Conference Room and forward it to the Chief's Office.

Please state the date and time so that we may keep a record and avoid duplication.

Your cooperation is appreciated.

Per:

James M. Gallagher
Chief of Police

JMG:GJG:km