

OFFICE OF THE CHIEF OF POLICE

NOTICE

October 23, 2025

1.14

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: HUMAN RESOURCES BUREAU AND PERSONNEL GROUP –
CORRESPONDENCE REFERENCE NUMBERS AND RADIO
DESIGNATIONS PURSUANT TO REACTIVATION; AND, EMPLOYEE
RELATIONS GROUP – NEW CORRESPONDENCE REFERENCE NUMBER

On August 13, 2025, the Office of the Chief of Police (OCOP) Notice introduced the Department's reorganization and reactivated the Human Resources Bureau (HRB) and Personnel Group (PERG). This Notice communicates HRB and PERG's correspondence reference numbers and radio designations, as well as ERG's new correspondence reference number.

Human Resources Bureau reports directly to the Office of the First Assistant Chief, Chief of Staff. The HRB is responsible for managing personnel and employee relations functions that support the operational readiness and professional development of the Department. The HRB shall utilize correspondence reference number 2.3. The HRB Commanding Officer shall hold the radio unit designation Staff 1L. All other personnel assigned to HRB shall use the radio designation 20H.

Human Resources Bureau is comprised of two primary commands: Personnel Group and Employee Relations Group.

- Personnel Group is a subordinate entity within HRB's chain of command, overseeing the daily operations of Personnel Division, Recruitment and Employment Division, and the Officer Representation Section. The PERG will use correspondence reference number 2.3.1. The Commanding Officer shall hold the radio unit designation Staff 1M, and all other personnel assigned to PERG shall use the radio designation 19H.
- The ERG shall use correspondence reference number 2.3.2. The Commanding Officer shall hold the radio unit designation Staff 1F, and all other personnel assigned to ERG shall use the radio unit designation 17H.

All Department Personnel

Page 2

1.14

An Order amending the Department Manual is forthcoming to further explain HRB's and PERG's organization and functions. Any questions regarding this Notice may be directed to the Office of the First Assistant Chief, Chief of Staff, at (213) 486-8740.

A handwritten signature in black ink, appearing to read "J. McDonnell".

JIM McDONNELL
Chief of Police

DISTRIBUTION "D"