

## **Directive Order: 07-001**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Directive Order: 07-001**

**Effective Date:**

**Revision Date:**

**Subject:**

Open Lines of Communication

**Reference:**

#### **PURPOSE OF ORDER:**

The purpose of this Directive is to establish procedures regarding the necessity to develop and maintain "Open Lines of Communication" in our daily interaction among all staff, units, and other entities. This directive supersedes all current policies, Facilities Planning Bureau Directives, Unit Orders, or any other document that contradicts procedures set forth in this Directive. The policies and procedures outlined in this Directive shall remain in effect until revised and/or rescinded.

#### **OPEN LINES OF COMMUNICATION:**

Research shows that increased communication with stakeholders promotes greater collaboration, coordination, and buy-in to projects, programs, and goals. Increasing communication also helps to create a sense of collective purpose among staff, facilitates internal lines of communication, and fosters an atmosphere of participatory decision-making.

People with common interests benefit from sharing ideas, discussing problems, and negotiating solutions. Opening discussions to stakeholders on a wide variety of issues facilitates input to planning committees, improves articulation, and increases involvement in policy formation and the sharing of ideas in the work environment. Opening these discussions to stakeholders also improves vertical communication, and allows the development of a common language and shared vision.

In light of the numerous Capital and major renovation projects currently assigned to this Bureau and the addition of several expansive new projects anticipated within the immediate future, it is of paramount importance that open lines of communication are implemented and continuously maintained among all parties. Of vital importance is our continued open dialog and sharing of information with other service providers such as, but not limited to, the Facilities Services Bureau, Communications and Fleet Management Bureau, and Data Systems Bureau.

These essential service providers are key-components as project team members for the successful completion of our Capital Projects.

I strongly encourage each of you to conscientiously maintain open lines of communication with all project team members, regardless of their unit of assignment. Furthermore, these communication efforts should be expanded to include our clients (station and/or other unit personnel).

Effective project teams increase workplace morale and productivity. Teams that are innovative make fewer mistakes, save money, and are more efficient. These open dialogs may discourage unnecessary conflicts, minimize misunderstandings, and allow for the successful development of our projects.

---