

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 1  
16.3

March 1, 2008

TO: All Metropolitan Division Personnel

FROM: Commanding Officer, Metropolitan Division

SUBJECT: TESTING AND EVALUATION OF NEW PRODUCTS; ESTABLISHMENT  
OF THE METROPOLITAN DIVISION PRODUCT EVALUATION/ITEM  
TRACKING LOG; ESTABLISHMENT OF INDEX OF DEPARTMENT  
APPROVED EQUIPMENT FOR METROPOLITAN DIVISION WEAPONS  
SYSTEMS

**PURPOSE:** Metropolitan Division (Metro) is routinely presented with the challenge of developing field tactics to address the various missions divisional personnel encounter on a daily basis. In the interest of public and officer safety, Metro is often confronted with having to either create a new product or locate a vendor who can supply a product that can meet the needs of a specific mission.

The Department has a Product Evaluation Manual produced by Planning and Research Division (PRD). Planning and Research Division is the Department entity having functional authority in coordinating, monitoring and assigning product evaluations to specialized divisions such as Metro. The PRD manual delineates the Department approved policy and protocol when testing and evaluating (T&E) products from outside vendors.

Planning and Research Division was consulted and recognizes the need for Metro to have the ability to T&E products in-house on an "as needed" basis. As a result, PRD has authorized Metropolitan Division to proceed with its own self-initiated T&E provided PRD is consulted throughout the process and all steps of the process are appropriately documented. This is necessary to limit the Department's exposure to litigation from outside vendors.

**PROCEDURE:**

**I. PRODUCTS REQUESTED OR SUBMITTED FOR T&E BY METRO OFFICERS**

A. When a Metro officer submits a product or requests a particular product for T&E or purchase by Metro:

- Submit the request on a 15.7 to R-Commander with the following information:
  - Description of the need;
  - Available data on the product;

- Any history of contact between the initiating Department employee and the product manufacturer and/or its distributors.
- Upon approval of R-Commander, the 15.7 will be forwarded to the Metro Armory.

## II. METROPOLITAN DIVISION ARMORY

The Metro Armory is tasked with the responsibility of ensuring the T&E process and purchase of tactical products for field use conforms to the main points outlined in the Department's Product Evaluation Manual by PRD. For T&E of new products and tracking of products purchased for tactical field deployment by Metro personnel, the following duties are established for the Metro Armory:

- Tracking of all product items submitted to Metro for possible T&E;
- Tracking of all products selected for T&E;
- Tracking of all tactical related products purchased for field deployment;
- Liaison with PRD at the outset of the T&E process to obtain Department approval;
- Conduct an industry survey on the item to be tested and evaluated and select a group of comparable items to be tested (if necessary);
- Develop a testing protocol to ensure the best product is selected;
- Liaison with PRD to review the testing protocol and comparable group of items to be tested to ensure compliance with Department T&E standards;
- Assign the items to be tested to Metro SME(s) for a specific time period (generally 90 days or more);
- Ensure an evaluation is completed with summarized test results in a written format to include a review and analysis;
- Liaison with PRD to review final evaluation for their suggestions and/or amendments;
- Provide a recommendation to R-Commander.

In addition to this, the Metro Armory shall liaison with the appropriate Department entities to ensure all equipment attached to all firearm weapon systems utilized by Metro are Department approved (i.e. light attachments, optics, etc.). The Metro Armory shall also maintain an index of approved equipment for use by Metro currently issued to Metro personnel (i.e. utilities, tactical vests, etc.).

Note: Metro Armory personnel will primarily liaison with the Special Projects Unit (SPU), PRD at (213) 202-5620 unless directed otherwise.

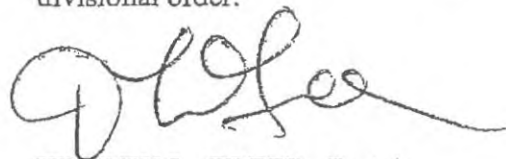
### III. METROPOLITAN DIVISION SUBJECT MATTER EXPERTS (SME)

Metropolitan Division is comprised of tenured officers with a wide-range of law enforcement experience and capabilities. This in-house group of SMEs will be utilized in the following manner:

- Assist the Metro Armory, when requested, in drafting the testing protocol for the items(s) for T&E;
- Conduct field tests as required and directed by the Metro Armory;
- Conduct written evaluations as directed by the Metro Armory on the items they are tasked with for T&E.

### IV. METROPOLITAN DIVISION COMMANDING OFFICER

R-Commander bears the ultimate responsibility in ensuring the T&E process is in compliance with Department approved standards as defined by PRD. In addition to this, R-Commander has ensured the T&E process will be open to all Metro platoons. This will be accomplished with a regular discussion at the monthly supervisors meeting on current items being T&E'd in Metro. It is expected that the supervisors will disseminate this information at roll calls for each platoon and direct personnel interested in submitting ideas for T&E through the channels outlined in this divisional order.



JEFFREY L. GREER, Captain  
Commanding Officer  
Metropolitan Division

Attachments

## METROPOLITAN DIVISION CHECKLIST FOR T&E

### Where do you start?

- ☐ Read the one page Summary of the Process for Metro
- ☐ Read Metropolitan Divisional Order No. 07-07
- ☐ Submit 15.7 to R-CMDR explaining what you want to have T&E'd. *Note: if you have a financial interest in the product being tested you may be subject to completing a City financial disclosure form (CEC Form 11)*
- ☐ If your product idea is a single source item, articulate your expertise in regards to the tactical application of the item and thoroughly explain why this is the only item that would meet the need

### Once the 15.7 is approved and given to the Metro Armory:

- ☐ The Metro armory will maintain a master file of the 15.7's submitted for T&E
- ☐ The Metro armory will create individual files for individual T&E products as warranted
- ☐ The Metro armory will utilize the Metropolitan Division Product Evaluation/Item Tracking Log to track all T&E projects
- ☐ The Metro armory will liaison with PRD SPU at (213) 202-5630 and obtain telephonic approval to move forward with an internal T&E process and follow-up with sending a 15.2 to the Commanding Officer, PRD (see exemplars in PRD T&E Manual)
- ☐ The Metro armory can contact listed resources in the PRD T&E Manual to see if the item(s) have already been tested by another agency
- ☐ The Metro armory will conduct an industry survey if required
- ☐ The Metro armory, along with any personnel they enlist, will draft/develop a testing protocol to ensure the best product is selected
- ☐ The protocol will ensure that a list of features that must be in the product is included
- ☐ The protocol will also establish field test criteria (answers the question what do we want the product to do)
- ☐ The protocol will formulate the specifications and the functional specifications
- ☐ The Metro armory, along with any personnel they enlist, will determine how the product will be tested (methodology)
- ☐ The Metro armory shall have vendors complete "Conditions of Use Agreement form"
- ☐ The Metro armory will contact PRD SPU to approve the testing protocol
- ☐ The Metro armory will assign the item(s) to Metro Subject Matter Experts (SME's) for field evaluations

### Metro SME's Responsibility when assigned to test the item(s):

- ☐ Complete CEC Form 11 (Statement of Conflict of Interest...*if necessary*)
- ☐ Document the results of the testing according to the developed testing protocol and methodology
- ☐ Summarize your test results in written format (see exemplars)
- ☐ Review and analyze your results
- ☐ Provide a recommendation
- ☐ Submit report and item(s) back to the Metro armory

### After the evaluation is completed:

- ☐ The Metro armory calls PRD SPU with the results/recommendations for their review
- ☐ Once PRD SPU approves, forward to R-CMDR for chain of command approval

## Metropolitan Division Product Evaluation/Item Tracking Log

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## PROCEDURES AND RESPONSIBILITIES

### METROPOLITAN DIVISION ARMORY

The Metro Armory is tasked with the responsibility of ensuring the T&E process conforms to the main points outlined in the Department's Product Evaluation Manual by PRD. PRD concurred that Metro can establish its own in-house T&E program as long as PRD is kept up to date on Metro's T&E projects. Therefore, the following protocol and standards are established for the Metro Armory:

- Tracking of all 15.7's and product items submitted to Metro for possible T&E;
- Tracking of all products selected for T&E;
- Liaison with PRD at the onset of the T&E process to obtain Department approval; complete 15.2 to Commanding Officer of PRD (see PRD exemplars)
- If warranted, ensure an industry survey on the item to be tested is conducted and select a group of comparable items to be tested;
- Develop a testing protocol to ensure the best product is selected;
- Liaison with PRD to review the testing protocol and comparable group of items to be tested to ensure compliance with Department T&E standards;
- Assign the items to be tested to Metro SME(s) for a specified time period
- Ensure an evaluation is completed with summarized test results in a written format to include a review, analysis and recommendation;
- Liaison with PRD to review final evaluation for their suggestions and/or amendments;
- Provide the review, analysis and recommendation to R-Commander.

### METROPOLITAN DIVISION SUBJECT MATTER EXPERTS (SME)

Metropolitan Division is comprised of tenured officers with a wide-range of law enforcement experience and capabilities. This in-house group of SME's will be utilized in the following manner:

- Assist the Metro armory, when requested, in drafting the testing protocol for the items(s) for T&E;
- Conduct field tests as required and directed by the Metro Armory;
- Conduct written evaluations as directed by the Metro Armory on the items they are tasked to T&E.

### METROPOLITAN DIVISION COMMANDING OFFICER

R-Commander bears the ultimate responsibility in ensuring the T&E process is in compliance with Department approved standards as defined by PRD. In addition to this, R-Commander has ensured the T&E process will be open to all Metro platoons. This will be accomplished with a regular discussion at the monthly supervisors meeting on current items being T&E'd in Metro. It is expected that the supervisors will disseminate this information at roll calls for each platoon.



## SUMMARY OF THE PROCESS FOR METRO

**STEP 1:** Requests for product evaluations will generally come to Metro from three sources. Either the Department directs Metro to test a product, outside vendors submit products directly to Metro for testing or Metro personnel observe/create a product for testing and evaluation (T&E). If a Metro officer would like to recommend a product for T&E, they shall submit a 15.7 to R-Commander with the following information: description of need, available data on the product, and any history of contact between the initiating Department employee and the product manufacturer and/or its distributors. The Metro officer submitting the 15.7 should also review the "*Metropolitan Division Checklist for T&E*" for guidance. The Metro armory will maintain a special file for all 15.7's submitted for T&E request.

Regardless of the source, any product received by Metro for T&E shall be directed to the Metro Armory for proper intake documentation. When the Metro Armory receives a 15.7 or product item(s), they shall document its receipt on the "*Metropolitan Division Item Tracking Log*". This log documents the following: tracking number, date product received/returned, who received it, name of the item received, the manufacturer & contact name/phone number, date due back to the manufacturer, location where item is stored and notes. Attached to Metro Divisional Order No. 07-07 is a copy of the tracking log and an abbreviated "how to" checklist as an aide.

If it is determined by the Lieutenant II Officer-in-Charge (OIC) of the Metro Armory to move forward with T&E on any of the products received, the approval of R-Commander shall be obtained. After receiving R-Commander's approval to move forward with T&E, the Special Projects Unit (SPU), Planning and Research Division (PRD) shall be contacted at (213) 202-5630. The Metro Armory shall obtain verbal approval from SPU PRD prior to commencing T&E. A file will be created for each T&E project which will contain the following: T&E tracking number, description of item for T&E, name of manufacturer(s), date & name of SPU PRD who approved T&E, date T&E commenced, name(s) of officer(s)/SME(s) who will test the product, estimated date of T&E completion (30-day, 45-day or 90-day, etc).

**STEP 2:** Unless the product is one-of-a-kind or uniquely suited to meet an operational need, there is a likely probability that there are more than one manufacturer of the item selected for T&E. Liability issues arise as to the fairness of selecting a particular manufacturer of a product over another manufacturer. Therefore, the Metro Armory will conduct an industry survey for similar items and can enlist the assistance of other Metro personnel or outside resources for input. Once a group of other manufacturers are identified, the Metro Armory OIC will approve a list of competing vendors to be included in the T&E process. Metro Armory personnel will develop the methodology, evaluation criteria and grading/definition of success for the product for T&E. PRD's Product Evaluation Manual lists several product evaluation resources that will have information on the product if T&E was already conducted on it by another entity. Prior to proceeding to **STEP 3**, contact SPU PRD and discuss the Metro methodology with them for approval and/or fine-tuning to ensure compliance with Department T&E standards. Vendor(s) shall sign a "Conditions of Use Agreement" form.

**STEP 3:** T&E of the product(s) begin.

**STEP 4:** After the evaluation is completed, summarize the test results in written format to include a review and analysis. The Metro Armory will provide a copy for review by SPU PRD for review/edits prior to providing a recommendation to R-Commander via the Metro Armory OIC.