



SPECIAL NOTICE 20-003

DATE: February 28, 2020
TO: All Personnel
FROM: Shawn Arold, Deputy Chief

CANCELLATION OF ALL NON-ESSENTIAL TRAVEL

Department Personnel,

I am sorry for this late notice, and until further notice, we are canceling all non-essential travel effective immediately. This includes the Northwest Leadership Conference in Portland as well as the Center for Public Safety Conference. It is not my wish to cancel plans at the last minute, but this decision is out of concern and precaution for our employees and their families. If you made your travel arrangements and cannot get a reimbursement from the airline, then submit for reimbursement from the department. Thank you for your understanding.

Sincerely,

Deputy Chief
Shawn Arold