

POLICE DIVISION
MICHIGAN STATE UNIVERSITY

MEMORANDUM

September 25, 1957

TO : Police Administration Division STAFF
FROM : HOWARD W. HOYT
SUBJECT: Assignment of personnel.

1. The attached chart indicates the sections of the Police Administration Division to which each American member of the staff has been assigned. These assignments were based upon personnel needs in terms of the responsibilities which our organization has accepted in Viêt-Nam, past experience of each of you, and, wherein possible, in keeping with the desires expressed by each of you. The assignments can be considered permanent. However, future changes may be dictated by work loads, changing needs, and by experience.

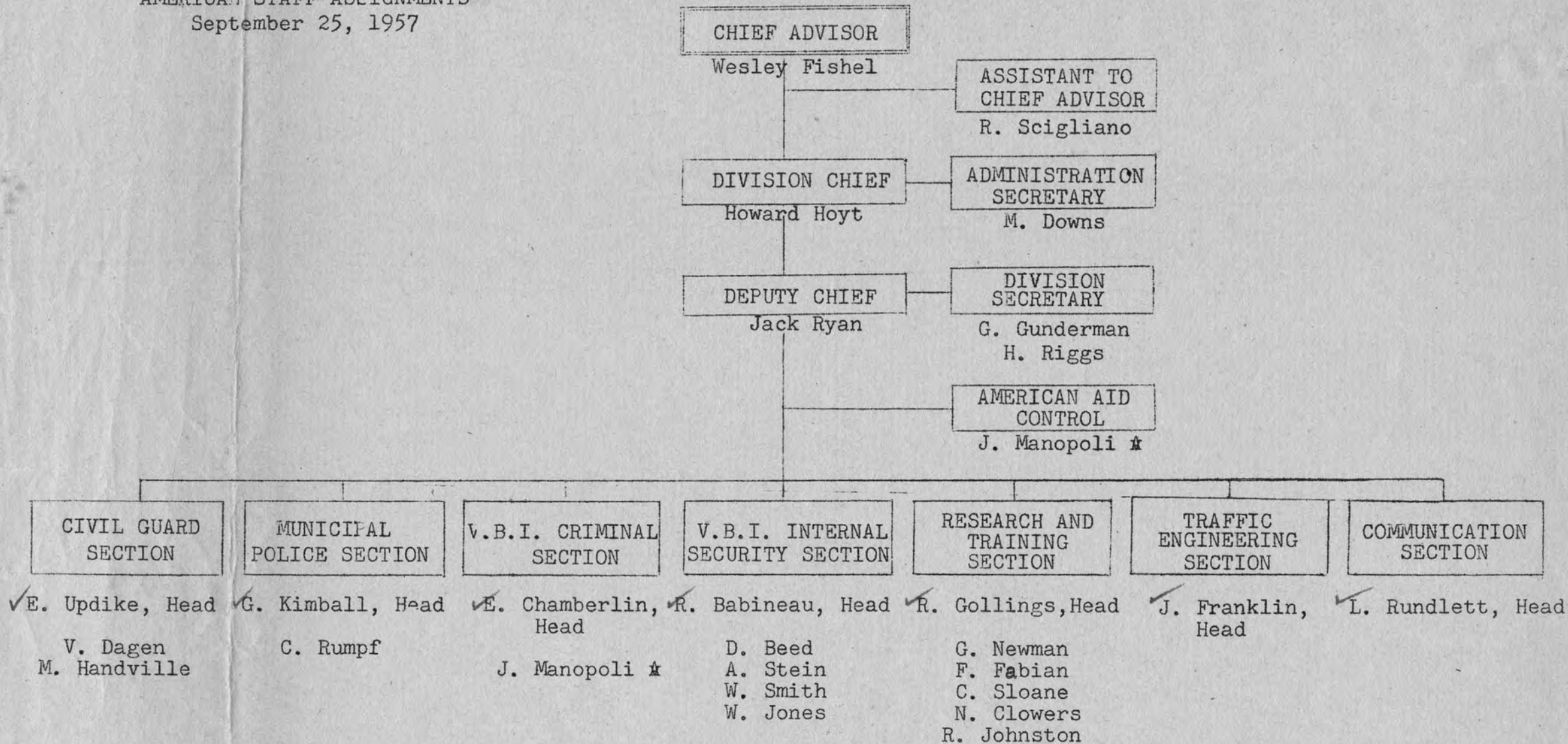
2. The members of each section will coordinate their activities with the Heads of their respective sections, who, in turn, will coordinate their section's activities with the Deputy Chief of the Division. Each section must consider itself to be an integral part of a team. Although each of us is assigned various duties as part of a section, we will all be responsible for assisting the Research and Training Section, with particular regard to developing training needs and research material. The success of our over-all Police Program will be measured by the results of our combined efforts, based upon cooperation between us all.

3. Following a few meetings with the Chief and Deputy Chief of our Division:

each Section Head, in cooperation with the personnel of his section, will develop a sound program for their section, together with a tentative schedule of accomplishment. The programs will then be submitted to the Deputy Chief for study, prior to their review by the entire staff. In this manner, all of us will be aware of the directions in which the Police Division is going and each of us will have an opportunity to assist in the formation of the over-all program.

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AMERICAN STAFF ASSIGNMENTS
September 25, 1957



★ one-half time